Once an event is planned for your committee, we strongly advise you to read through and send us this form as soon as possible since the bar schedule works on a first come first served basis - *you must complete this form in order to confirm your booking of the bar for an event*. Make sure you read the guidelines and rules, prior to filling out the boxes. This form must be completed *at least 2 weeks prior to the event*; if not handed in on time, the BarCo board cannot guarantee any requests regarding the event. Once completed, send it to [barco@ucsa.nl](mailto:barco@ucsa.nl). Yet, carefully read all rules and statements prior to filling in the form. This will prevent any mistakes from being made or requests to be invalid.

We will do our best in making your event a successful one by providing our beloved bar and anything else you need, so please take a minute to fill this form. Should you have any questions, feel free to contact us at [barco@ucsa.nl](mailto:barco@ucsa.nl).

**BarCo Board Spring 2018**

**Guidelines and regulations**

**General information**

* If the event is a collaborative event with another committee, include all committee names.
* For any external parties (not a part of the UCSA), we ask for a renting fee, which will be determined by the BarCo Board.
* UCSA members always get priority on scheduling events, as we are the UCSA College Bar.
* Three possible dates should be listed for the event, in order of preference.
* Events should take place during regular opening hours. 22:00 – 02:00 on regular nights, 23:00 – 04:00 on party nights. During breaks the bar is open upon chief discretion. Events taking place outside regular opening hours will be considered as rare exceptions, but feel free to elaborate in the last section of this form.

**Preparing the event**

* Carefully read the decoration guidelines. The person in charge of the decorations is the person we will contact regarding decorations. This person is responsible for arranging the preparation time with BarCo, as well as organizing people to help set up (we recommend at least four people help setting up for any kind of event).
* All decorations must and can only be put up at the day of the event, at most *1 hour* before the event. If extra set up time is needed please let us know.
* *Bar Menu Price List* can be found on the UCSA website under BarCo*.* Drinks and snacks must be paid for before the event. Paid snacks will be all yours. If there are leftovers, you will get to keep them. We will send you an invoice as soon as the order is confirmed.
* You can only get a tab after it has been approved by the UCSA and BarCo Treasurer (and your CAO).

**After the event**

* Please understand the importance of the cleaning session – Especially if you have decorated the bar. We can provide you with a venue and everything else you need, please do not leave a mess in the bar for us to clean. It is your responsibility to clean after yourselves. If you do not show up to this cleaning session for whatever reason, there will be consequences.
* A cleaning session after an event on Thursday takes place on Friday from 14:00 – 16:00. If the event happens in the afternoon or is a small event and requires minimal cleaning, it can be done right after the event is over.
* There will be chiefs to guide you through the cleaning.
* We recommend you to have at least three people, but preferably five or more, for a quick and efficient cleaning session.

**Decoration Guidelines**

If you would like to decorate the bar, please let us know in advance what decoration you have in mind. This way we know what to expect and can potentially advise you on certain decorative decisions.

Please note that if you make use of decorations during a party night you will have to help during the bar cleaning the next day to take the residues down. Cleaning also means taking blue tag or tape from the walls or any bar property. **It is your committee’s responsibility that all decorations will be removed before the opening hours of the bar the next day.** Failing to do so can result in punishment or sanctions.

Decorations are intended to add something *extra* to the bar and the event, and should by no means obstruct the bar and its staff members from functioning regularly, nor cause any damage. **Any, and all decorations must be approved by the BarCo Board prior to the event.** If we find any issues with the decorations you plan to use, we will let you know.

There are certain decorations that are not allowed in the bar:

**Inside**

Decorations may not:

* cover any lights
* block or disturb easy passage to any entrances, exits, doors, fire extinguishers, bar openings and stairs
* hang from party lights
* hang from the ceiling
* **be attached to the DJ booth**
* contain any liquids
* be wet
* be edible

Furthermore:

* streamers may not be paper
* crepe paper is **NOT** allowed
* painting of any sorts is prohibited
* the use of strong adhesive that leave permanent marking is prohibited

**Outside**

* Decorations may not block or disturb easy passage to any entrance, exits or stairs

Any damage to the bar caused by decorations or negligence will be fixed on the costs of the committee.

|  |  |
| --- | --- |
| GENERAL INFORMATION | |
| Name of UCSA Committee or Team[[1]](#footnote-1)  (or External Party[[2]](#footnote-2)) |  |
| Members of the Committee or Team Board  (or a single person/group of organizers  in charge of the event) |  |
| Name of the event |  |
| Type of the event (party, chill, workshop, etc.) |  |
| Proposed date of the event[[3]](#footnote-3),[[4]](#footnote-4)  (dd/mm/yyyy) | 1.  2.  3. |
| Time of the event[[5]](#footnote-5) (include ending time) |  |
| Is it a *private* or a *public* event? |  |

|  |  |
| --- | --- |
| PREPARING THE EVENT: Decorations & Equipment | |
| Do you want to decorate the bar? | Yes No |
| If ‘Yes’, who is in charge of the decorations? Provide the person’s name, phone number, and e-mail address.[[6]](#footnote-6) | Name:  Phone number:  e-mail: |
| Do you require specific equipment  (e.g. projector, microphone)? |  |
| Do you want to set up the decorations 1 hour before the event starts (e.g. Party at 22:00, set up at 21:00)?[[7]](#footnote-7) |  |
| Who will help setting up?  Provide their names and phone numbers |  |

**Decorations that will be used are:**

|  |  |
| --- | --- |
| DETAILS OF THE EVENT: Alcohol & Snacks | |
| Would you like to provide specific drinks or snacks during the event? If so, which?[[8]](#footnote-8) |  |
| If ‘Yes’, who is in charge of the payment? Provide the person’s name, phone number, and e-mail address. | Name:  Phone number:  e-mail: |
| Do you need a mobile tap? | Yes No |
| Do you need a tab?[[9]](#footnote-9) | Yes No |
| If yes, what is the maximum amount on the tab? What can be purchased (e.g. only beer)? Who can order on the tab? |  |
| Do you wish to hand out drinks downstairs? |  |

|  |  |
| --- | --- |
| AFTER THE EVENT: Cleaning[[10]](#footnote-10), [[11]](#footnote-11), [[12]](#footnote-12) | |
| Who is in charge of cleaning? Provide the person’s name, phone number, and e-mail address. | Name:  Phone number:  e-mail: |
| In case the person mentioned above is out of reach, provide a second person in charge. | Name:  Phone number:  e-mail: |
| Who will be attending the cleaning session? Provide their names and phone numbers[[13]](#footnote-13). |  |

**Questions or requests:**

1. Include all committee names [↑](#footnote-ref-1)
2. Keep renting fee in mind [↑](#footnote-ref-2)
3. UCSA members always get priority [↑](#footnote-ref-3)
4. List up to three possible dates for the event, in order of preference. [↑](#footnote-ref-4)
5. 22:00 – 02:00 on regular nights, 23:00 – 04:00 on party nights [↑](#footnote-ref-5)
6. Person in charge of the decorations, in contact with BarCo [↑](#footnote-ref-6)
7. All decorations must and can only be done during the day of the event, at most 1 hour before the event. [↑](#footnote-ref-7)
8. Drinks and snacks must be paid for before the event. [↑](#footnote-ref-8)
9. Tab must be preapproved. [↑](#footnote-ref-9)
10. If you do not show up to this cleaning session for whatever reason, there will be consequences. [↑](#footnote-ref-10)
11. Friday from 14:00 – 16:00 when event takes place on Thursday, otherwise cleaning session afterwards. [↑](#footnote-ref-11)
12. Chiefs present. [↑](#footnote-ref-12)
13. At least three people, preferably five or more for quick and efficient cleaning session. [↑](#footnote-ref-13)