

Laverton Bowling Club - Function Hire Terms & Conditions (V3 Jan 2018)

These Terms & Conditions govern the use of the Laverton Bowling Club Inc. (ABN: 47 645 713 892) Clubhouse for private functions. Please read carefully, sign and return this form together with your deposit payment prior to your booking being confirmed.

1. The Standard Hire Fee for Functions includes the use of tables, chairs, urns & kitchen equipment (stoves, ovens, fridges, serving platters and selected cutlery & crockery). It does not cover use of any consumables owned by the Club, including coffee & tea facilities. A surcharge may apply if live music requires a stage or an early set up time.
2. The building must be left clean & tidy, with all items in their original positions. Waste must be placed in the bins provided. Tables must be wiped, and all kitchen equipment washed, dried and put away. Anything on the floor that a vacuum will not easily pick up must be removed. The Kitchen, if used to re heat or cook, must be properly cleaned.
3. Decorations may be used but must be easily removed. The use of damaging fixtures (including, but not limited to, pins, nails screws or staples) to affix decorations is not permitted. No items are to be attached to drapes, honor boards, Bar or Kitchen wall.
4. The Club Greens are strictly off limits. Under no circumstances are guests permitted to step onto the green, unless the function is specifically organised for the purpose of bowling, and the guests are under the direct supervision of Club Officials.
5. Smoking in any area of the hall is not permitted. If guests wish to smoke, they must do so either in the car park or in the designated smoking areas, as directed by Club staff.
6. The Club will provide bar staff for the duration of your function. Any and all beverages must be purchased through the Club bar. **B.Y.O. beverages of any kind are not permitted.**
7. The bar staff have sole discretion in the Responsible Service of Alcohol, and may refuse service to any guest deemed to be intoxicated. If a guest is asked to leave, they must do so as directed by law. If the guest refuses to leave the Police may become involved. Any and all costs incurred in these matters will be the responsibility of the Hirer.
8. Under no circumstances may liquor be consumed outside of the bounds set out in the applicable liquor license. Guests found to be consuming alcohol outside of the designated areas will be asked to leave.
9. Payment in full for all hire fees, security deposits and the like is required before the commencement of the function. If full payment is not made to the Club, the function will not commence.
10. When guests are outside, they are expected to behave in a quiet and acceptable manner. There are several houses in proximity of the Club, and it is in the best interests of all involved if these neighbours are not disturbed.
11. Should the hall become unusable for any reason, the Club shall refund the entire amount paid by the Hirer. The Club may withdraw the use of the hall at any time.
12. No responsibility is taken by the Club during your use of our facilities, other than to confirm that the Club is covered by the approved Public Liability Policy. Club staff are not personally liable for any actions taken on behalf of the Club.
13. Any damage rendered to the building, fixtures, fittings, floor coverings, electrical equipment, furniture, windows or interior decorations and any costs incurred in repairing or replacing any damage will be the sole responsibility of the Hirer.

The facilities will be inspected by Club Officials as early as practicable after the conclusion of the function to determine if there has been a breach of these Terms & Conditions. The security deposit will be refunded to the hirer by cheque within 14 days of the conclusion of the function. If there is a dispute regarding the return of the security deposit the Hirer must submit their request for review, in writing, to the Board of the Club.

I, _____ (the Hirer) agree that I have read and understood these Terms & Conditions. I am aware that any breach occurring during my period of hire will result in the loss of my security deposit, in part or full.

Signature: _____ Date: ____/____/____

Function Date: ____/____/____ Function Supervisor: _____