



NORTHERN SUBURBS BOWLS CLUB INC.

175A Edinburgh Castle Road Wavell Heights Q 4012 Telephone: (07) 3359 2142

Email: events@nsbc.com.au

CLUB HIRE CONTRACT – EVENT

DAY & DATE OF HIRE: _____ / _____ / _____ TIME: from _____ to _____

FULL NAME(S): _____ PHONE #: _____

ADDRESS: _____ EMAIL: _____

_____ No. OF GUESTS: _____

SPECIAL EVENT? YES / NO EVENT: _____ BAREFOOT BOWLS Y / N: _____

HIRE AREA: NONE / HALL / ½ BAR AREA / GAZEBO / EXCLUSIVE OUTSIDE SPACE BAREFOOT BOWLS TIME: _____

CATERING? Y / N REQUIREMENTS: _____

BAR TAB / GUESTS PAY BAR TAB DETAILS: _____

EXPECTED BAR SPEND? \$ _____ ANY SPECIAL ALCOHOL REQUIREMENTS? Y / N _____

(All specific / special alcohol requests must be advised no later than two (2) weeks prior to the event. A fee may be applied. Any leftover special purchase products must be purchased by hirer.)

ENTERTAINMENT? Y / N TYPE / NAME: _____

FEES & CHARGES		<i>NOTE: Fees & Charges are subject to change without notice.</i>
EVENT HALL HIRE	\$100 / hr (Min. 5 hours) DEPOSIT: \$250	Deposit must be paid to secure booking once the date has been checked & confirmed with the Club. Setup & breakdown is within the Club's regular opening hours. Additional hours, including additional setup / breakdown hours will be charged at \$100/hr or part thereof.
EVENT PART- / BAR AREA HIRE	PART: \$50 / hr (Min. 2 hours) DEPOSIT: \$100 FULL: \$100 / hr (Min. 4 hours) DEPOSIT: \$200	Deposit must be paid to secure booking once the date has been checked & confirmed with the Club. Setup & breakdown is within the Club's regular opening hours. Additional hours, including additional setup / breakdown hours will be charged at the respective hourly rate or part thereof.
EVENT BOND	HALL = \$550 BAR = \$250	To be paid two (2) weeks prior to the event. Fully refundable as soon as practicable (usually within 7 days of the event) provided all other Conditions of Hire are satisfied.
ADDITIONAL BAR ATTENDANT	M-F = \$40/hr Sat = \$45/hr Sun = \$50/hr	An additional bar attendant is required after each 40 guests. (1 st attendant included in venue hire fee) i.e., 41-80 guests will require 2 attendants; 81-120 requires 3 attendants, and so on.
SECURITY	Security Provider's Actual cost or cost of additional staff	The cost of providing security will be the amount charged by the security provider, or the cost of the club personnel in attendance for this purpose. N.B. The determination for when security is required will be at the Club's discretion and will be discussed with the hirer prior to confirming the booking.
MEETING SPACE HIRE <i>(bar service not included)</i>	Part-Bar: \$50/hr Hall: \$100/hr (Min. 2 hours)	During the Club's regular opening times. Outside regular opening times may incur an additional fee to open the Club. If bar service is required, (min. 2 hours) there will be an additional \$50/hr charge, plus consumption cost.
EXTRA CLEANING	\$70 / hr	Basic floor cleaning (sweep/vacuum & mop) is covered in the hire fee. Any extra cleaning will incur this cleaning fee. Refer to item (k) of the Conditions of Hire (see page 2)
BBQ HIRE	\$50 / use (Max. 2 hours)	Hirer to supply own utensils, trays, plates etc. & clean the BBQ after use. N.B. BBQ hire includes usage and gas only.
BBQ CLEANING	\$20	This fee will be charged if the BBQ is not left clean at the end of the use.
GAZEBO HIRE / OUTDOOR EXCLUSIVE SPACE HIRE	\$100 (per space / gazebo) (6m*3m / 3m*3m)	An exclusive outside area for your event: <ul style="list-style-type: none"> • A gazebo erected on the grassed area adjacent to Green 1; or • A gazebo erected on the grassed area next to the café; or • The outside space with permanent umbrellas next to Green 2 (after 1pm).
BAREFOOT BOWLS	\$10 Adult/Teen \$5 Child	Child = primary school aged. N.B. \$100 deposit is required for groups of ten or more. Bowls deposit is non-refundable if booking cancelled with less than 48hrs notice.

NSBC Bank details for payment by bank transfer:

Acc. Name: Northern Suburbs Bowls Club Inc.

BSB: 014 275

Acc. No.: 3813 84887

CONDITIONS OF HIRE

- (a) **NO BYO permitted i.e., NO drinks (alcohol or soft drinks)** are to be brought onto the premises.
- (b) The service and sale of all alcohol will be the responsibility of the Club's personnel following RSA guidelines.
- (c) Alcohol will only be served to people of legal age. Proof will be required.
- (d) No bar service after 11.30pm.
- (e) The premises (including the carpark) must be vacated by the hirer and their guests by 12.30am.
- (f) Persons under the age of 18 years must be accompanied and supervised, by a responsible adult at all times while on the Club's premises.
- (g) If a bar tab is to be utilised, a pre-arranged spend amount must be paid in advance by direct deposit (minimum 24hrs prior to the event), or by EFTPOS or in cash, at the start of the event (unless an alternative arrangement has been authorised prior to the event). Any unused funds will be refunded at the conclusion of the event.
- (h) Decorations are permitted but must be completely removed on conclusion of the event.
No sticky tape, thumb tacks, or confetti allowed. Any literature or advertising materials belonging to the hirer or their guests, must be kept in the confines of the area hired and be removed at conclusion of the hire.
- (i) The furniture must be returned as found unless alternative arrangements have been agreed by the club.
- (j) The maximum numbers of guests for an event in the:
- Hall is 150 seated at tables or 175 standing/cocktail style.
 - Bar is 75 seated at tables or 100 standing/cocktail style.
- N.B. Admission of guests exceeding the number booked for on Pg 1, will be at the discretion of the club.
- (k) Basic cleaning (i.e., normal sweep & mop) is covered by the hire fee. If extra cleaning is deemed necessary, it will be charged at the rate quoted on page 1, or, in the event of a special cleaning service being required it will be at the cost of the hirer.
- (l) **The bowls greens are to be used for the playing of Lawn Bowls only!**
- The hirer agrees that the greens are not to be used as a playground for children to run around and/or play other activities on.
 - ALL children must be supervised by a responsible adult to be allowed to play barefoot bowls, i.e., there must be at least one (1) adult actively supervising each rink while playing barefoot bowls, with a maximum of eight (8) children per rink at any time.
 - There is **NO** food or drink allowed onto the bowls greens at any time.
 - **NO** footwear other than bowls shoes are permitted (includes socks).
- (m) Persistent or unabated unruly behaviour, behaviour that may cause damage, or failure to abide by the booking conditions may result in cancellation of your session.
- (n) Any damage and/or interference to the Club's premises, property, and/or equipment, attributed to the hirer or their guests, may result in immediate cancellation of the hire, and will be the subject of any repair or replacement costs. These costs will be met from the Bond money held, and the hirer could be subject to further costs over and above the amount of the Bond to make good the damage.
- (o) A cancellation fee, equal to the deposit shown on page 1, will apply to cancellation of a booking with less than one (1) months' notice.

NOTE: Conditions of Hire are subject to change without notice.

I/We _____ have read, understand, accept & agree to the fees outlined, and the and the Booking Conditions above.

Signed: _____

Dated: / /