

Reynolds booking form



Please fill out the form below and send to c.salton-cox@imperial.ac.uk and cc in cxbar@imperial.ac.uk

Reynolds Building
St Dunstan's Road
London
W6 8RP

Tel: 020 7594 8060

Any issues or if you need help filling out the form please let us know and we will do our best to help.

We will endeavour to get back to you as quickly as possible.

Contact details

Contact name

Mobile number

Email address

Booking details

Event outline:

Please list all of the activities taking place during the event (for risk assessment purposes):

Who is the event for?

Is this event exclusive to a club or society?

Yes

☐

No, all are welcome

☐

Will this event be ticketed?

Yes

☐

No

☐

Proposed ticket price

Expected attendance?

Proposed times:

Which area would you like to book?

☐

Dance floor area

*not available for meetings during bar opening times

☐

Café/Common Room area

☐

Both

Would you like the Bar to be open?

Yes

☐

No

☐

Any requests from the bar?

Can we offer you any support in running the event?

Any other information?

Please note all Reynolds Bar Bookings must be made at least 2 weeks in advance of the event date. Further information may be requested by Bar Management as necessary e.g. risk assessments. We will always do our best to accommodate your event/meeting where possible. Once the event has been agreed a completed form will be sent back to you as confirmation. In the event you would like to cancel your booking please inform the bar at the earliest opportunity.

Reynolds Bar operates an under 18 policy. No one under the age of 18 is allowed in the venue while the bar is open. Please also note that only Imperial College Students and Staff and NHS staff are able to be served in our venue, unless agreed in advance or signed in.