

BEECROFT BOWLING & RECREATION CLUB LTD

VENUE HIRE CONTRACT & BOOKING FORM

Hirer Details

Name of Organisation or Individual: ABN:

Contact person for booking:

Postal address:

Telephone number: Mobile number: Fax number:

Email address:

Event Details

Event Name: Nature of function:

Day & Date: Start Time: Finish Time: (no later than 12 midnight)

Access required from: (For caterer, decorations, band etc)

Estimated number of attendees: Bar Service required: YES / NO

Caterers Name and Contact Phone No:

Music Providers Name and Contact Phone No:

Contact Name & Phone No for other service providers plus nature of service to be provided:

Your booking

To confirm the booking the Beecroft Bowling & Recreation Club Ltd (the Club) will need to receive a signed copy of the Venue Hire Contract & Booking Form and the Terms & Conditions, a **Deposit** of \$100 and a **Bond** of \$250.

Venue hire of \$, Bar staff charges of \$ and Security charges (if applicable) of \$, a total of \$ are payable at the conclusion of the function in addition to Bar charges for refreshments during the function and any further charges for Bar staff if the function goes beyond the stated finishing time.

Hire agreement

The Hirer hereby understands and agrees to comply in all respects with the Club's Terms and Conditions of Hire.

Date:

Signed: Signed:
(Hirer) (Club's representative)

Name: Name:
(Print Name) (Print Name)

Deposit received: YES / NO. Bond received : YES/NO (Please circle payment method: Cheque / Cash / Credit Card)			
Date received			
Information recorded in Functions Diary: YES / NO.		Signed	Dated
Facility check:	Clubhouse		
	Grounds		
Return of Bond approved YES/NO (see over for details)			

Facility Check

Details of breakages/extra cleaning etc

Clubhouse

Kitchen

Toilets

Auditorium

Verandah

Downstairs meeting rooms

Grounds

Amount of Bond to be refunded \$

Date refund sent to Hirer / /

BEECROFT BOWLING & RECREATION CLUB LTD

TERMS AND CONDITIONS FOR VENUE HIRE

(Note: Beecroft Bowling & Recreation Club Limited is hereinafter referred to as "the Club")

1. BOOKING

The Club may require the Hirer at any time to supply a detailed written description of all activities to be conducted on the premises during the period of hire. The booking will be considered effective only when the Contract is counter-signed by the Club's representative and the specified Deposit and Bond have been received by the Club. Functions cannot be extended beyond their scheduled finishing time; however midnight is the latest finishing time.

2. CHARGES AND DEPOSITS

The **Deposit** of \$100.00 covers Venue Hire and confirms the booking. A **Bond** of \$250 is also payable. **Use of the Club's facilities is charged at \$ per hour (minimum 3 hours). Bar Staff** are charged at **current rates per hour (\$ /hr.)** per barperson. 2 bar staff are required for functions up to 80 persons and 3 bar staff for functions over 80 persons. The hours for bar staff to be charged will be determined by the start and finish times as noted below. A **minimum of 2 hours** per bar person applies. Last drink orders must be made **30 minutes** prior to the scheduled finishing time. The deposit will be credited to the account at the conclusion of the function. **All accounts** (including bar staff) must be paid no later than the time the function concludes.

3. SECURITY

Depending on the nature of the function the Club may require, at its sole discretion, security personnel to be on hand. The full cost of this is to be borne by the hirer. The approximate cost of security personnel would be \$.....

4. CANCELLATION

Where notice of cancellation is given by the Hirer not less than two weeks before the time for which the premises are booked, such notice must be given in writing and any **Deposit and Bond** paid by the Hirer shall be refunded. Where notice of cancellation is given **less than two weeks** before the time for which the premises are booked, any **Deposit** paid by the Hirer shall be considered forfeited and any **Bond** paid by the Hirer shall be refunded.

5. INDEMNITY

The Hirer shall indemnify and keep indemnified the Club against all losses, expenses, liabilities, claims and damages incurred as a result of or arising out of the hiring of the premises whether caused by any act or omission of the hirer, its servants, agents, or invitees or any other person whomsoever.

6. GOOD ORDER

The Hirer shall be responsible for the maintenance of good order in and around the premises during the period for which the premises are hired. The Hirer shall comply with any instruction by any staff member of the Club to the maintenance of good order and compliance with these conditions in and around the premises. The Club is located in a residential area and any noise should be kept to a responsible level. The Hirer is responsible for the conduct of their guests and to ensure that internal rules relating to dress standards etc. are adhered to at all times. The requirements of the Registered Clubs Act for entry to the Club's premises must also be adhered to. Smoking is not permitted within the Club or within 4 metres of the Club entrance but is allowed in the area outside the function room. The Hirer must also ensure that guests do not step onto or smoke on the bowling greens.

7. DAMAGE TO PREMISES AND EQUIPMENT

The Hirer should not disturb the walls or ceilings or any other parts of the building.

The Hirer shall be responsible for leaving the premises clean and tidy at the conclusion of the hiring. Excepting fair wear and tear, the Hirer shall be liable financially to the Club for any damage to premises, or any fittings, equipment, furniture, carpets or other property therein, which occurs during the period of the hiring. Hirers are responsible for any damage incurred during the time of the function and the **Bond** will not be refunded in part or in full until the cost of repairing the damage is fully assessed. Any **Bond** refund will be paid no later than 10 days after the date of the function. Should the damage and subsequent repairs exceed **\$250.00**, the Club will seek compensation from the Hirer.

8. LIQUOR AND REFRESHMENTS

The Hirer shall not bring or sell any liquor, beverage or refreshments on any part of the premises hired. The staff of the Club practices the code of Responsible Service of Alcohol and Responsible Conduct of Gambling.

9. RETENTION OF MONIES

The Club may retain any monies paid by the Hirer, or received by the Club on behalf of the Hirer, until the Hirer has paid to the Club all sums due from the Hirer to the Club.

10. APPLICATION OF THE TERMS AND CONDITIONS OF HIRE

The Club reserves the right to amend or delete any of the conditions of hire as outlined above or to add extra conditions provided that the Hirer is notified prior to confirmation of the booking of any changes made to the conditions. The applications of the various conditions may therefore vary from hirer to Hirer as the Club in its sole opinion considers necessary.

DECLARATION BY HIRER: I have read and understand the above terms and conditions of hire and I hereby agree to comply with them in every respect.

Date of Function:..... Start Time..... Finish Time.....

Signature of Hirer):..... Date:.....

Name of Hirer (Print Name)..... Phone No:.....