

Please complete this form for all bookings where a bar is required.

BOOKING DETAILS

Name of person booking		Day / date	
Email address		Telephone	
Room(s) booked		Number of guests	
Booking time – from		Booking time – until	

BAR DETAILS

Bar required – from		Bar required – until	
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Please note: the end time of your booking is the time by which the venue must be completely vacated. Please allow time for guests to leave and for belongings to be collected. For example, if you want your event to end at 11.00pm, book the venue until at least 11.30pm.

SPECIAL BAR REQUESTS

Please tell us about any particular drinks you would like us to provide, for example beers, wines, spirits, mixers or alcohol-free options. Requests are subject to availability.

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ANY OTHER INFORMATION

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CHALLENGE 25 Wickham Community Centre operates a **Challenge 25** policy. Anyone who appears to be under 25 may be asked to provide acceptable proof of age before being served alcohol. **Refusal or failure to provide suitable ID when requested will result in alcohol not being served to that person.**

DAMAGE DEPOSIT & MINIMUM BAR BOND A refundable damage deposit may be required and is separate from any bar bond. For smaller events, we may also require a **minimum bar bond**, with the amount confirmed when your booking is agreed.

Example – £300 bond: you pay £300 in advance. If bar sales reach £300 or more, the full bond is returned. If bar sales are below £300, only the shortfall is retained. For example, if £250 is spent at the bar, £250 of the bond is returned and £50 is retained. This helps cover the cost of opening, stocking and staffing the bar.

CONFIRMATION

I confirm that the information above is correct and that I understand the venue finishing time, Challenge 25 requirements and, where applicable, the minimum bar bond arrangements.

Name		Date	
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Signature		
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