



Bar and Lounge

ESTD
1927

Party Running Sheet Summary

Name: _____ Tel: _____ Email: _____

Party - ie 30th birthday, hens etc: _____ No. of guests: _____

Day & date: _____ day __ / __ /20__ \$200 deposit paid on (date) __ / __ / 20__

Start Time __ am/pm End time approx __ am/pm

Total budget: \$ _____ (\$200 deposit will go towards this total)

Food – (circle one) **no / yes** > budget: \$ _____ detail below

Drinks – (circle one) **cash bar / tab** > budget: \$ _____ detail below

Entertainment / party host – (circle one) **no / yes** > Tammy Paks / Harley Quinn / other (details) _____

Music – (circle selection) **house / own** on phone/ipod/tablet etc / **DJ** > *DJ must visit at least one day prior to party to discuss set up options.*

Dancing – (circle one) **no / yes** from approx _____ (enter time)

Photo show on tv near DJ – (circle one) **no / yes** > bring pics on a USB

Cake – (circle one) **no / yes** at approx _____ (enter time) > cupcakes recommended; no cakeage if you bring your own napkins/plates.

Speeches – (circle one) **no / yes** at approx _____ (enter time) > we will lend you a mic to use if you need.

Decorations – (circle one) **no / yes** > large decorations only *NO lollies, glitter or small items*; please remove all decorations at the end of the party.

Under 18s – (circle one) **no / yes** > on the night, introduce them and their designated parent/guardian to all bar staff; *they must carry photo ID at all times.*

Under 30s – (circle one) **no / yes** > *please ask all guests under 30 to ensure they carry their photo ID with them at all times.*

Read FULL details & options here > <http://www.politbar.co/party-booking-summary.html>