**(insert date)**

General Manager

George Town Council

16-18 Anne Street

GEORGE TOWN 7253

Dear Sir

I am writing to request permission to sell alcohol on **(insert date)** for **(insert event)** being held in the **(insert room).** Approximately **(insert number)** guests are expected to attend.

I will observe the Responsible Service of Alcohol guidelines and ensure no service is offered to minors. Guests will act appropriately and the facilities will be left in a clean and tidy condition. Alcohol will only be served between the hours stipulated on the booking application.

I attach a copy of our Liquore Licence No. #######

Please do not hesitate to contact me with any queries on **(insert contact no).**

Sincerely

**(insert applicant details)**