



## Contact information

Name:

Address:

Zipcode:

City:

Phone Number:

Email address:

## Information about the Event

The bar can be open between 16:30 and 19:30. Permission from the Facility Management (FMVG) is required in order to deviate from these opening hours.

Date:

Start Time:

End Time:

Attendance: Persons (estimate)

## Food:

Bar het Lab can offer grilled cheese sandwiches en nuts. It is allowed to arrange food by yourself or via a caterer. Indicated your wishes below.

Grilled cheese sandwiches (€1 per unit)

Nut mix (€7,50 per kg)

## Costs and payment

When using Bar het Lab, costs for the bar staff will be charged. These costs will be invoiced. The general conditions explain how these costs are determined. There are several options for the payment of consumptions: All the costs or a predetermined amount can be invoiced, and attendees can pay by debit card or 'Bar het Lab' Card.

Bank account or TU Delft baancode:

Invoice all costs

Invoice a maximum amount of  €, when this amount is reached attendees can pay by

Borrow  amount of coins. Invoice cost paid by coins. Attendees can also pay for themselves by

Attendees pay for themselves by

## Space for comments

### General Conditions

1. A correctly filled in copy of this form must be received by Beheer Bar het Lab, at the latest two weeks in advance of the event.
2. Up to 5 working days in advance, in consultation changes to the reservation can be made.
3. Free cancellation is possible up to 5 working days in advance of the event. After that, costs may be charged for any purchases done specifically for the event.
4. Bar staff costs of 15,- euro per hour per staff member. If there are fewer than 60 attendees 2 staff members will be present, for more than 60 people there will be 3 staff members.
5. In addition to the duration of the event, a fixed amount of 2 hours will be charged for the preparation and cleaning of the bar.
6. Staff costs will be charged for the duration specified in this form, if the event finishes later than specified the extra amount of time will be charged .
7. The personnel costs will be invoiced on a baancode or bank account.
8. The staff reserves the right to end the event at the time specified in this form.
9. This booking is only definitive after a confirmation from Beheer Bar het Lab.
10. The internal regulations, the management regulations and the statutes of Bar het Lab apply at all times, these can be consulted by the secretary.

**Undersigned agrees to the conditions specified in this form.**

Name

Date of signing

Signature