



The Old Chapel, Sand Lane, Calstock, Cornwall PL18 9QX

TEL: 01822 833183

www.calstockartsvenuehire.co.uk

BAR BOOKING

- No booking is confirmed until this form has been received by Calstock Arts & we have agreed the arrangements.
- Current bar hire rates are applicable. Payment must be received no later than 2 weeks before the date of the event.
- BACS details: Co-operative Bank; Sort code: 08 92 99; Acc Number: 65347698; Reference: date of your event
- Events of 80 or more guests will require extra staff & will thus be charged at a higher rate.
- Your signature on this form (or return in an e-mail) means you agree to the conditions of hire.
- A 'proof of age' policy is in place.
- Only events with a bar booking will be able to sell or supply alcohol.
- Providing your own drinks will attract a 'corkage' fee at the current rate.
- Special purchases of drinks will be charged in full in the event of a cancellation.
- Last orders will be at 10:30. The premises must be vacated by 11:00.
- Please discuss with us any concerns or special requirements you may have.

Hirer's name	
Address	
Telephone	
Email	
Type of event	
Date of event	

Number of guests	
------------------	--

Times bar required	From: _____ To: _____ Please note that in addition to the actual serving times there will also be a charge for 1 hour clearing up by bar-staff.
Requirements (please circle)	Pay bar Pay bar & toast Bar with tab Toast Any further requirements (eg special drinks, champagne etc.)
Agreed prices of special drinks. Bottles of..... @Bottles of.....@ Corkage
Signed.	
Date	

Changes to this agreement cannot be made less than a week before the event.

CHARGES	Hire of bar (based on two staff)	£
	Admin & preparation	£40
	Special drinks (as listed above)	£
	Additional costs	£
	TOTAL	£

Please return form to:	Sue Hindle, Events Manager for Calstock Arts.
------------------------	---