



Venue Hire Agreement

Agreement
Form (2 pages)

White Hills Lawn Bowls (Inc)

www.whitehillsbowlsclub@gmail.com

I (Print Name) _____

Of (Address) _____

Contact Numbers: _____ (Mobile) _____

Email Address: _____

Herby applies for the use of the White Hills Bowls Venue on the _____ (Date)

Between the hours of _____ and _____

The total number of people attending the function will be _____

I acknowledge the following:

1. No beverages are to be brought onto the premises. Due to the Club's licence requirements, no alcohol can be brought onto the premises. **"It's the law"; no exceptions**
2. Venue Hire **includes** access to the bar, which will be open for drink purchases during the period of the hire
3. Venue Hire **does not include** using the greens.
4. If you would like us to provide **food catering**, a separate **catering form** is required
5. I, the undersigned, will be at the Club for the duration of the function
6. I have read and agree to these conditions and the additional terms and conditions of hire outlined on page two of this agreement.

Signed _____

Date ____/____/____

Club Authorised Person

Print Name _____

Signed _____

Date ____/____/____

All monies, including the Bond, are to be paid to the following account.

BSB: 633 000

Please reference **"Venue Hire" and surname** when making payment.

Account: 129826335

"Please return a signed copy of this agreement to whitehillsbowlsclub@gmail.com

Conditions of Hire

Hire Rates

Booking Fee

The applicant must ensure the **booking fee** is paid to the nominated account within **seven calendar days** before the hire date. Pro-rata rates apply – the minimum hire period is a half day.

Daytime Function – Full Day	\$200
Evening Function – Full Evening	\$200
Meeting Room Hire	\$100
(half day 3 hours - minimum hire \$100)	

Note: Booking Fee is reduced by 50% when the Club provides catering. (For example, the minimum hire fee for half a day with catering is \$50.)

Cancellation

Seven days notice is required **via email** to avoid the forfeiture of the booking fee.

Bond

A **\$200** Bond applies to all bookings and is payable before the commencement of the function. This bond is fully refundable if the function room is left clean (to the Club's satisfaction) and no damage or theft has occurred.

Beverages including Alcohol

The bar will be opened to purchase drinks during the hire period. No drinks are to be brought onto the premises. Due to the requirement of the Club's licence and the provisions of the Liquor Licensing Act, no alcoholic beverages can be brought onto the Club's premises. All drinks must be purchased from the Club's bar and consumed on the premises. Purchasing and consumption will not extend beyond midnight.

Clean Up

The applicant must ensure the Venue is left clean and tidy, including disposal of leftover food and rubbish.

The room and kitchen must be left clean and tidy; otherwise, the Club will undertake a thorough clean, and the costs will be removed from the bond.

Government requirements

The applicant must comply with the requirements of the State Government and local government health acts and any appropriate regulations.

Subletting

No sub-letting is permitted under the term of this agreement.

Catering

The Club can provide catering for your function at an additional cost

External caterers can be utilised to support your function. However, they will be responsible for cleaning the cutlery and crockery used, and you must ensure they leave the kitchen clean and tidy.

Other

You acknowledge that the Venue is in a residential area and people attending the function will be required to refrain from any behavior reasonably construed as disturbing the neighbors.

No Smoking is permitted at the Venue.