

Function Booking Form

<u>Function Date:</u>	
<u>Function Name:</u>	
<u>Type of Function: E.g. corporate, birthday, sit down meal</u>	
<u>Venue hire, floor hire or smaller section?</u>	
<u>Location of function:</u>	<u>Number of guests and age groups:</u>
<u>Contact Name (& Company):</u>	
<u>Address:</u>	
<u>Contact Tel. No:</u>	
<u>Fax:</u>	
<u>Email:</u>	
<u>Contact during function (who can authorise any extras):</u>	

Timings of arrival/entertainment/food etc. and time of leaving

<u>Time</u>	<u>Location</u>	<u>Activity</u>

Drinks details

<u>Bar Requirements.</u>
<u>Reception drinks:</u>

Table drinks:

Room Arrangement

Table layout / how many tables and how many to be seated:

Decorations: e.g. what sort, who providing?

Equipment:

Special requirements:

Menu details

Food/Menu selection:

Service Requirements:

Entertainment (DJ, Live Music, Magician):

Music type (Dance, pop, party, slow, 60s, 70s, 80s, 90s, r n b, house, chart, other)

Any favourite songs to be played?

Special Requirements:
e.g. security/how many required.

Billing details

Contact Name (& Company):

Address:

Contact Tel. No:

Fax:

E-MAIL:

Special instructions:

Charges:

Total estimated cost:

To confirm the above details please sign below and return the form to us. Please give us as much information as possible in order that we can tailor the function to your requirements.

Signed: _____ **Date:** _____

Print Name: _____

Processed by:

Deposit received: yes/no
CCard / Cash / Company Cheque

Floor Hire Terms & Conditions

The Island Bar and Restaurant consists of two floors which can hold up to 150 people each. We are able to provide catering for 120 delegates on the top floor, and for 80 people on the ground floor, offering sit-down meals, buffets and selections of tapas & mezes. Hiring is subject to the following Terms & Conditions. Different terms and conditions may apply throughout December, on Bank Holidays and on any other occasions as specified by Island Bar and Restaurant.

1. Function Booking

- 1.1. Hiring is conditional upon the type of event and is subject to sensible drinking and any relevant licensing issues. Management reserve the right to refuse a booking for professional, health and safety, licensing or other business reasons. Paying a deposit constitutes agreeing to these terms and conditions, a copy of which are available from us on request and can be viewed online at www.islandbar.co.uk. These Terms and Conditions may be adjusted on an individual basis as agreed to in writing by the management of Island Bar and Restaurant. This is typical for our regular Corporate Customers. Please ask for details.
- 1.2. Hire Charge: There is a £500 charge for Floor Hire; however this charge will be refunded in five working days if the minimum spending is achieved of our targets set out below. This Hire Charge would also be used towards any damages or other unforeseen costs that might occur during or as a result of the event. For Whole Venue Hire the Hire Charge is £1000.
- 1.3. Minimum Spend: In order for us to close a floor of Island Bar and Restaurant to the public we need to recover the usual income we would make over the restaurant / bar; we do this by requesting a Minimum Spend from your function. Your minimum spending will need to match these revenue targets:

	Top floor	Ground floor	Whole venue
Sunday - Thursday:	£2,500	£2,000	£5,000
Friday - Saturday:	£3,500	£3,000	£7,000

All your functions expenses through Island Bar and Restaurant on food, drink, DJ, decorations, etc. will count towards the minimum spend (the Hire Charge does not count towards this). If you do not reach the Minimum Spend by the time your function ends, your Hire Charge will not be refunded. We are able to update you on your spend any time during your function. Please bear in mind we promote responsible drinking and encourage customers to drink sensibly.

- 1.4. Booking Form: A Booking Form provided will need to be returned to us at least 4 weeks before the function.
- 1.5. Island Bar and Restaurant cannot guarantee your booking until the Hire Charge, Terms & Conditions and Booking Form have been accepted.
- 1.6. The Total Cost is payable four weeks prior to your function (unless otherwise arranged and confirmed in writing by Island Bar Restaurant). You will be issued an Invoice detailing the individual charges. In case of not receiving the full payment, your booking may be cancelled and the Hire Charge payment will be non-refundable.

2. Catering

- 2.1. The Menu Selection for your party needs to be pre-ordered, and the table plan and the information for name cards should be provided a minimum of 4 weeks prior to your function.
- 2.2. Corkage: It is highly restricted to bring any wines, spirits, food or beverage into the premises by or on behalf of any customers. This is for legal, health, licensing and trading standards reasons. We recommend you inform your guests of this. In case we find a customer carrying drinks or food from outside, you could lose the Hire Charge.

3. Entertainment

- 3.1. DJ: You can hire our in-house DJ for your private function. The DJ plays a standard 4 hours (8.00pm-midnight) at a cost of £250 plus VAT. There is a charge of £25 plus VAT per additional hour. We are only able to use our in-house DJ due to our license requirements to control the sound and volume levels within the venue.
- 3.2. Live music: If you would like to source your own provider for live music this must be approved by us in advance. We will require the contact details for the provider and we will need to discuss with them our licensing requirements etc in terms of sound and volume levels etc. It will be your/the entertainment provider's responsibility to ensure any PRS, PPL, electrical tests and necessary insurance etc is fulfilled. They will need to adhere to any management requests at the event in terms of sound levels, music suitability etc.

3.3. Magician: We can provide a professional magician to perform table magic to your guests. Make your party more memorable and extraordinary with some close-up magic, tricks and mind reading. Standard cost is £300 plus VAT for two hours performance. Please ask for further details.

4. Security

4.1. Subject to the nature of your party additional security measures may need to be implemented. This is typical for events where food is ancillary to the function or event and/or when young people are likely to be present. These costs must be met for by you and will form part of your total cost. Any persons carrying out a security activity will be licensed by the Security Industry Authority.

4.2. Age Verification Policy: Challenge 25: We reserve the right not to serve alcohol to any customer who appears to be under the age of 25 and fails to present valid identification to prove they are over 18.

4.3. Guest List: A guest list procedure may need to be implemented to control entry to your function or event. Island Bar and Restaurant will do their best to ensure your party is kept private and closed off to the public but will not be held responsible for any gatecrashers/intruders. In exceptional circumstances needs of the business may necessitate use of your area by others.

4.4. Search Policy: Island Bar and Restaurant reserve the right to ask for supervised voluntary searches of customers upon entry or at any time during the function or event. Anyone not wanting to adhere to this may be disallowed entry or asked to leave.

4.5. Drugs Policy: We operate a Zero Tolerance drugs policy. Anyone found in possession of illegal substances will be reported to the police and asked to leave the premises. We reserve the right to call short a function if we suspect any kind of drugs activity.

5. Cancellation

5.1. If you cancel a booking 180 days prior to your function, your Hire Charge payment will be refunded in full. After that date the following charges will apply upon cancellation of a function:

Up to 1 weeks notice: 80% of Total Cost

Up to 4 weeks notice: 50% of Total Cost

Up to 180 days: Hire Charge

The Total Cost is as detailed on the Invoice.

6. Legalities

6.1. Last orders: Last orders for drinks are at midnight, with the drinking up time being 12:30am. Should you wish to extend your finish time beyond this, we can apply for an extended license from the local authority. There are a limited number of Temporary Events Notices we can apply for in one year, so this might not be always possible. Island Bar and Restaurant cannot guarantee the issuance of a late license extension, as this is at the discretion of the local authority. There is a charge of £300 for this Notice. This charge is non-refundable. Processing a late night license requires time and the application and payment should be made to us 4 weeks in advance.

6.2. The organisers of the function will be held responsible for their guests and their conduct. We reserve the right to remove intoxicated guests from our premises. Island Bar and Restaurant also reserves the right to call short a function if guests do not act responsibly. Any deliberate damages and breakages during the event will be billed to the organiser.

6.3. CCTV is in full operation on the premises. If Guests are identified removing any items belonging to Island Bar and Restaurant, the management will contact the client for the return of the items or payment to the value of the items which were taken off the premises. Matters will be taken to the Police if necessary.

6.4. Island Bar and Restaurant takes every measure to comply with all legal legislation, including the Licensing Act 2003. Island Bar and Restaurant ask you and your guests to fully support our promotion of the following four licensing objective: the prevention of crime and disorder; the prevention of public nuisance; public safety; the protection of children from harm.

I hereby confirm that I have read and accepted the Terms & Conditions for floor hire

Name: _____ Date of Function: _____

Signature: _____ Date: _____

Smaller Function Hire Terms & Conditions

If you would like to have a smaller private function, we can reserve a section/tables on either floor of Island Bar and Restaurant for you. The minimum spend does not apply and your Deposit will be refunded at the end of your function or deducted from your final balance.

1. Section Booking

- 1.1. Section hire is conditional upon the type of event and is subject to sensible drinking and any relevant licensing issues. Management reserve the right to refuse a booking for professional, health and safety, licensing or other business reasons. Paying a deposit constitutes agreeing to these terms and conditions, a copy of which are available from us on request and can be viewed online at www.islandbar.co.uk. These Terms and Conditions may be adjusted on an individual basis as agreed to in writing by the management of Island Bar and Restaurant. This is typical for our regular Corporate Customers. Please ask for details.
- 1.2. Deposit: To book a function, you will need to accept and sign these Terms & Conditions and return it to us with a £200 Deposit. This will secure your date and reservation. The deposit will be returned on the date of your event, either redeemed against your total bill or refunded to a debit/credit card.
- 1.3. Booking Form: A Booking Form provided will have to be filled and returned to us at least 2 weeks before the function. Otherwise Island Bar and Restaurant will not be responsible for fulfilling your requirements.
- 1.4. The Total Cost is payable two weeks prior to your function (unless otherwise arranged and confirmed in writing by Island Bar Restaurant). You will be issued an Invoice detailing the individual charges. In case of not receiving the full payment, your booking will be cancelled and the Deposit will not be refundable.

2. Catering

- 2.1. The menu selection for your party needs to be pre-ordered, and the table plan and the information for name cards have to be provided to us at least 2 weeks prior to your function.
- 2.2. Corkage: It is highly restricted to bring any wines, spirits, food or beverage into the premises by or on behalf of any customers. This is for legal, health, licensing and trading standards reasons. We recommend you inform your guests of this. In case we find a customer carrying drinks or food from outside, you will lose the Deposit.

3. Entertainment

- 3.1. DJ: You can hire our in-house DJ for your function. The DJ usually plays for 4 hours (normally 8.00pm-midnight) and the cost is £250 plus VAT. If you would like the DJ to play longer, there would be an extra charge of £25 plus VAT per hour. We are only able to use our in-house DJ due to our license requirements to control the sound and volume levels.
- 3.2. Live music: If you would like to source your own provider for live music this must be approved by us in advance. We will require the contact details for the provider and we will need to discuss with them our licensing requirements etc in terms of sound and volume levels etc. It will be your/the entertainment providers' responsibility to ensure any PRS, PPL, electrical tests and necessary insurance etc is fulfilled. They will need to adhere to any management requests at the event in terms of sound levels, music suitability etc.

4. Security

- 4.1. Subject to the nature of your party additional security measures may need to be implemented. This is typical for events where food is ancillary to the function or event and/or when young people are likely to be present. These costs must be met for by you and will form part of your total cost. Any persons carrying out a security activity will be licensed by the Security Industry Authority.
- 4.2. We reserve the right not to serve alcohol to any customer who appears to be under the age of 25 and fails to present valid identification to prove they are over 18.
- 4.3. A guest list procedure may need to be implemented to control entry to your function or event.
- 4.4. Island Bar and Restaurant reserve the right to ask for supervised voluntary searches of customers upon entry or at any time during the function or event. Anyone not wanting to adhere to this may be disallowed entry or asked to leave.

4.5. We operate a Zero Tolerance drugs policy. Anyone found in possession of illegal substances will be reported to the police and asked to leave the premises.

5. Cancellation

If you cancel a booking 90 days prior to your function, your Deposit will be refunded in full. After that date the following charges will apply upon cancellation of a function:

Within 14 days from the function: full payment of Total Cost or £200, whichever is largest.

Within 15-90 days from the function: 50% of Total Cost or £200, whichever is largest.

6. Legalities

6.1. Last orders: Last orders for drinks are at midnight, with the drinking up time being 12:30am. Should you wish to extend your finish time beyond this, we can apply for an extended license from the local authority. There are a limited number of Temporary Events Notices we can apply for in one year, so this might not be always possible. Island Bar and Restaurant cannot guarantee the issuance of a late license extension, as this is at the discretion of the local authority. There is a charge of £300 for this Notice. This charge is non-refundable. Processing a late night license requires time and the application and payment should be made to us 4 weeks in advance.

6.2. The organisers of the function are responsible for their guests and their conduct. We reserve the right to remove intoxicated guests from our premises. Island Bar Restaurant also reserves the right to call short a function if guests do not act responsibly. Any deliberate damages and breakages during the event will be billed to the organiser.

6.3. We reserve the right not to serve alcohol to any customer who appears to be under the age of 25 and not carrying valid identification to prove they are over 18.

6.4. CCTV is in full operation on the premises. If Guests are identified removing any items from Island Bar and Restaurant properties, the management will contact the client for the return of the items or making a payment equivalent to the value of the items which were taken off the premises. Matters will be taken to the Police if necessary.

6.5. Island Bar and Restaurant takes every measure to comply with all legal legislation, including the Licensing Act 2003. Island Bar and Restaurant ask you and your guests to fully support our promotion of the following four licensing objective:

- the prevention of crime and disorder;**
- the prevention of public nuisance;**
- public safety;**
- the protection of children from harm.**

I hereby confirm that I have read and accepted the Terms & Conditions for smaller function hire

Signature: _____

Date: _____

Name: _____

Date of Function: _____