Students’ Union Bar – booking request form

**Thank you for enquiring about hiring the Dragon Bar for your event. To enable us to provide you with a quotation, please complete this form giving as much information as possible and submit via email to:** **venuehire@su.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.

Finish time of event: Click here to enter text.

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

Details of the event being held:

Estimated number of attendees:

Click here to enter text.

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

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 [ ]
* Disco/performance lighting [ ]
* Small stage [ ]
* Microphones [ ]

If yes, how many? Click here to enter text.

* Photobooth\* [ ]
* Karaoke\* [ ]

(\* Some services may incur a charge)

**Thank you for your enquiry – a member of the Students’ Union team will be in touch shortly to discuss your booking enquiry.**