

# ACP Bars & Events Ltd

## Terms & Conditions

### INFORMATION

- A. 'Company' is ACP Bars & Events Ltd
- B. 'Client' is the person hiring the bar and the service that ACP will provide.
- C. 'Date and Time of Hire' is the dates and times that the bar will be in operation or hired to another venue.
- D. 'Set-up Fee' is the amount of money payable to ACP Bars & Events Ltd.
- E. 'Minimum Spend' is an agreed income that will be achieved by the bar to cover overheads, the client would be responsible for paying the difference between the final sales total and the Minimum Spend figure, should there be a shortfall. The Minimum Spend will be agreed at the time of booking.
- F. 'Package' is an add-on service that can be selected at all our bars, such as proving reception drinks or table wine.

### THE BOOKING

- Unless stated in writing, all bookings are accepted subject to the terms and conditions.
- The booking form must be completed when the client arranges the event.
- Both the company and the client **MUST** sign the form to mutually agree on the service that will be provided by ACP Bars and Events Ltd.

### SET-UP FEE

- The set-up fee is constructed by several factors & must be paid at time of booking.
  - Fuel to get to the venue (waived if the event is at one of our Local Village Halls).
  - Additional Licence fees (should a venue not have a premises or club licence).
  - If draught products are required (an extra charge may be required if the venue doesn't have adequate draught equipment).
  - If other products are requested (ie. if Prosecco is pre-ordered to be served to guests either on the door or to toast a special moment)
  - To cover any DPS fee's

### OTHER VENUES

- The other venues are booked with the assumption that the ground is flat and that vehicles can gain access as close as possible to the area where the bar will be positioned.
- The Client is required to provide the company with a plan showing the position in which the bar will be located and or equipment to be placed or should have a representative on site for that purpose. In the absence of both then the companies staff, having placed the bar and equipment where they think fit.

### OTHER INFORMATION

- All bars provided at a venue during the day will include a tea and coffee menu, you can either purchase tea and coffee at a reduced cup charge for all your guests, or we can charge all your guests individually.
- Corkage will be charged to the client for any drink (including soft drinks) bought in by guests to the event for guests to consume, any drink consumed must be purchased from our bars.
  - Bottles of Prosecco will be charged at £20 each, Wine will be charged at £15 per bottle, Spirits will be charged at £50 per item and all other drinks will be charged at £5 per item.
- At our events (such as our monthly quiz nights), all beverages won in a raffle must be consumed outside of the event. And must not be drunk onsite.
- At the end of the event, the companies staff are to clean the bar area or bar equipment, it is the clients responsibility to tidy and clear up the entire venue and to leave it how they found it.

### PAYMENT

- Payments should be paid by the Client upon booking the Company's bar service.
- Dependant on the number of guests attending the event and its location the Client may be asked to commit to a minimum spend. The client will be advised of this at the time of booking.
  - If a package is selected the value of that package will be deducted from the minimum spend amount.
  - If an additional package is selected the cost will be sent to the Client on a quote. The charges laid out in the quote are valid for 30 days from the date stated on the quote.
  - The total package cost is required upon booking and the booking is not confirmed until the payment and the completed booking form are received by the company.
- If the booking is made three months or less before the event a 50% deposit will be required.
- Full payment is required 30 days before the event date.
- Payments can be made by bank transfer, debit or credit card and cheque.

### CONSUMPTION OF ALCOHOL NOT PROVIDED BY THE COMPANY

- At the event guests are required to purchase their drinks from the bar provided by the Company and no additional drinks are permitted at the venue. This is a licensing condition for which the Company retain responsibility. The Company reserves the right to confiscate unauthorised drinks or remove guests from the premises.
- At the end of your event, if we collect in any bottles or cans of any beverages that are not available to purchase from our bar. We will log the bottles and take photographs as evidence and produce an invoice for the organiser to pay after the event for 'missed sales'. If any beverage has an RRP price - this is what we will charge. If the beverage is branded to a certain Retail Outlet 'such as, Co-op or Asda' we will search for the price from that supplier. If is not branded we will use [tesco.com](https://www.tesco.com) to find the price of the beverage. For wines, prosecco's and champagnes we use [vivino.com](https://www.vivino.com). By you signing this booking form, you are responsible for informing your guests that non-purchased beverages from our bar are not permitted and you will be charged accordingly.
- Table wine and all other table drinks including drinks for toasting can be arranged by the Client and the company and can be provided they are for consumption during the event. Drinks purchased elsewhere and brought in to the event for such uses, will also be prohibited. Again, this meets the restrictions of the licensing condition and subsequently breaching the law.

### LICENSING

- The Company is responsible for the operation of the Clients bar in accordance with the licensing act 2003.
- If alcohol is being sold to guests at the bar the venue must be licensed, this includes venues such as
  - Marquees and private houses. If no such license exists for the premises the bar will not be permitted to open. A Temporary Event Notice is required to be arranged via the company, this cost will also be included in the set-up fee. A copy of the license will be available for display throughout the event.
  - If the licence is not allowed by the local authority then the bar will be unable to open.
  - If the license application service has been selected the Company will carry a copy of the license.
- The Company operates a strict policy on underage drinking. Guests that appear to be under 25 years of age may be asked to show photo I.D. in an acceptable format. Acceptable formats include driving licenses, passports or approved I.D. cards.
- The Company reserves the right to refuse alcohol if a guest is intoxicated or is behaving in an abusive or threatening manner. The Company can refuse the sale of any drink without reasoning.

### ACCESS

- The Client is required to ensure that the Company have access to the venue at a mutually agreed time for the installation of the bar equipment.
- Any restrictions to venue access such as unloading restrictions, parking or height restrictions must be communicated to the Company 14 days in advance of the event.

### CANCELLATION

- In the event of cancellation the setup fee will only be refunded if the booking is cancelled before 7 days prior the event.
- If the event is cancelled and the Company is not advised prior to the event date the Company will charge the Client £250.00 to cover company overheads.
- If any product has been specifically pre-ordered for, will be charged at full cost to the client.

### CORONAVIRUS

- We know the difficulties with the hospitality sector since March 2020 and will be fair to everyone if the event is unable to take place due to legal restrictions.
- If the restrictions are enforced between booking and the event itself, we will honour the event costs either in a full refund to be transferred to another date.
- However, should you choose to cancel, and the event is not affected by coronavirus, then our normal terms and conditions will come into force.

I know we all want the event to be successful and will be fully supportive to provide you with the service that you are paying for.

**ACP Bars & Events Ltd**  
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