



Office use only	
DATE:	VENUE:
FRM SNT:	FRM RTN:
DEP:	AMT:
TEN:	SNT:
APPROVED?	Y / N

BOOKING FORM

1. YOUR DETAILS

Name	Address
Telephone Number	
Mobile	Email

2. FUNCTION DETAILS

Function Date	Venue Type
Type of Function	Maximum No. Guests
Location of Function	Bar Opening Time
Postcode	Bar Closing Time
Venue Contact Tel.	Function Finishing Time
Venue Contact Name	Must Vacate Venue by Time?
Staff Dress Code Traditional / Casual	Bar Style Std White FOC / Std Wood FOC / LED Bar £125.00*

*Standard 2 Counter

3. BAR SERVICES REQUIRED

Standard Pay Bar Y / N	Drinks on Arrival Y / N	Glass Hire Y / N
Free bar Y / N	Wine on Tables Y / N	
Drinks Account Y / N	Real Ale Y / N	

Other Services Required:

Brief description of any other requirements

4. LICENSING DETAILS

Does the venue have a full premises licence with alcohol provisions? Y / N / Don't Know

If yes please give the name & contact number of the Designated Premises Supervisor (D.P.S)

If no we will need to apply for a Temporary Event Notice please answer all the following questions

Are you having any entertainment? Y / N

Are you having any hot food after 11.00pm Y / N

Are entertainers/caterers applying for their own license? Y / N

Should we cover them on our license? Y / N

If you dont know the answers to the above questions please don't worry. Please let us know which council covers the area where the venue is located and we will contact them.

Local Council

Telephone

5. DEPOSITS & DECLARATION

A deposit of £100 is required for all bookings. Please sign below and return with your deposit payable to PREMIER BARS.

Deposits are returned in full provided that all terms and conditions have been adhered to.

I declare that I have read and agree to the terms and conditions set out by Premier Bars.

Signed

Print Name

Date

TERMS & CONDITIONS OF BUSINESS

The person signing the declaration overleaf shall be known as "The Organiser"

DEPOSITS

1. A deposit of £100 is required to confirm bookings. The deposit will be returned to the organiser by cheque, posted out the week following the function. Provided the terms and conditions have been met.
2. A fee of £100 will be deducted from the deposit if the GROSS bar takings are less than £600.
3. Over a 40 mile radius charges apply.
4. A fee of £25 payable to the local council will be deducted from the deposit if the license is refused.
5. Under the UK Licensing Act, the licensee (Premier Bars) is responsible for the licensed premises during the function, therefore no alcohol of any kind is to be supplied or brought to the function other than that provided by Premier Bars unless otherwise agreed. If any alcohol is found at the venue except that provided by Premier Bars then the deposit will be forfeited. Please inform your guests NOT TO BRING ANY ALCOHOL. It is the responsibility of the organiser to confiscate any alcohol not supplied by Premier Bars.
6. Payment for any damages or losses caused to any equipment or stock belonging to Premier bars by persons attending the function will be deducted from the deposit.
10. Premier Bars is responsible for the sale of all intoxicating liquor and that they are bound by the UK licensing Act.
11. Premier bars and their staff have the right to close the bar or refuse service to any person at any time.
12. The organiser will inform all persons attending that ID may be required in order to purchase any alcohol.
13. The organiser will ensure that the maximum number of people attending does not exceed that stated on this form.
14. The organiser agrees to provide adequate supervision for the person attending the event.
15. The organiser is responsible for ensuring all fire, health and safety or other necessary regulations have been checked and complied with for the function and venue.
16. Any damage caused at the venue will be the responsibility of the organiser. Damage to any equipment belonging to Premier bars will be paid for in full to Premier Bars by the organiser.
17. Any outstanding amounts due to Premier bars will be the responsibility of the organiser and will be paid in full within 7 days of the date of the function.

CANCELLATION FEES

7. If the event is cancelled 6 weeks prior to the event date then the deposit will be returned in full minus any fees already paid by Premier Bars for license applications.
8. If the event is cancelled within 6 weeks or less of the event then the deposit is forfeited.

GENERAL CONDITIONS

9. If Premier Bars are unable to fulfil its obligations for whatever reason, Premier Bars shall not be liable for any compensation. In such cases the deposit will be returned in full.
18. Any penalties incurred due to false information being provided by the organiser will be paid for in full by the organiser. Premier Bars will not be held responsible for any breach of the Licensing Act 2003 due to the organisers negligence.
19. The organiser shall ensure that all persons providing services at the venue are properly licensed.
20. The organiser is responsible for insuring all risks at the venue or event.
21. Premier Bars has cover for Public Liability and Employers Liability.
22. Any commissions agreed with the organiser will be paid by Premier Bars within 28 days of the function.
23. The organiser shall provide power and water to Premier Bars at the venue unless otherwise agreed.

