

Date of Function

LUNA BAR HIRE CHARGE £80

Function Booking Form

www.rudisbar.com | paul@rudisbar.com

This contract is to be completed in full and stored in the function folder with all records of deposit payments etc.

A copy should be given to the customer with the booking confirmation letter. Once a signed copy and deposit is received from the customer then the booking can be considered as confirmed.

Contact Details

Name of Customer	
Address	
Contact No	
E mail	

About the event

Reason for function	
If function for someone else (surprise etc) – Name of Party Person	
Numbers attending	

Event Management

<u>HELIUM FILLED BALLOONS CAN BE SUPPLIED (25) TO CELEBRATE THE OCCASION</u>		Comments
		<u>See notes below on decoration rules.</u>
Guest Arrival Time		
Food Service Time		Detail food requirements on next page.
Exclusive Review Time		

Finish Time		
THIS BAR WILL BE FOR YOUR PARTY ONLY. MAXIMUM ATTENDANCE 65 PERSONS		

Payment details

Food costs to be paid on arrival	
Drink Costs to be paid on arrival	
DJ cost to be paid on arrival	
Entertainment cost	
THE ROOM HIRE of £80 must be paid to secure the booking	
Deposit paid & date	
TIME TO ARRIVE FOR DECORATING BETWEEN 9-12 FOR THE DAY OF ARRIVAL ONLY	

<p>Only Food, Drinks supplied by <u>RUDIS</u> are allowed to be consumed on the premises due to Health & Safety.</p> <p>A CAKE IS ACCEPTABLE</p> <p>Rudis can cater for all food requirements</p>	
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Any other comments/ items agreed	
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Venue Rules:

18th Birthdays

Please note that we do not hold 18th birthday parties due to the difficulty in upholding licensing laws at such events.

Any under 18's attending a function must be accompanied by a parent or guardian as apposed to an adult acting as a guardian. (EG; 18year old brother / sister, friend etc.)

Decorations

The following rules must be adhered to in relation to decorating your party. In addition, you will need to ensure that you must discuss your plans with the Duty Manager on arrival – prior to decorating. The Duty Manager reserves the right to prohibit any decorations he feels to be unsuitable (for example this could be to prevent damage, to avoid fire/evacuation risk, for reasons of venue image, or to prevent damage to surfaces etc).

No Sellotape or similar
No table confetti, Party Poppers or similar
No table candles
Blue TAC only in areas agreed with the Duty Manager.

Security

RUDIS BAR reserves the right to refuse entry or drink service to any guest without having to give a reason.
RUDS BAR reserves the right to ask guests to leave should their conduct require so.

We are unable to take any responsibility for anything left on the premises after the party has finished. If you have received any gifts that you feel are of any value, we advise that you take them home with you at the end of the party.

Damages/Losses

The Party Organiser is responsible for any damages caused during the times that their function is exclusive. We reserve the right to recover repair costs for any wilful/avoidable damage caused during these times.

An additional deposit may be requested should you be bringing your own DJ, or using our radio microphones. This will cover minor damage – but any damage/loss not covered by the deposit will be charged at cost.

Cancellation

Deposits are **NON REFUNDABLE** in the event of you cancelling 90 days or less prior to the date booked.

If we are forced to cancel your event through events beyond our control we will give as much notice as possible, and always refund deposits paid. We will not, however, be responsible for associated costs that you may occur.

Above Details agreed by:

Customer	
Name	
Signature	
Date	

For RUDIS BAR	
Name	
Signature	
Date	

Rudis Bar & Kitchen
19/21 Regent Circus
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www.rudisbar.com