 **BEECROFT BOWLING & RECREATION CLUB LTD**

ABN: 29 000 144 847 128 Copeland Road

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Email: [beecbowl@bigpond.com](mailto:beecbowl@bigpond.com)

Phone: 02 94841167 / 0424 625 267

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| **PRICING**  **Hall hire**  $65/hour - paid through Vennu  **Additional costs paid at function**  Bar staff   * Up to 50 guests: $50/hour * Up to 100-120 guests: $100/hour * Over 100-120 guests: $150/hour   Kitchen use: $20/hour  AV use: $50  Security (required for some parties eg 21st birthday):   * Up to 100 guests - $55-60/hour * Over 100 guests - $110-120/hour   Barefoot bowls:   * $10/adult * $5/child   Bond: $250, refunded promptly with venue left in good order |

**VENUE HIRE CONTRACT & BOOKING FORM**

**Hirer Details**

Name of Organisation or Individual: …………..

Contact/Responsible Person for booking:

…………................

Postal address:

………….………………

Telephone number: ……………..………. Mobile number: ………………….….

Email address:

……………………………

**Event Details**

Nature of function: …………… …………Day & Date: ………..…

Start Time: …….…………Finish Time: …………..………… (no later than 12 midnight)

Access required from: ……………………………. (For caterer, decorations, band etc)

Estimated number of attendees: …………………….……. Bar Service required: …………

Caterers Name and Contact Phone No:

……… ……………………………………………………………………

Music Providers Name and Contact Phone No:

……………… ……………………………………………………….

Contact Name & Phone No for other service providers plus nature of service to be provided:

……………………………………………………………………………………………………………

**Your booking**

To confirm the booking the Beecroft Bowling & Recreation Club Ltd (the Club) will need to receive a signed copy of the Venue Hire Contract & Booking Form and the Terms & Conditions, a D**eposit** of $100 and a **Bond** of $250.

Venue hire of $ 60 x 3 hours , Bar staff charges of $ 2 staff x 50 x 3 hours ,, Kitchen hire $0, ,Projector hire 0 and Security charges (if applicable) of $ 0 , a total of $ 480 are payable at the conclusion of the function in addition to Bar charges for refreshments during the function and any further charges for Bar staff if the function goes beyond the stated finishing time.

**Details for refund**

Method: cheque payable to ……………………………………………….

Address: ……………………………………………………………………………………………………...

Method: direct credit to BSB: ……………., A/C No. …………………….

A/C Name: ……………………………………………………………………

Deposit received: YES / NO. Bond received : YES/NO (Please circle payment method: Cheque / Cash / Credit Card or Direct Credit BSB: 032180, A/c No. 150095, A/C Name: The Beecroft Club, Use Function date as reference)

Date received ……………………………:

Information recorded in Functions Diary: YES / NO. Signed Dated

**Facility Check Details of breakages/extra cleaning etc**

**Clubhouse**

**Kitchen**

**Toilets**

**Auditorium**

**Verandah**

**Downstairs meeting rooms**

**Grounds**

**Amount of deposit to be refunded (if applicable) $**

**Amount of Bond to be refunded $**

**Date refund sent / / Signed Dated**

**BEECROFT BOWLING & RECREATION CLUB LTD**

**TERMS AND CONDITIONS FOR VENUE HIRE**

(Note: Beecroft Bowling & Recreation Club Limited is hereinafter referred to as “the Club”)

**1. BOOKING**

The Club may require the Hirer at any time to supply a detailed written description of all activities to be conducted on the premises during the period of hire. The booking will be considered effective only when the Contract and Terms & Conditions is counter-signed by the Club’s representative and the specified Deposit and Bond have been received by the Club. Functions cannot be extended beyond their scheduled finishing time; however midnight is the latest finishing time.

**2. CHARGES AND DEPOSITS**

The **Deposit** of $100.00 covers Venue Hire and confirms the booking. A **Bond** of $250 is also payable.

**Use of the Club’s facilities is charged as per YOUR BOOKING (see above)**.

2 bar staff are required for functions over 40 persons and 3 bar staff for functions over 80 persons. The hours for bar staff to be charged will be determined by the start and finish times as noted below. A **minimum of 2 hours** per bar person applies. Last drink orders must be made **30 minutes** prior to the scheduled finishing time.

The deposit will be credited to the account at the conclusion of the function. **All accounts** (including bar staff) must be paid no later than the time the function concludes. The Bond, adjusted for any damage/extra cleaning expenses, will be refunded within 10 days of the date of the function.

**3. SECURITY**

Depending on the nature of the function the Club may require, at its sole discretion, security personnel to be on hand. The full cost of this is to be borne by the hirer. The approximate cost of security personnel would be **$.................**

**4. CANCELLATION**

Where notice of cancellation is given by the Hirer not less than two weeks before the time for which the premises are booked, such notice must be given in writing and any **Deposit and Bond** paid by the Hirer shall be refunded. Where notice of cancellation is given **less than two weeks** before the time for which the premises are booked, any **Deposit** paid by the Hirer shall be considered forfeited and any **Bond** paid by the Hirer shall be refunded.

**5. INDEMNITY**

The Hirer shall indemnify and keep indemnified the Club against all losses, expenses, liabilities, claims and damages incurred as a result of or arising out of the hiring of the premises whether caused by any act or omission of the hirer, its servants, agents, or invitees or any other person whomsoever.

**6. GOOD ORDER**

The Hirer shall be responsible for the maintenance of good order in and around the premises during the period for which the premises are hired. The Hirer shall comply with any instruction by any staff member of the Club to the maintenance of good order and compliance with these conditions in and around the premises. The Club is located in a residential area and any noise should be kept to a responsible level. The Hirer is responsible for the conduct of their guests and to ensure that internal rules relating to dress standards etc. are adhered to at all times. The requirements of the Registered Clubs Act for entry to the Club’s premises must also be adhered to. Smoking is not permitted within the Club or within 4 metres of the Club entrance but is allowed in the area outside the function room. **The Hirer must also ensure that guests do not step onto** or smoke on **the bowling greens**.

**TERMS AND CONDITIONS FOR VENUE HIRE (cont’d)**

**7. DAMAGE TO PREMISES AND EQUIPMENT**

**The Hirer should not disturb the walls or ceilings or any other parts of the building.**

The Hirer shall be responsible for leaving the premises clean and tidy at the conclusion of the hiring. Excepting fair wear and tear, the Hirer shall be liable financially to the Club for any damage to premises, or any fittings, equipment, furniture, carpets or other property therein, which occurs during the period of the hiring. Hirers are responsible for any damage incurred during the time of the function and the **Bond** will not be refunded in part or in full until the cost of repairing the damage is fully assessed. Any **Bond** refund will be paid no later than 10 days after the date of the function. Should the damage and subsequent repairs exceed **$250.00,** the Club will seek compensation from the Hirer.

**8. LIQUOR AND REFRESHMENTS**

The Hirer shall not bring or sell any liquor, beverage or refreshments on any part of the premises hired. The staff of the Club practices the code of Responsible Service of Alcohol and Responsible Conduct of Gambling.

**9. RISK MANAGEMENT**

The Hirer shall be responsible for appointing a person to become acquainted with the location of the Club’s Evacuation Diagrams, Exits, fire extinguishers, Emergency Assembly Area and emergency telephone numbers and to be responsible for advising all attendees at the function of the emergency exit procedures. Whilst the Club has public liability insurance, the Hirer is responsible for its own accident insurance cover for its attendees at a function. Any accidents or incidents must be reported immediately and recorded in detail in the Incident Register located in the bar or the Selectors’ Office at the main entrance to the Club premises.

**10. RETENTION OF MONIES**

The Club may retain any monies paid by the Hirer, or received by the Club on behalf of the Hirer, until the Hirer has paid to the Club all sums due from the Hirer to the Club.

**11. APPLICATION OF THE TERMS AND CONDITIONS OF HIRE**

The Club reserves the right to amend or delete any of the conditions of hire as outlined above or to add extra conditions provided that the Hirer is notified prior to confirmation of the booking of any changes made to the conditions. The applications of the various conditions may therefore vary from hirer to Hirer as the Club in its sole opinion considers necessary.

**DECLARATION BY HIRER: I have read and understand the above contract and terms and conditions of hire and I hereby agree to comply with them in every respect.**

**Date of Function: ………………..**

**Signature of Hirer: ……………………………………………. Date: ………………………….**

**Name of Hirer (*Print Name)*………………………………………………………………**

Signature of Club’s representative: ……………………………………… Date: …………………

**The Beecroft Club's**

**audio-visual equipment**

**Do not use this equipment unless you are prepared to return it to the right place and in as good or better condition than you found it**

The Beecroft Club is a small, not for profit club manned primarily by volunteers. So technical issues with the AV equipment cannot be addressed immediately.

Technical issues with AV equipment are expected to arise. Technology moves fast and the compatibility of your devices with our equipment is not assured, along with the increasing problem of interference from attendees’ mobile phones with the wireless microphone. Wear and tear and accidents may even mean there is damage. The life span of batteries and the globe in the projector is not certain and it is impossible to know when they will expire. Further, the club’s AV equipment is used more by hirers than the members themselves. So, it is easy to see that glitches are inevitable.

While the club will continue to do its best to maintain the equipment and offer it to hirers, we expect you to be prepared for your events by testing with your devices and accepting that problems may arise. If the risk to your event is high, we encourage you to have back up options.

Non-regular hirers wishing to use the projector, please contact me to organise hire:

$50 per event.