



# Bedford Bowling Club (Inc.)

FOUNDED 1958

ABN 90 210 518 796

## FUNCTION BOOKING SHEET

CONTACT/COMPANY NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CONTACT NUMBER: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

DATE OF BOOKING: \_\_\_\_\_ NATURE OF EVENT: \_\_\_\_\_

DATE OF FUNCTION: \_\_\_\_\_ NUMBER OF GUESTS: \_\_\_\_\_

COMMENCING TIME: \_\_\_\_\_ FINISHING TIME: \_\_\_\_\_

FOOD PROVISION: HOST: YES / NO CATERER: YES / NO

NAME OF CATERER: \_\_\_\_\_ CONTACT NO: \_\_\_\_\_

ARRIVAL TIMES: HOST: \_\_\_\_\_ CATERER: \_\_\_\_\_ GUESTS: \_\_\_\_\_

SECURITY: (SEE TERMS AND CONDITIONS): YES / NO

(If yes, please provide security contact name and contact number.)

PROVIDER: \_\_\_\_\_ CONTACT NO: \_\_\_\_\_

CERTIFICATE OF AUTHENTICITY MUST BE PROVIDED BY REGISTERED SECURITY COMPANY

### HIRE CHARGES:

Hall Hire:	\$ _____	YES / NO
Lounge Hire:	\$ _____	YES / NO
Committee Room:	\$ _____	YES / NO
BBQ:	\$ _____	YES / NO
Verandah area:	\$ _____	YES / NO
Kitchen:	\$ _____	YES / NO COOKING / HEATING / PREP
Bowls	\$ _____	YES / NO
Bond:	\$ _____	
Social Membership:	\$ _____	\$25 (if not already a Member of the BBC)
<b>TOTAL:</b>	<b>\$ _____</b>	
▪ Deposit:	\$ _____	Receipt No: _____

**BALANCE OWING:** \$ \_\_\_\_\_

- Deposit must be paid within two weeks from date of booking.
- The deposit is non-refundable if the function is cancelled less than 28 days before event unless venue is rehired.

## **TERMS AND CONDITIONS OF HIRE:**

- ❖ No children are permitted on the greens.
- ❖ The Bowling Greens are "OUT OF BOUNDS" to all hirers unless the function is for a bowls event which has been booked and approved by the Club.
- ❖ SECURITY: Up to 75 guests require 1 x security guard, between 75-100 guests require 2 x security guards and over 101 guests 3 x security guards are required at the function at organisers cost.
- ❖ Security must be on site before guests arrive.
- ❖ If security does not arrive before the function guests arrive, the function will be cancelled and the deposit will not be refunded.
- ❖ The function organiser is responsible for any and all damage that occurs to the building, greens and surrounds during the function (up to \$10,000 for greens).
- ❖ No heels or dress shoes are permitted on the green. Flat shoes are **REQUIRED ON ALL GREENS**.
- ❖ No smoking, eating or drinking is permitted on the greens.
- ❖ No running, dropping or throwing of bowls is permitted on the greens.
- ❖ The **BEDFORD BOWLING CLUB** is a **FULLY LICENSED** venue so there is to be **NO BYO ALCOHOL OR SOFT DRINK** of any kind brought onto the premises.
- ❖ It is the responsibility of the hirer to ensure that No Liquor or Soft Drink is brought onto the premises and surround areas by their guests.
- ❖ The Bedford Bowling Club policy is that all functions at the Club must cease before midnight Monday to Saturday, and by 10pm Sunday.
- ❖ Where possible, please pay bond in cash for easier return.
- ❖ The bond will be refunded once the Hall/Hired Area have been cleaned and checked by a staff member. If the staff member is unsure, the premises will be inspected on Monday by the Management and the bond will be returned within 7 days of the function by cheque.
- ❖ Decorations are permitted but must be approved by the Club. Only materials that will not damage the paint work or fixtures & fittings is to be used. All decorations must be removed at the end of the function.
- ❖ Cleaning is to be completed at the end of the function. Cleaning equipment provided.
- ❖ Rubbish is to be put into black plastic bags, tied and can be left by the kitchen door.
- ❖ Hall/Outdoor area is to be cleaned, tables and chairs to be returned to where they belong and screens placed in front of the tables etc. in the Hall.
- ❖ BBQ is to be cleaned to a satisfactory level before bond will be returned.
- ❖ Any undue requirements of the cleaner will also be deducted from the bond.
- ❖ Hire of the premises is to be confined to the designated area of the Club. Club Members will still have use of part of the premises however this will be restricted and will not encroach on the area being hired.
- ❖ The Club has a Zero Tolerance to Anti-Social Behaviour.
- ❖ If any of the above conditions are not adhered to, the function may be closed down.
- ❖ SMOKING: The inside premises of the Club are totally non-smoking. Smoking is permitted outside the Club Rooms in designated areas.

**BAR:** A fully licensed bar is provided with all functions

Do you wish to run a TAB at the bar: YES / NO

Do you have any special instructions for the Bar \_\_\_\_\_ ?

**I HAVE READ AND UNDERSTOOD THE TERMS AND CONDITIONS OF HIRE OF THE FACILITIES OF THE BEDFORD BOWLING CLUB AND AGREE TO ADHERE TO THESE TERMS AND CONDITIONS.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_