



CARRUM BOWLING CLUB

Function Hall Application and Conditions Form

Name.....

Address.....

Phone..... Email

RATES

- Friday, Saturday or Sunday night 6pm to 12 midnight \$800 & \$50 Floor Cleaning Fee
- Monday to Thursday 5pm to 11pm \$600 & \$50 Floor Cleaning Fee
- All times are inclusive of set up and pack up.

Security Bond (refundable) payable for all bookings \$600

Bar Staff: Evening Rate Includes bar staff for 5 hours, additional bar staff \$25 ph.

Bar Opening time is 6.30pm & closing time 11:30pm unless otherwise arranged at extra cost to hirer.

If you have not completely vacated the building, including decorations, rubbish, patrons and entertainment, by 12.00am, your bond will be deducted \$100.00.

Function Details

Date..... Day..... Time.....

Number of guests.....

Function Type (eg: wedding, 40th birthday, corporate).....

Entertainment details (eg: band, DJ, karaoke).....

Bar requirements Run a Tab or Pay as you go

Deposit Enclosed / Paid via direct deposit \$.....

Booking deposit and payment

- A deposit of 50% of the hiring fee shall be charged at time of booking
- All fees including security bond must be paid fourteen (14) days prior to the function
- Direct deposit to BSB 013-322 Account 2861-09502 use Invoice Number as reference.
- Eftpos at the club or Credit Card over the phone.
- Deposit is non-refundable if function is cancelled within one month of booked date.

REFUND OF THE BOND/DEPOSIT

- The Management shall, within (30) days of the function refund to the Hirer the Bond Fee, less any charges deducted for any defects found. If any deductions are made from the Bond the Management shall inform the Hirer the reason for the deduction.

BAR FACILITY

- The function room including side balcony is a licensed area.
- The Carrum Bowling Club bar dispenses a varied range of packed beer, mixers, wines and soft drinks.
- **The bar will close ½ hour prior to the function end time**
- Only people over the age of 18 years are permitted to consume alcohol. Proof of age must be presented on request. The Club practice Responsible Serving of Alcohol and has the right to refuse the sale or consumption of alcohol to/by any intoxicated person, at the discretion of bar personnel or a Club official.
- All children under 18 years still in attendance after 10pm, must remain under parental supervision and control.

ALCOHOL (SEALED OR UNSEALED) MAY NOT BE TAKEN FROM, OR BROUGHT ON TO THE PREMISES AT ANY TIME. Club license allows only for alcohol to be sold over the bar by the Club. Liquor licensing rules apply

CLEANLINESS OF THE HALL AND RUBBISH REMOVAL

- The Hirer is responsible to see that the hall is left clean and tidy.
- Excessive rubbish from the function must be removed from the Club by the Hirer.
- Tables and chairs are to be wiped clean.
- Rubbish is to be picked up off floor.

Hirers and their caterers are fully responsible to clean the ovens, microwave and pie warmer inside and out after use. (Failure to do so will mean a portion of your bond will be kept)

DECORATIONS AND FITTINGS

- The use and erections of all decorations, fittings and equipment must be approved prior to installation.
- The use of tapes, adhesive or fasteners of most kind is not permitted for attaching any items to the wall or ceilings. Blu Tac can be used as long as all traces are removed from wall. If any traces are left the hirers bond will be deducted. **Nothing is to be stuck to the windows.**
- All decorations must be removed from the hall.

SMOKING

- Carrum Bowling Club is a non-smoking venue. Smoking is banned from all parts of the building including balcony, entrance ramp stairs and surrounds.

TIME LIMITS

- In relation to music, in order to comply with Council Town Planning requirements, the following time limits are to be strictly observed
- MONDAY TO THURSDAY: 11 pm
- FRIDAY AND SATURDAY: 11:30pm
- SUNDAY AND PUBLIC HOLIDAYS: 11pm

LIMITS OF HIRING

The club, or its representatives, reserve the right to close the function down if the behaviour of the guests is deemed to be inappropriate in any way

- **The hirer** shall be responsible for supervising the departure of those attending the function within ½ hour after the times specified above in an orderly and quiet manner **showing respect to our neighbours**. **The hirer** is responsible to remove drunken guests from the hall, immediately when requested.
- The hirer shall use the hall for the purposes specified at the time of booking and shall not assign or transfer their right to use the Hall to any other persons or organization without the consent of the management or authorised Officer.
- A member of the Committee of Management or Authorised Officer shall at all times be entitled to free access to any part of the Hall to oversee function for correct behaviour.
- Hirer should ensure that all contractors have their own Public Liability insurances e.g. Caters, Live Bands, Solo Performers etc.

PERFORMING RIGHTS

- The Hirer shall obtain all necessary consents and licences before producing or performing any dramatic or musical entertainment or conducting any other activity which is subject to copyright
- The Hirer shall also indemnify the Club or its Officers against any claim arising in respect of any breach of copyright or infringement of any other form of intellectual property.

RESTRICTIONS

- **The Club Room is not available for hire for 16 to 24 year old Birthday parties**

It is the responsibility of the Hirer to

- Ensure that no lotteries, gaming or betting takes place in any part of the club, unless permission is granted by the Management
- See that children attending are adequately supervised at all times

DISPUTES

- In the event on any dispute or difference arising as to the interpretation of these conditions or of any matter contained therein, the decision of the Committee of Management shall be final and conclusive.

Acceptance of Terms and Conditions of Hire of the Hall

I acknowledge I have read and understand all the terms and conditions of Hall Hire and as the person hiring the hall, I agree to be bound by those Terms and Conditions and I further agree to accept that any breach of these conditions may result in cancellation of booking, termination of function and forfeiture of all or part of the security bond and/or deposit. In addition, the signatory signs this indemnity to hold harmless Carrum Bowling Club Inc. from and against all actions, costs, claims, charges, expenses and damages which may be brought against them arising out of or in relation to the hire of the Carrum Bowling Club facilities.

Signature of hirer.....Date.....

(Please ensure you have read all conditions prior to signing as they are binding)

PRINT NAME.....