



bar

Additional Information Sheet Complete for all bookings with

Name of person booking _____

Contact email/ tel no. _____

Day and Date of booking _____

Time of booking From _____ To _____

Time bar required From _____ To _____

Room (s) booked _____

Number of guests _____

Special requests (e.g. drinks, mixers, spirits, etc.) _____

Any other information _____

PLEASE NOTE

- The end time of the booking is the time that the venue must be completed vacated. For example, if you want your event to end at 11pm, you should book it until 11.30pm
- ID may be requested – refusal to show ID may result in no service
- A bond of £100 (fully refundable after your booking, minus any costs incurred to the venue)