The 588 Cocktail Bar & Lounge

**Business Name/promotions:**

**Name:** **Email:** **Contact**:

**Address:**

**Email:** visionsentertainmentltd@gmail.com

Total Cost of Hire............... ...Deposit...................date ....................Paid in Full........................date..................

Visions Entertainment Ltd, Nat West Bank: **Sort** 60.20.32 **A/N** 19430515 *please enter your reference*

**Date of Hire**................................. **Nature of Function**:........................................................................................

 Yes No

Music Entertainment System Required

Licensed Bar & Staff

Start Time**:** ......... Finish Time**: .....................**

How many hours booked.........6hrs............... Proven Track Record Years. ? Not Known?

 **Under the agreed Visions Hire contractual agreement terms of the following:**

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Djs hired at hourly rate......................how many Djs.............................Total Cost £............

 Bringing in additional equipment *please specify*..........................................................................

Label promotion Comedy night Exhibition

 Fundraising Dance **Private Function** Book Launch

Joint Promotion Corporate party Speed dating

Fashion Party Corporate Event Single nights out

After Party/Concert Birthdays 25/30/35/40/45/50 Other

Listening party XmasParty/New Years Eve

Stage Hire £225

8 track Mini Mixer 4 Radio Mikes/lighting & Engineer

After Party

Other..................N/A.......................

Additional security needed 5hrs shift minimum £90 each

How Many/Total...............N/A....

Standard venue Hire How many hours..................

Hourly rate £125

Video Shoot Photo shoots Rehearsal

Complete Venue Hire Minimum 5 hours excludes stage hire **£1300** Price includes

1) Box staff

3-6) Bar Staff

1) Cloak Room attendant

3-5) Securities 4 Males 1 female ....................................Preferences ............................................

Charging on the Door Ticket Event Tickets...max Capacity 250.

Crowd Drinking Preferences 50-100 percent please specify 50/50

Beer /sprit .....50....... Wine/Champagne...50........Cocktail......50...... Guinness/White Rum..50......

**Table Bookings** Table 1 **£350** *1 bottle of champagne & 1 Sprit holds up to 11 people*

**Table** 2,3,4,5 **£250** *1 bottle**champagne holds up to 8 people* **Table 2 3 4 5**

 How many tables booked ................................................................

Other.......................N/A.......................... Additional..............NA......................................

Our Licence operating time Sunday to Wednesday **11am = 3am**

 Thursday to Saturday **11am = 6am**

**Terms & Conditions of Hire**

We would like to advise you of the following "Terms & Conditions of Hire." terms must be agreed to by the hirer either in writing or via e-mail prior to any confirmation.

**1. IDENTIFICATION**

This set of terms and conditions form part of the contract signed between ‘the business’ (trading as Visions) and yourself, ‘the client’. No member of staff has the authority to vary these arrangements verbally, only changes authorised in writing by a senior member of the Visions Management Team will be accepted as a valid source of information.

**2. BOOKING PROCEDURE**

All bookings will be treated as provisional until a booking form, duly signed by the client is returned to Visions. Once received and accepted the booking is under contract and subject to the usual deposit required. Visions will not accept proof of postage as proof of receipt for late payments.

**3. FINANCE - DEPOSITS & PAYMENTS**

Visions reserves the right to request a non-refundable deposit for all bookings. For the purposes of calculating a percentage deposit, the total cost is taken from all pre-booked facilities including; stage hire, venue hire, and additional equipment hire.

Functions & Events - 20% of the total cost identified upon confirmation of booking. Final accounts must be settled in advance, 21-14 days prior to the proposed event date.

Credit Accounts - Credit facilities may be obtained upon application to the administration team at least 4 weeks prior to an event. All charges incurred against this account are due for payment within 14 days of the event. The client as the event organiser must sign and agree all items before his/her departure and shall be ultimately responsible for the whole payment of any/all outstanding accounts which are not allocated to individuals accompanying or connected to the organiser and any which remain unpaid prior to your departure from the venue.

Cheques and payment - Should be made payable to: Visions Entertainment Ltd. or pay directly into visions bank account details above

**5. CANCELLATION OF BOOKING**

Should you have to cancel your booking a charge will be made, this will be calculated as a percentage of the total booking value. All cancellations must be confirmed in writing to the Visions Administration Team where final accounts will be calculated and charged according to the scale above. Any costs incurred for a particular event, that otherwise would not have been incurred; will be charged to the client in the event of a cancellation unless Visions are able to mitigate their loss. Cancellation Notice and the % Charged Prior to Event

**6. EVENT NUMBERS**

Final numbers must be submitted to Visions 21 days prior to the proposed event. The final amount payable by the client will be calculated on the numbers given and invoiced accordingly. Visions reserves the right to set a minimum chargeable number for each event. Any reduction in numbers in the final days prior to an event will be charged at 50% of the agreed rate, unless the minimum number to be charged is applicable.

 **7. CONSUMPTION POLICY & CORKAGE FEES**

The client and their guests may NOT bring any wines, spirits or food into the venue for consumption on the premises whilst attending an event. This includes any items which may be received as a gift or given away as a prize. Should the client wish to provide guests with a beverage from their own supply, a previously agreed amount will be charged as corkage for each individual bottle.

**8. DAMAGE POLICY**

The client will be responsible for any damage caused to the venue by an employee or a guest involved in a careless act and must pay the total amount required to make good any such damage. Visions cannot be held responsible for any loss or damage to the client’s property or that of their guests. Blutack must not be used on the function room walls as it damages the walls.

**9. FUNCTION FINISHING TIMES**

These must be agreed upon at the booking stage to ensure staff coverage. Extensions to these times will not be possible without 21 days prior agreement with a senior member of the management team. The client will be responsible for the cost of a late licence or any other charges incurred. entertainment must be pre-identified and must be finished by 1am/3am Sunday to Wednesday unless otherwise agreed upon.

**10. AMENDMENTS & CHANGES**

Due to circumstances beyond Vision’s control it may be necessary to change or cancel your booking. Where the change is considered major, as decided by Visions, you will be offered the option to accept the change or to receive a full refund of any monies paid against the booking. Visions is not responsible for any other costs, expenses or damages which may have been incurred by the client or their guests as a result of the change.

**11. INSURANCE & LIABILITY**

Visions will not be liable for failure to comply with any of the terms and conditions stated within this agreement to the extent such compliance is prevented, hindered or delayed by any cause beyond its control including but not limited to; a fire, storm, explosion, flood, power shortage, an act of God, the actions of any Government of Government Agency, shortage or short fall of goods or supplies, an employee strike or a facility lock-down.

**12. HEALTH AND SAFETY POLICY**

All clients hosting an event are deemed responsible and must ensure full compliance with Visions Health & Safety policy. A copy will be provided upon request. We reserve the right to refuse connection of water, electricity or gas to the client’s equipment if we consider it to be unsafe or a hazard to the public.

 21 days prior to the proposed event. The final amount payable by the client will be calculated on the numbers given and invoiced accordingly. Visions reserves the right to set a minimum chargeable number for each event. Any reduction in numbers in the final days prior to an event will be charged at 50% of the agreed rate, unless the minimum number to be charged is applicable.

I .......................................................................................herby agree to the terms and conditions of hire. **Complete Hire Total Cost £**..............................

Signature.......................................................................................... Date.......................................

Visions Representative.................................................................. Signature.......................................................................... Date.......................

**The 588 Cocktail Bar & Lounge 588a Kingsland Rd Dalston E8 4AH,**

**Trading under Visions Entertainment Ltd. Vat Registration Number 54359206. Company 02548635**