

The Ferny Grove Bowls, Sports and Community Club Inc.

Function Room/Barefoot Bowls/BBQ Hire
(cross out not applicable)

Date of Event:-

APPLICATION FORM FOR HIRE

Version..... October 2017

Hirers Details:

Name.....

Address.....

Phone No.....MOB.....

Email Address.....

Organisation Details (if applicable).....

Contact Name.....

Address.....

Phone No.....MOB.....

Email Address.....

Before completing below please read, understand and sign the 'Terms & Conditions of Hire'

Purpose and activities required?

i.e. Birthday, wedding, divorce party

Number of guests attending:-

.....

Starting Time:

.....

Do you require additional time to;

Set up? Yes/No How long?

Pack up/clean up?

Finishing Time:

.....

Security requirements:-

Name of Security Company.....

Phone No.....

Bar operations:-

Do you require our Function Bar during your event?

If so, What is the Bar tab amount you are permitting to go to?

What amount would like to be notified during your event?

Catering requirements:-

If you require our catering service to cater for your event, please see our 'Function Catering Package' to suite your particular needs.

Would you like our Caterers to contact you to discuss your menu? **Yes/No**

A copy of this application will be forwarded to our Caterers.

Special Requests

Hirers Signature..... **Date:**



Terms and Conditions of Hire

1. Booking Confirmation and Deposits

When the Function Room/Barefoot Bowls/BBQ Hire booking is made, the hirer must complete the 'Application Form for Hire' and pay the deposit on the day the booking is made. If the booking is made by telephone, hirers will be allowed five (5) working days to formalize the booking. The Club reserves the right to cancel any tentative booking that has **NOT** been confirmed within fourteen (14) days from the reservation date.

2. Fees for Function Room/Barefoot Bowls/BBQ hire

Full Function Room Hire	Large Room Hire	Meeting Room Hire	Barefoot Bowls	BBQ Hire
Non Full members \$200.00	\$150.00	\$80.00	Day (2 hours) \$6 per Head or \$40 per rink (8 players) or \$250 per green (56 players).	\$50.00 (2 hours)
Full Bowling members \$100.00	\$80.00	\$50.00	Night (2 hours) \$10 per Head (Min. 4 players) or \$50 per rink (8 players) or \$340 per green (56 players).	
Meetings \$50.00	\$30.00	\$20.00	All drinks consumed in these areas must be purchased from the Bar	
Community events Free	Free	Free		
Special conditions apply				

3. Additional Fees

Security Bond

A bond of **\$200.00** (this may be by way of credit card details or cash) may be required for all Function Room Hire and will be refunded or part thereof, after a successful inspection of the premises following the event (in most cases the following day).

Cleaning Fees

If our cleaners are required to spend extra time* cleaning after your event. A fee of \$50.00 for the first hour and if our cleaning equipment is ineffective a further fee will be required for the hire for heavy duty industry cleaners will apply. * Extra time means - any time outside the normal day to day cleaning.*

Overhead Projector

The use of our computerised overhead projector incurs a fee of **\$50.00**, we also offer the use of our computer cable, and a deposit of **\$50.00** will be returned when the cable is returned to the bar. (There is no sound connected to this device). You must use your own laptop computer.

Dedicated Bar Staff

Additional bar staff for your event incurs a fee of **\$100.00** per bar staff member, however, this fee may be waived if the bar tab (dry till) exceeds \$1000.00.

4. Security

18th, 19th, 20th Birthday celebrations are not permitted within the Club. 21st Birthday or events for people aged 18 to 25 must engage their own Security from a reputable security firm for the event. The name and contact details of the security firm must be recorded on the 'Application Form for Hire'.

If our staff believe on reasonable grounds that your event may incur a security event, the fore mentioned may also apply.

5. Cancellations

We realise that some circumstances may occur which will make it necessary for a booking for a function to be cancelled, in such an event; written notice is required for all cancellations. **All refunds will be subject to the rooms being rebooked.** Late notice of cancellation will generally be assessed using the following guidelines.

Two (2) months prior to the scheduled event – full refund
Two (2) weeks prior to the scheduled event – 50% refund
Within two(2) weeks of the scheduled event – no refund

If it is revealed that your event has been posted on any social media, your event will be cancelled immediately and no refund will be offered. Also, any further bookings will require the requirements of 'Security' regardless of the type of event.

6. Payment of Fees and Bonds

We accept cash or eftpos/credit card at the Club. Payment may also be made via direct debit to the following account: **BSB 124-066** Account Number: **11530630** Account Name: **FERNY GROVE BOWLS SPORTS & COMMUNITY CLUB Inc**. Following this transaction, it would be advisable to Email the Club at accounts@fernycastle.com.au and inform as to the name, date and type of function your transaction was for.

7. Responsible Service of Alcohol

Responsible service of alcohol applies to all members and guests of our club including your special event, all functions, meetings and community events. All guests under the age of eighteen (18) must be in the company of their parent or appointed guardian at all times during the function. And must leave the premises when the parent or guardian leaves. Our House policy is available on request.

8. Responsibility of Hirer

The Hirer (whose name appears on the Application Form) takes personal responsibility for the conduct of all attendees and guests at your event, including any activity and personally undertakes to ensure all conditions and directions given by our staff are complied with in full and in a timely manner.

9. Property and Damages

Although the Grove Sports Club undertakes all due care, we do not take responsibility for any items that have been left behind, lost, stolen or damaged during your event. Hirers are financially responsible for any

damage to the Club's property and equipment before, during or after your event while your guests are still on the premises, also including damage to any equipment hired for use during your event.

Our Bowling Greens are strictly OUT OF BOUNDS unless barefoot bowls forms part of your function and even then, must be under the supervision of our bowling club members. This applies even if the lights on the bowling greens are turned on during your event.

10. Equipment and Entertainment

All equipment entertainment and Entertainers, provided by the Hirer, must have prior permission from the Club. It is advised that a time be scheduled prior to your event to ensure compatibility of equipment. No responsibility will be taken by the Club if equipment is found to be incompatible.

11. Food and Beverage Policy and Licensing

Due to the nature of our Club's licensees and policies, we are unable to permit patrons, guests or invitees to bring liquor or food onto our premises. Likewise, no food or beverage can be removed from the premises. A Celebration cake is exempted from this rule, however a limit of one (1) such cake per function applies.

12. Catering

If you require our catering service to cater for your event, please see our 'Function Catering Package' to suite your particular needs. A copy of this application will be forwarded to our Caterers, who will contact you to discuss your menu. 50% of Catering Costs may be required two weeks prior, and the remainder to be paid on the night.

13. Set up and decor

If you would like to set up a theme for your event and need extra time you must advise our staff for availability. If you do this yourself; be mindful anything that is thrown, placed on tables may/will land on the floor and decorations left up after your event may incur extra costs in cleaning. No decorations may be hung from the overhead projector without permission from our staff. No nails or tacks are allowed to be used (except for existing ones provided), any tape used must be of the type that will not remove the paint work.

14. Smoking

Our whole club house is a smoke-free zone and any smokers must use the outdoor areas zoned for smokers. However if a smoke generator is used as part of the entertainment, it must be of the type used for the correct purpose and must not impede on the safety of your guests and our staff.

15. Areas out of bounds

Nobody is allowed behind the bar or in the kitchen what-so-ever. Also if your guests are less than 18 years of age are not permitted in the pokies area.

16. Directions by Staff

All directions given by our staff or our caterers must be complied with fully and without delay.