



HIGHETT BOWLS CLUB INC
Highett Grove Highett - PO Box 79 Highett 3190
Phone 95554003 Email: highettbowlsclub@bigpond.com

VENUE HIRE CONDITIONS OF HIRE AND INFORMATION

Function Confirmation:

The function **booking** is only confirmed when Highett Bowls Club has received the Venue Hire Fee of \$250.00 plus \$100 security/cleaning bond and the hire agreement has been completed and signed. The \$100 security bond will be returned only when the premises are left cleaned to the satisfaction of the bar staff, at the end of your function.

Please note:

Highett Bowls Club does not have EFTPOS facilities, so payments can only be made by cash, cheque or direct bank deposit.

Please ensure that your guests are notified that the Bar sales are Cash Only
At the end of the function any outstanding payment must be paid

Function Hours:

A function duration is 5 hours, with a reasonable set-up time to be negotiated
For an evening function, all guests must vacate the premises & surrounds by 12.30am
Set-up access for Saturday functions during the bowls pennant season (Oct to Feb) is only available after 4.30 pm. The Function must not commence before 7.00 pm.

Highett Bowls Club:

Has the right, at the discretion of the Board Of Management, to refuse to let the facilities.

Is a fully licensed bowling club, run by club volunteer members.

Has a Fully Licensed Bar that sells alcohol & soft drinks,

Does not allow BYO drinks

Bar Closes at midnight

Allows no drinks on the Bowling Green.

Alcohol purchased in the bar may be taken outside, **only** on the areas **surrounding** the Bowling Greens.

Smoking is not permitted in the building or within 5 metres of any entrances to the building.

All Children **must** be supervised at all times during the function (inside & outside) Children are not permitted on our bowling green unless supervised.

The Hirer

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, loss or damage which arises during the hire period, is responsible for the hire of and use of all security personnel, if applicable.

What Is and Is Not Included:

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

Club's crockery and cutlery may be used, however all items used must be washed and put back where found.

Hirer may change the room set-up, however the tables/chairs must be returned back to its original set-up at the end of the function
Hirer must ensure that the premises are left clean and rubbish removed at the end of your event, otherwise the \$100 security/cleaning bond will not be refunded
Hirer must sweep all floors, and maybe mop if it is required where there have been spills etc..
All rubbish except recyclables must be collected in Rubbish bags and removed from the premises.

Social Bowls - Barefoot Bowls:

The cost to play social bowls is \$10.00 per person, this cost includes all equipment; bowls, jacks and mats.
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.
Any children playing bowls, must be supervised by an adult at all times.
An instructor can be made available to show you how to bowl.

SPECIAL CONDITIONS FOR A 21ST BIRTHDAY PARTY

Hirer Must employ adequate security personnel to ensure that no alcohol is brought onto the premises by guests, either on first entering building, or at any time throughout the period of Hire, and that no alcohol is passed into guests through back or side gates etc after the party begins.
Hirer must notify Police that there will be a 21st birthday party at HBC.
If guests leave the premises by the front door they will not be allowed to re enter the building.
No spirits or mixed drinks will be served.
Bar will close no later than 11.30pm.

We value your patronage and will make an all out effort to ensure that you and your guests feel very welcome and that you all enjoy your experience at our Club.

As acceptance of the Conditions of Hire and the Information provided in this document, please sign and date below.

Thank You

Club Booking Coordinator
Margaret Dobell
Highett Bowls Club Inc
8 Highett Grove
Highett 3190

Signed by Hirer.....Date.....

Signed by Club Official..... Date.....