



CHARGE RATES

	Per day	Per half day *	Per hour **
THE BURGUNDY SUITE			
• The Burgundy Room (seats 6 for meeting or dining)	£200	£100	£40
• Study/working office	£100	£50	£40
THE GOLD SUITE			
• The Gold Room (seats 6 for meeting or dining)	£200	£100	£40
• Study/working office	£100	£50	£40
THE TERRACE ROOM			
• The Terrace Room (seats 6 for meeting or dining)	£250	£125	£60
• Use of Terrace (for Receptions of up to 70 persons)	£200	£100	£50
THE PRESENTATION SUITE	£400	£200	£100
THE BOARDROOM Seats up to 20 for meeting or dining	£750	£325	£100

ADDITIONAL SERVICES

• Receptionist facilities	Free	Free	Free
• Business services assistant / Typist	-	-	£25
• IT/AV technician	£395	£295	N/A
• Chauffeured car			£40 ***
• Professional catering for silver service dining and fork or finger buffets	Prices on application		
• Tea / Coffee throughout the day / Biscuits	Free	Free	Free

METHOD OF PAYMENT: Payment can be made by cheque payable to the Gibraltar Government General Account and delivered at the Ministry of Finance, No 6 Convent Place or Gibraltar House, London;
OR by transfer to Nat West Bank, Account Name Government of Gibraltar, Account Number 36506818, Sort Code 56-00-13

PAYMENT TERMS

A non-refundable deposit of 25% of the charge rate or £80 (whichever is greater) is payable at the time of booking.

The full charge must be paid at least 48 hours before the facilities are used.

These are non refundable in the event of cancellation.

* 9.00am to 1.00pm or 1.00pm to 5.00pm. After 5pm charged per hour.

** Minimum charge two hours

*** Minimum two hour hire. Gatwick to Central London £110

If you have any queries or need more information, please contact:

Sara McFadyen

Facilities Manager

THE GOVERNMENT OF GIBRALTAR,
GIBRALTAR HOUSE, 150 STRAND, LONDON, WC2R 1JA
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