

The Bar - For all Occasions

Licensee: Trevor Miller
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Registered with Dacorum Borough Council: Registration number: DAC 007264

Thank you for your enquiry to provide a bar at **LEVERSTOCK GREEN VILLAGE HALL** as below

Name:	Address:	Tel numbers:	Date of event:
Type of event	Special requirements:		Approx number of guests

I have pleasure in setting out below my terms and conditions:

- **Deposit:** £ will be required at the time of confirmation of the booking
- **Balance due:** £ will be required 1 month prior to the event.
- **Cancellation fee:** 50% of the above deposit will be retained if cancellation is effected less than 28 days prior to the date of the booking.

The fee will include, bar staff and the provision of all necessary equipment and stock for the bar.

As well as providing a full and comprehensively stocked bar, the staff are pleasant, efficient and highly experienced in catering for events of all types and sizes.

I would be grateful if you would confirm your booking by completing this form at your earliest convenience and returning the remaining copies with your deposit to me at the above address as soon as possible.

Please could I take this opportunity to ask you to ensure that your guests do not bring their own drink on to the premises as it may result in the bar being closed.

I am certain that you will be more than satisfied with the service that will be provided, and in the meantime if you have any queries please do not hesitate to contact me – *Trevor Miller*

I have read and agreed to the above terms and conditions of hire:

Signed: ----- Date: -----

Please retain top copy for your records and return remaining copies when completed to above address with any deposit/payment due