



www.thenagsheadhorseboxbar.co.uk
Tel: 01052 442024 | Mob: 07785468685

Your Details:	Please complete all boxes that apply			
Name	Address			
Contact Number(s)	Email Address			
Function Details				
Date of Function	Occasion			
Venue Address, Postcode & Tel	Point of Contact at the Venue			
Number of Guests Attending	Special Instructions?			
Hire details:				
Basic cash bar	Cash/card machine <i>(mobile signal dependant)</i>	Start Time?	Finish Time?	Agreed Cost?
Additional services i.e. toast drinks, glass hire etc.				Total Hire Price _____
Agreement for toast drinks not provided by NGB Bar & Events				
By signing and completing this booking form I agree and understand to abide by the terms and conditions as provided by NGB Bar & Events.			Signed:	
			Date:	

Office use only:	Deposit received Y/N	Date: _____	Transfer/Cheque/BACS
Other notes or info, we may need to know...			

Please complete the form and email to info@thenagsheadhorseboxbar.co.uk. We will send you a receipt of your booking form & deposit when received.

**Please make cheques payable to
NGB Bar & Events or BACS transfer Sort Code 53-81-16, Account number - 89310721**

Thank you for making your reservation with NGB Bar & Events.

Facebook/Instagram @TheNagsHeadHorseBoxBar - 01502 442024 | 07785468685
thenagsheadhorseboxbar.co.uk info@thenagsheadhorseboxbar.co.uk



The Nags Head Horse Box Bar Booking Terms & Conditions

NGB Bars & Events – Trading as The Nags Head Horse Box Bar

All of our bars work under The Licensing Act 2003, and all relevant restrictions will be upheld by our staff. It is illegal for anyone under the age of 18 to purchase, attempt to purchase or consume alcohol at the event. We would suggest that anyone who looks or could be thought to be under the age of Twenty-One (21) brings photographic ID/proof of age with them or we will not be able to serve them.

We will refuse to serve anyone at the event that is or appears to be excessively drunk or uses threatening or abusive behaviour towards staff, customers or other guests.

We will also refuse to serve anyone who purchases or attempts to purchase alcohol for someone under the age of 18 or someone who has previously been refused alcohol by the bar staff. The decision on such matters will be taken by the bar staff and will be final.

The bar staff also reserve the right to close the bar at any time if in their opinion unruly or troublesome behaviour has arisen or is likely to arise within the venue or its immediate environment.

Reserving your Date

We at NGB Bars & Events (trading as The Nags Head Horse Box Bar) make every effort to accommodate all our clients. We accept reservations on a first-come-first-serve basis. To reserve a date, please phone us, or contact us via email or via the website to check availability.

Provisional dates will be held for two weeks by which time the booking fee (and 30% of your agreed drinks packages) should be paid. Dates will only be confirmed on receipt of the agreed deposit and completed booking form, from which the client will receive in writing, receipt & confirmation of their booking.

Payment of Function Fees

Following the payment of the booking fee and 30% deposit on drinks packages, a receipt of your confirmation of booking will be sent. 100% of your total amount due must be paid to NGB Bars & Events within two calendar months of the date of your event. Prior to this time, part payments can be made.

Cancellation

Cancellation of a function by the client must be confirmed in writing addressed to NGB Bars & Events. Cancellations are deemed to be effective from the date NGB Bars & Events receive the notice. **Please note all booking fees paid are non-refundable.**



Events

NGB Bars & Events is not subject to conditions beyond NGB Bars & Events control; war, fire, disaster, weather or any other emergency that would make it impossible to provide service to that client. In such events, neither party is responsible.

NGB Bars & Events reserves the right to make changes to the performance of its services at the client's functions only in the event that its quality and safety would not be compromised.

Staffing

NGB Bars & Events offers the finest in-service personnel; our staff are appropriately dressed and will conduct themselves in a polished and professional manner. Our staff presence is included in every agreed price.

Functions

NGB Bars & Events will adhere at all times to the terms and conditions set out by the host venue. This will include such things like positioning and placement of the bar, the back of house equipment and most importantly everyone's health and safety.

NGB Bars & Events will pass on any corkage, administration, percentage take of profits or any other charges imposed by the venue on NGB Bars & Events to the host/client who has booked.

Consumption of Alcohol

NGB Bars & Events will be the sole provider of alcohol on the day unless previously agreed in writing. Said agreement will include table wine/toast drinks etc. being offered by the hosts (Person booking the bar). A separate written agreement detailing the arrangements will be completed by both parties, this will include the times and duration that drinks offered by the host (not Harbour Bars).

If this agreement is broken by host a corkage charge will be applied on the day (by NGB Bars & Events). If this is refused NGB Bars & Events reserve the right to stop the service.