



# Gibraltar Finance

HM Government of Gibraltar

## Boardroom Booking Form: Tel: 200 50011

Date.....

Name.....

Company.....

Contact telephone no.....

Purpose of meeting.....

Time start..... finish.....

Numbers attending.....

### Finance Centre Department boardroom facilities:

- 2.4m screen projector
- Projector
- Spider phone – **Calls will be charged**
- PC Tower connected to a 50” flat screen TV – **Mac users are required to bring a HDMI display adapter**
- Flipchart
- Standard boardroom style (**maximum capacity 28 people**)
- Seminar style (**maximum capacity 70 people**)

### Kindly note the following important information

- The boardroom is available for financial services related meetings.
- Boardroom is available between **9.30 am - 5.30 pm.**
- Bookings are to be made with a minimum of two weeks notice.
- All refreshments and/or catering arrangements are to be organised by yourselves, including clearing up afterwards.
- Furniture layout is in a traditional boardroom style. Any reconfiguration of furniture layout is to be carried out by yourselves and once the event finalises you will need to return to its original state.
- Please be gentle and do not drag furniture.
- You are responsible for any damages caused.

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

Signature .....