



BOOKING FORM AND T&C'S

CLIENT DETAILS

FULL NAME OF HIRER _____

BILLING ADDRESS _____

_____ POSTCODE _____

EMAIL ADDRESS _____

TELEPHONE _____ MOBILE _____

EVENT DETAILS

VENUE NAME _____ TELEPHONE _____

VENUE ADDRESS _____

TYPE OF FUNCTION (i.e. Wedding, Birthday Party) _____

EVENT DATE _____ EVENT THEME _____

HIRE START _____ HIRE FINISH _____

NO. OF ADULTS _____ NO. OF CHILDREN _____

TYPE OF BAR REQUIRED (Dry Hire, Cash Bar or Complimentary Bar) _____

HAVE YOU APPLIED FOR TEN NOTICE IF APPLICABLE? _____

(IF NO TO THE ABOVE - IS ONE REQUIRED?) _____

MENU (please tick)

JUST GIN & TONICS

GIN & FIZZ COCKTAILS

GIN, FIZZ & BEERS

FULL BAR

DO YOU REQUIRE SOFT DRINKS? _____

WHERE DID YOU HEAR ABOUT US? _____

**I HAVE READ AND UNDERSTOOD THE GIN KITCHEN'S TERMS & CONDITIONS
BELOW AND HEREBY AGREE TO THE TERMS OF THIS AGREEMENT.**

CLIENT SIGNATURE _____

DATE _____



TERMS & CONDITIONS

BOOKINGS

All quotations (verbal or written) will be valid for ten days from the date of the enquiry. We cannot guarantee that the date will be available after these ten days. *The Gin Kitchen* bookings are on a first come, first served basis. To confirm and hold a booking, the client must provide payment of the hire fee (or deposit) in cash or by electronic bank transfer, along with a completed booking form. The balance (50% of minimum spend + mileage/additional hours where applicable) payable 30 days before the event. *The Gin Kitchen* will provide a receipt as confirmation of booking.

The Gin Kitchen will (at no extra cost to the client) apply on your behalf to obtain a Temporary Events Notice drinks license from the authorities concerned if applicable. The quotation is dependent on the granting of a Temporary Events Notice to sell alcohol by the local council (unless the venue is already licensed). *The Gin Kitchen* will always have a member of staff with a personal license in their name working on the bar at any time.

The Gin Kitchen will contact you at least one week prior to your event to confirm timings and final numbers of guests or attendees.

Bookings may not be made by or in the name of any persons under the age of eighteen years of age. Proof of identity may be requested upon booking and whilst serving at your event.

CANCELLATION & INSURANCE

Cancellation: Should you wish to terminate the contract, this must be done in writing. The booking fee is a non-refundable charge for booking our service at your event. In the unlikely event of the venue and/or the event being refused an alcohol license, the booking fee, less any costs incurred in the alcohol license application process will be refunded. In all other circumstances, our acceptance of a signed booking form and full payment of the booking fee will constitute a legally binding contract between *The Gin Kitchen* (the supplier) and the client(s) named on the booking form (the hirer).

Insurance: *The Gin Kitchen* has full Public Liability Insurance. A copy of this is available on request.

ACCESS

The client will be required to ensure that we have access to the venue at a time agreed for the installation of *The Gin Kitchen* and likewise sufficient time between closing the bar and having to vacate the venue. You must inform us in advance if there are any restrictions to the venue access, such as time restrictions, parking restrictions or vehicle height/width restrictions.

Glassware: Polycarbonate plastic glassware shall be used at all events unless an alternative has been agreed.

Minimum spend: If the minimum spend is not reached, then the hirer (named person on booking form) shall be liable for the balance, which should be payable on the night upon request and a receipt will be issued.

Force Majeure: In the unlikely event that *The Gin Kitchen* are not able to provide services as agreed due to circumstances beyond their control (such as major weather conditions, transport breakdown etc.) they will not be held responsible for any loss, cancellation or delay. In the event that specific items of drink are overly popular during the course of service, *The Gin Kitchen* may run out of stock for that particular drink, and that in such circumstances, *The Gin Kitchen* will not be held responsible for not being able to serve that particular drink for the remainder of service, but will endeavour to source a suitable replacement.

The Gin Kitchen works under the terms of **The Licensing Act** and as such reserves the right to refuse service to anyone who appears to be under the age of eighteen and cannot prove otherwise. *The Gin Kitchen* reserves the right to refuse alcohol if a guest appears too intoxicated or is behaving in an abusive or threatening manner.

We may periodically send promotional emails about new products, special offers or other information which we think you may find interesting, using the email or postal address which you have provided.

If you have any questions regarding our Terms and Conditions, please contact us on hello@theginkitchen.co.uk or visit our website www.theginkitchen.co.uk.