**PARKDALE BOWLING AND SOCIAL CLUB INC**

Alameda Place Parkdale 3195 Phone: 9580 4880

**Clubroom Hire Booking - Conditions**

This is an agreement between PARKDALE BOWLING CLUB (The Club) and

Contact Name ………………………………………….. Telephone Number…………………………..

Email address ……………………………………………………………………………………

For the hire of (please tick):

* Club Room with bar facilities
* Kitchen
* BBQ facilities
* Bowling green, including equipment (as part of function)
* Bowling green – casual hire (no access to club room facilities)

Type of Function: ………………………....................................................................................….

Date: ……………………….……….. Function Times: ………………………………………

Requested Set-up & Access times: …………………………………..

Estimated Guests: Adults ………………… Children …………………….

Bar Requirements:

* Run Tab
* Pay As You Go

The function booking will not be confirmed until this form has been completed and been formally accepted by the Club.

**Hire Fees:**

Payment of hire fees, including security bond, must be received at least two weeks prior to the function.

The following hire fees apply. The fees set out below allow for the use of Club facilities for a period not exceeding 5 hours. At the discretion of the Club, additional time may be permitted at a rate of $50 per hour. Please ensure the premises are left clean after your function otherwise a $100 cleaning fee may be charged.

Security Bond - For Functions (Refundable) $100.00

Hire of Club Room with kitchen and bar facilities and BBQ, inc use of green $300.00

Lawn Bowls (Casual Hire – no use of club room facilities) – Per Head\* $10.00 (2 hours)

*\*Minimum payment of $200 is required if special arrangements are required to open club facilities.*

**Bar staff & Bowls Supervision**: The club will provide bar staff (including supervision of the green) at a cost of $50 each per function. Two staff are usually required, however the Club reserves the right to decide on additional staff requirements which will be agreed prior to the function.

**Function Hours:**

A function duration is 5 hours, with a reasonable set-up time to be negotiated. Additional time beyond 5 hours may be negotiated for an additional fee.

For an evening function, all guests must vacate the premises and surrounds by 11.30 pm. The bar closes at 11pm.

**Capacity:**

The club room can hold 72 people in a sit down format at 8 people per table. The capacity can be increased to 100 people if tables are removed.

Note: The room must be returned to its original table format at the end of the function.

**Restrictions:**

The club room is not available for hire for 15 to 25 year old birthday parties.

**Bar Facility:**

A fully licensed bar facility is available and stocks a variety of beers, mixes, wines and soft drinks. If there is something which we do not generally stock, we will make attempts to source it for you and charge you reasonable prices accordingly. BYO drinks is strictly prohibited.

We can run a tab or you may pay for drinks as you go. We have an EFTPOS facility to pay for drinks.

Alcohol purchased from the bar is allowed to be taken outside, but consumption is restricted to the concrete areas.

**Kitchen Facility:**

The Club has a well equipped kitchen, which can be used for the preparation and serving of food. Note that it is the responsibility of the hirer to provide food for the function. All unconsumed food must be removed from the premises.

You need to supply your own tablecloths, platters, tea towels, tea, coffee, milk, garbage bags and any other catering equipment/utensils you will need.

You may use the club’s crockery and cutlery, however all items used must be washed and put back at the end of the function.

**Cleaning:**

You must ensure that the premises are left clean at the end of the function. Our cleaning requirements are:

* Remove and place all rubbish in the external garbage and recycling bins.
* Clean all floors, including mopping up spilt drinks.
* Wipe clean all chairs and tables and return to them to the original location.
* Remove all food brought into the facility.
* Thoroughly clean kitchen area (including oven, stove, counters, splash backs, sinks, refrigerators, and floors).
* All kitchen utensils, crockery and cutlery used.
* If BBQ facilities are used, the BBQ and surrounding area must be cleaned after use.

The Club will not return the Security Bond ($100) if the club rooms are left in an unacceptable condition.

**Decorations:**

The use and placement of decorations must be approved by the Club. Glitter or confetti is not permitted.

The use of tape, adhesive or fasteners of any kind is not permitted to be attached to painted surfaces. All decorations must be removed at the end of the function.

**Hirer Responsibilities:**

* Is responsible for any accident, loss, damage or injury suffered, by any person/s using the facilities during the hire period and any loss, damage or injury suffered by any person/s on the hired premises or its surrounds.
* Agrees to indemnify the Club for any claims arising from excessive noise, disturbance or nuisance, by people attending the function.
* Shall be liable for and shall indemnify the Club against any liability, loss claim or proceeding in respect of any injury whatsoever to any property, real or personal, in so far as such injury, loss or damage arises during the hire period.
* Is fully liable for the repair/replacement costs for any damage to property during the function.
* Is responsible for the behaviour of guests within the club house and surrounds for the duration of the function.
* Is responsible for the hire and use of all security personnel, if applicable.
* Ensure children are under adult supervision at all times during the function (inside and outside).

**Use of Bowling Green:**

* The hire fee includes playing of bowls. Hire is restricted to 5 rinks. For an additional fee, additional rink/s may be negotiated, but availability will be at the sole discretion of the club.
* All equipment – bowls, jacks and mats will be provided. All these items must be returned to storage at the end of the day.
* All bowlers must wear flat soled shoes or will need to play in socks or bare feet - No shoes with raised heels or patterned soles will be allowed.
* Under adult supervision, ‘Jack Attack’ bowls (children friendly) are available for children to play within a restricted area on our bowling green. Whilst on the green, children **MUST** be under adult supervision.
* **There are no drinks ALLOWED ON THE BOWLING GREEN/RINK.**
* An instructor can be made available to show you how to bowl.

**Note:** We reserve the right to ask any person who is engaging in conduct likely to damage the greens to immediately leave the greens area.

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I ………………………………………………………………… agree to the fees stated and to the conditions of hire.

Signed……………………………………………………….. Date………………………..

Accepted & signed on behalf by Club …………………………………………….

**Parkdale Bowling Club Bank Details:**

Bendigo Bank BSB 633-108 Account No. 109997288 – Please include your surname in the reference line.