

# *The Bar - For All Occasions*

Licensee : Carla Card  
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Registered with Dacorum Borough Council: Registration number: DAC010354

Thank you for your enquiry to provide a bar at Leverstock Green Village Hall as below

Name:	Address:	Tel No:	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 one 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 via Leverstock Green Village Hall.

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.

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

Signed:

Date:

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*Please retain top copy for your records and return remaining copies when completed to the village hall with any deposit/payment due*