



JINDALEE BOWLS CLUB INC.

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Function Bookings/Enquiries

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FUNCTION HIRE AGREEMENT

Date of Function.....Type of Function

Name of Person Responsible (Please print Name)

Address.....

Phone No.Alternate Phone No.

Venue Area Required (Please circle) HALL BAR KITCHEN BBQ BAREFOOT BOWLS

Number of Guests ADULTS.....CHILDREN

Time of Function START.....FINISH.....

Time of Access START.....FINISH.....

Extra Requirements.....

BAREFOOT BOWLING

1 ½ Hour sessions Children must be over 12 to bowl

\$5.00 per person paid at Beginning of session Starting atFinishing at.....

No of Adults.....No of Children

SECURITY DEPOSIT PAID \$ Paid by Cash/Credit Card/Eftpos

HALL CLEANING FEE \$\$50:00... Paid by Cash/Credit Card/Eftpos

BALANCE OWING \$..... Paid by Cash/Credit Card/Eftpos

BAR TAB \$..... Paid by Cash/Credit Card/Eftpos

A Security Deposit of \$200.00 must be held at beginning of function for groups over 10 people. This will be refunded 48 hours after the function if the premises are left clean, tidy and no damage has occurred anywhere on the property.

Hirer Name (Please print) (Signature).....

Staff Name (Please print)(Signature).....

FEES AND CHARGES

For all 16th, 18th and 21st functions security personnel will be arranged at extra cost to the hirer depending on numbers in the function. Prices will be quoted when the booking is taken.

	<u>Mon - Thu Day Rate</u> 10am to 6pm	<u>Fri – Sat Day Rate</u> 10am to 6 pm
Hibiscus Room (incl. Kitchen crockery etc.)	\$250.00	\$300.00
Bar Area Only	\$150.00	\$200.00
BBQ Area only (no utensils provided)	\$35.00	\$35.00
Casual Hire of Hibiscus Room or Bar Area (must be 3 hours or less)	\$50.00/hour	\$60.00/hour

	<u>Mon – Thu Night Rate</u> 6 pm-Midnight	<u>Fri – Sat Night Rate</u> 6 pm to Midnight
Hibiscus Room (incl. Kitchen crockery etc.)	\$350.00	\$400.00
Bar Area Only	\$200.00	\$300.00
BBQ Area only (no utensils provided)	\$35.00	\$35.00
Casual Hire of Hibiscus Room or Bar Area (must be 3 hours or less)	\$60.00/hour	\$80.00/hour

	<u>Sunday/ Public Holiday Rate*</u> 10am to 6 pm	<u>Sunday/Public Holiday Rate*</u> 6 pm to Midnight
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*Public Holiday Rates attract a surcharge which is included in the pricing below

Hibiscus Room (incl. Kitchen crockery etc.)	\$600.00	\$600.00
Bar Area Only	\$400.00	\$400.00
BBQ Area only (no utensils provided)	\$50.00	\$50.00
Casual Hire of Hibiscus Room or Bar Area (must be 3 hours or less)	\$100.00/hour	\$100.00/hour

All Hibiscus Room hire charges will include two hours immediately prior for setting up. Any hours over and above this time will incur additional charges of \$50 per hour payable on booking.

**Function bar levy \$200.00 Payable at time of booking.
(to cover the bar wages should the bar takings not exceed this amount)**

The function bar tab will be for transactions specifically associated with the function only. If bowls club members are purchasing drinks during this time, those sales will not influence the function bar tab.

A function bar tab will be created regardless of whether patrons are individually purchasing drinks or the host(s) intend to pay the bar tab.

Last drinks will be called at 11:30 pm to allow for the bar tab to be finalised. This will then allow the patrons 30 minutes to finish their beverages and vacate the bar area by midnight.

NOTICE TO HIRERS

The following Terms and Conditions apply to all Function Hire and Barefoot Bowls agreements:

- The bowling greens are strictly out of bounds (unless part of the hire agreement) and should there be any damage done to the greens, the cost to repair will be incurred by the hirer.
- Hirers must observe the requirement to keep all Fire Exits clear.
- Smoking is not permitted inside the facility or on or around greens. Designated smoking areas are marked with signs outside of the building.
- Music must cease promptly at midnight and the hall cleaned and empty by 1230 a.m. unless special conditions have been agreed to by prior arrangement.
- The hirer will be liable to pay the full cost of repairs and/or cleaning occasioned by damage to the facility or any furniture or fittings as a result of the hiring.
- Wall decorations must only be put up using Blue Tac. No tape or adhesives are permitted.
- The hirer shall be held responsible for the actions of all and every person attending the function.
- All rubbish must be placed in the bins at the back of the building
- All food must be removed from the refrigerators either at the end of the function or when organised with the Jindalee staff member.
- **The use of candles or other open flames is prohibited inside the facility.** Only battery operated candles or tea lights are acceptable.
- It is the responsibility of the hirer to engage a registered Security Company and Licensed Security Guards for the duration of the function should it be a **16th, 18th or 21st Birthday Party**. Any costs associated with hiring security is the hirer's responsibility
- **Please be advised that any bottled water, soft drink or alcohol brought onto the premises will be confiscated until the end of the function.**
- The hall must be left clean and tidy and furniture returned to the original layout by 12 p.m. The hall must be totally vacated by **12.30 a.m.**
- If air conditioning is on – **all doors must be closed but not locked.**

I have read and agree to the Terms and Conditions of this Hire Agreement.

Hirer Name (Please print).....Hirer Signature

Witnessed by Jindalee Staff Member.

Staff Name (Please print).....Staff Signature

STAFF CHECK LIST BEFORE FUNCTION

Booking deposit taken	YES	NO
Security deposit taken	YES	NO
A photocopy of Driver's License or other form of photo ID including the address of the hirer taken	YES	NO
Credit card details for function bar tab taken	YES	NO

Details: Cards Number ----- Expiry -----/-----CCV -----

ONCE BAR TAB HAS BEEN PAID THE DETAILS ABOVE SHOULD BE DELETED.

If an Invoice has been raised (a copy of which should be in the diary) staple a copy of the cash register docket to the invoice and place in Vicki's tray

Jindalee Staff Member (Please print name)

Jindalee Staff Member (Signature).....

STAFF CHECK LIST AFTER FUNCTION

The room has been returned to the original floor plan	YES	NO
The room has been left clean and tidy	YES	NO
Is there any damage in the hall/kitchen/greens	YES	NO
Has all food been removed from the kitchen	YES	NO
Security Deposit returned after 48 hours	YES	NO

Jindalee Staff Member (Please print name)

Jindalee Staff Member (Signature).....