

Please paste the following with the word document as a PDF

Finance Centre Department – Book our Boardroom.

The Finance Centre is pleased to welcome requests from visitors to make use of our boardroom/conferencing facility. Please contact us to discuss your requirements. You will need to complete the booking form should you wish to confirm your booking.

Start of form:

HM Government of Gibraltar
Ministry of Financial Services
Finance Centre Department

Boardroom / conference room booking form

Please complete and return this form by fax or email to info@financecentre.gov.gi. If you would like to discuss arrangements please contact us on telephone number 200 50011.

Date:

Name:

Company:

Contact telephone no:

Purpose of meeting:

Time start: Finish time:

Numbers attending:

Finance Centre Department boardroom facilities include:

- 2.4m screen
- Standard boardroom style (maximum 28 people)
- Seminar style (maximum 70 people)
- Self-catering

Kindly note the following important information:

The Boardroom is available between 9.30 am - 1.00 pm and 2.30 pm - 5.00 pm Monday to Friday.

Bookings should be made with a minimum of two weeks notice.

All refreshment and/or catering arrangements are to be organised by you, including clearing up afterwards.

Furniture layout is in a traditional boardroom style. Reconfiguration of furniture may be agreed but would need to be carried out by you and once the event finishes you would need to return to original state.

Please ensure that you tidy up after the event.

You are responsible for any damages caused.

I agree to the terms of the use of these premises.

Signature

End of form.