

## **Chin Chin Horsebox Bar T&C's**

### **Chin Chin Horsebox Bar will:**

- a) Be the sole provider of all beverages at the event unless previously agreed in writing. It will not be permitted for anyone to consume their own drinks at the event.
- b) On behalf of, and at no cost to, the client, obtain any alcohol license required for the event subject to there being no reason for any required license being refused by the Licensing Authority. Bar opening times will be subject to approval by the relevant authorities.
- c) Supply all equipment, staff and drinks.

And will require:

- d) A 13amp power supply at or near to the bar location.
- e) Where power cannot be provided, we will provide a generator. The cost of which is £60 per day + Diesel
- e) Sufficient access to the venue prior to the start of the event to provide and assemble the required goods and equipment and sufficient time between the closing of the bar and having to vacate the venue to enable all goods and equipment to be dismantled, removed and loaded into waiting vehicle/s.

### **Booking & Payment:**

All bookings including a signed T&C's and payment of all fees must be received not less than 30 days prior to the event. The booking fee is a non-refundable charge for booking our services 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, contract and full payment of the booking fee will constitute a legally binding contract between Chin Chin Horsebox Bar and the client(s) named on the booking form.

Should the booking include an order for venue decor and/or personalised accessories, payment for these must be received sufficiently in advance, and not less than 28 days before the event, to enable any production or manufacturing process to be completed prior to the event. Any further payments due must be received as cleared funds as per payment schedule

Our fees are based on the number of guests, adults and children, specified on the booking form. Should there be a change to the numbers attending, either more or less, it is a condition of the booking that you inform us. In the case of a free or prepaid bar, should more people attend than have been paid for, adults or children, we will give you the opportunity to pay for the additional guests at the agreed price per head. Such payment must be made immediately.

## **Standard payment schedule**

Deposit = £150 to be paid immediately to secure the date

Half of the estimated bill 3 months prior to the event date

Final half of the estimated bill 1 month prior to the event date

Standard “cash bar” payment schedule

Deposit = £150 to be paid immediately

Half of the estimated bill (less the £150 deposit) 3 months prior to the event

Final half of the estimated bill 1 month prior to the event date

We will refund 100% of the amount you have paid when the min cash bar spend has been achieved. This will be paid by bank transfer normally within 24 hours of the event.

Failure to meet the payment terms will result in the booking being released any payments you have made less the deposit will be refunded to you less an administration charge of £150.

Parking:

We use a combination of vehicles and box trailers; their size and number being governed by the size of the event. Vehicles range in size from Ford Transit to Mercedes Sprinter LWB; some vehicles have an extended roof line. We must be able to manoeuvre and park these vehicles close to the venue entry/exit doors for unloading on arrival and reloading at the end of the event. It is therefore essential that no parking restrictions apply that might prevent us from carrying out these activities and that enough space is available to enable us to carry out these tasks. Once unloaded, the vehicles can be removed to a suitable parking area which, for security and convenience of storing/collecting reserve stock, must be close to and within the boundary of the venue.

## **TAP WATER**

NEW LEGISLATION – ‘The 2014 order’ which forms part of the licensing act 2003, states Free tap water should be provided on request to customers, “where it is reasonably available.” As a mobile bar, we do not have plumbing or taps and therefore it is not “reasonably available.” We are happy to provide guests with a glass to help themselves to tap water in other areas of the building, but we do not permit staff to leave the bar to fetch tap water. Where the event is being held in a marquee, in a field, miles from anywhere, with no plumbing or taps, again, it is not “reasonably available.”

As always, water will be available to purchase at the bar. Whenever possible we will provide a water urn with fresh mineral water. This will be free for guests.

## **PRE-ORDERED DRINKS/SPECIAL REQUESTS**

Any speciality drinks that have been requested by the client must be paid for 30 days prior to the event unless otherwise agreed in writing

If welcome drinks are ordered, we are happy to have these pre poured and arranged on a dressed table for

your guest's arrival.

## **STAFF**

As standard we will provide 2 bar staff and 1 back bar member of staff for weddings and events up to 150 guests. If you require additional staff members these will be provided for a day rate of £15.00 per hour per staff member. As standard we do not provide waiting staff.

## **TYPE OF BAR SET UP**

### **Pre Paid Bar**

If you wish to cover all costs relating to drinks consumed from our bar a detailed computerised tab will be provided for you at the end of the event. In the event of you not reaching the minimum spend required no refunds will be given. If the minimum spends looks like it will be consumed before the end time, we will make contact with you to ascertain whether or not you wish to continue subsidising the bar. If this is required a credit or debit card payment will be required to extend the paid for bar. Alternatively, when the paid for bar budget has expired the bar will resort to a cash bar.

### **Cash Bar.**

You will be required to pay for the cash bar minimum spend 30 days prior to the event. Once the minimum bar spend has been met you will be refunded by bank transfer within 24 hours of the event ending.

We hold a vast selection of drinks. However, if one drink selection is favoured, we may occasionally run out. If you are aware that your guests require an extensive amount of one drink type, we will attempt to increase stock levels to accommodate your requirements.

## **GLASSWARE**

Please note that there is a charge for all lost or broken glass. Where real glass is selected, please note that this may not last for the entire duration of the event. There is NO charge for recyclable/compostable glassware.

## **TABLE CLEARANCE/GLASS COLLECTION & RUBBISH DISPOSAL**

Where a venue does not provide rubbish disposal facilities, We regret that we can only remove rubbish that is generated and collected behind the bar and does not include items (Such as beer bottles & plastic glasses) that have gone across the bar.

Glass collection can only be carried out when service at the bar allows. If service at the bar is busy, the serving of guests and running of the bar takes priority. Only glassware provided by us will be collected by us.

## **PAYMENT FOR DRINKS/CASH BAR**

We operate the latest card machine . We accept APPLE PAY and most major credit and debit cards including American Express, however, being a mobile bar, our card machine requires a strong mobile 3G or WIFI signal. If this is not available, cards cannot be used. Please ensure that your guests are aware of this. We are

unable to run a tab for anyone other than the client.

## **THE LAW**

It is against the law for any guests to consume alcohol not provided by the Licence holder at the venue, in the same way a pub or club would operate. As the License holder we are deemed by the authorities to be the person responsible for the sole distribution of alcohol during the event.

In a situation whereby the client has provided, say the toast. We will need to confirm the exact number of bottles that will be made available.

If it is discovered that any person is consuming or distributing alcohol other than what has been agreed, we will inform the client to have this cease. Should it continue we will close the bar immediately and any monies agreed upon will be liable to be paid. It is our legal duty to close the bar.

### **Underage Drinking**

Your venue, no matter where it is, will require a licence. If the venue has no licence, we will apply for one. Once the venue is licenced, the same rules apply that apply to any pub or club. As with all licensed premises (pubs clubs etc) we operate under The Licensing Act 2003 and we operate a "Challenge 25" policy. No alcohol will be sold to anyone under the age of 18.

All guests that appear to be UNDER 25 WILL REQUIRE A PHOTO ID.

Guests that appear to be under 18 and cannot prove otherwise will be refused service.

Guests are NOT permitted to bring their own alcohol to the event under any circumstances. If someone is caught drinking their own alcohol at the event it is our legal duty to close the bar. We will inform the client to have this cease and if it does not we shall have no alternative but to close the bar.

## **ALCOHOL LICENCE/TEMPORARY ENTERTAINMENT LICENCE (TEN)**

We will act on behalf of the client in all discussions and licence applications with the Council and venue. We cannot guarantee that a licence and/or opening times required will be granted as the final decision rests with the local licensing authorities. If a licence is refused, all deposits minus the licence application fee of £21 and admin fee will be returned.

If the premises is already licensed you will need to provide us with the license holders name and contact details

## **CANCELLATIONS**

In the event of the Client wishing to cancel a booking, any booking fee that has been paid will be forfeited. Cancellation charges will be made as follows:

Notice given more than 120 days prior to event – None of remaining balance due for private customers

Notice given 120-91 days prior to event – 25% of remaining balance due.

Notice given 90-61 days prior to event – 50% of remaining balance due.

Notice given 60-31 days prior to event – 75% of remaining balance due.

Notice given less than 30 days prior to event – 100% of remaining balance due.

**Disclaimer**

Chin Chin Horsebox Bar does not accept any liability for any failure to provide our services due to an 'Act of God', i.e. circumstances beyond our control, (including flooding, fire, severe traffic congestion, car accidents or any foul weather conditions). A full refund of the booking fee will be given in such event.

In the event of us being unable to provide your chosen bar style on the day, we reserve the right to supply an alternative bar style. This may occur in the unlikely event of damage to a bar or it's equipment immediately prior to your event which has proven non-repairable.

**Due Diligence and compliance**

Our public liability insurance covers £10m worth of liability. We have electrical safety certifications for all electrical equipment we provide. We operate under the NCASS due diligence scheme and on acceptance will email you a link to our portal where you will be able to examine our compliance.

I accept the terms stated within this agreement

DATE

Print Name