Student Union Bar – booking request form

**The Dragon Bar provides a flexible space that clubs, societies and university staff can use for a variety of events. To reserve a space in the bar, please complete the following form giving as much information as possible and submit via email to** **mcampbel@sgul.ac.uk****.**

Name Click here to enter text.

Contact email Click here to enter text.

Contact phone number Click here to enter text.

Date of event: Click here to enter a date.

Start time of event: Click here to enter text.

***Please note, the bar opening hours are Monday – Thursday 5pm-11pm and Friday 4pm-11pm. Requests for the bar to serve drinks outside of these hours will be considered, however for weekend bookings a minimum spend may be implemented.***

***The SU Bar is a fully licensed premises and entry is restricted to over 18s only.***

Details of the event being held:

Click here to enter text.

Estimated number of attendees: Click here to enter text.

Is a bar tab required? Yes [ ]  No [ ]

If yes, how much should the tab be and what is the charge code? Click here to enter text.

Will you require technical support/use of any of our technical equipment? Yes [ ]  No [ ]

If yes, which of the following would you like to use:

* Connection to a Spotify playlist [ ]
* DJ set \* [ ]
* Microphones [ ]
	+ If yes, how many? Click here to enter text.
* Access to the projector screens [ ]

(\* NB: some services may incur a charge)

Please detail any other special requirements/requests for your booking:

**Thank you for your enquiry – a member of the Students’ Union team will be in touch shortly to discuss further/confirm your booking. Please note, that for some bookings requiring technical equipment and assistance a small fee may be applied, this will be discussed with you before confirmation.**