

Manning Memorial Bowling Club Inc.

Challenger Avenue Manning WA 6152

Phone: 9450 3410

Fax: 9450 6614

Email: eaglebar55@outlook.com

Venue Hire Form

Name: _____ representing _____
(Name of club or organization)

Address _____ PC _____

Contact phone number _____ Email Address _____

I am a member of the Manning Memorial Bowling Club *yes / No (please circle appropriate response)* and I wish to apply for the hire of the area/s listed below for a (function type) _____

on DATE/s _____ to COMMENCE at _____ until _____

Lounge Area	<input type="checkbox"/>	Dance Floor Area	<input type="checkbox"/>	Kitchen	<input type="checkbox"/>
Greens	<input type="checkbox"/>	Chairs and Tables	<input type="checkbox"/>	Giant TV Screen	<input type="checkbox"/>
BBQ	<input type="checkbox"/>	Barefoot Bowls	<input type="checkbox"/>	Approx No of attendees -	_____

I agree to pay a BOND (refundable) of \$250 to confirm booking (\$500 bond applies for 21st birthday) and full payment 14 days prior to the event. **Signature** _____ **Date** _____

Club Charges for each area: All charges include GST.

Lounge Area only	\$200	Dance Floor Only	\$200	Lounge & Dance Floor	\$375
Kitchen	\$200 (full) \$50 (part)	Giant TV Screen	\$75	Lounge, Dance Floor, Kitchen	\$550
Barefoot Bowls	\$5 pp	Family Barefoot Bowls (1 rink max of \$20)			
BBQ	\$20	Chairs & Tables on application			

Club Information and Conditions: See "Guidelines for Hire of Club Rooms & Facilities" See page 2. Security for 21st parties to be arranged with an approved company and organised by hirer at their expense. Requests for 18th Birthday parties not accepted.

BOND can be paid at the bar: cash, credit card, cheques or Direct Debit:

CommBank, BSB: 066 102 009 03 515.

Return of **BOND** can be by electronic transfer or by cheque.

Please provide your BSB and account details.

Acc name: _____

Office Use Only: Application Accepted Yes No

Bond \$ _____ Receipt No _____

Deposit \$ _____ Receipt No _____

Total Fees \$ _____ Receipt No _____

MANNING MEMORIAL BOWLING CLUB

GUIDELINES FOR HIRE OF CLUB ROOMS & FACILITIES

PROCESS:

1. All inquiries and application for to hire Club facilities to be forwarded to the Club Bar Manager for consideration and approval. (T: 9450 3410; F: 9450 6614) The Bar Manager will determine:
 - Any variation to the fees
 - Suitability of the function relative to The Club's needs and Liquor Licence.
2. Non-members who wish to hire Club facilities must become *Social Members* (\$10 p.a.).
3. Fully paid-up Full members of the Club allowed a 50% discount for private functions.
4. Bond to be paid with application and booking not confirmed until bond received.
5. Full payment of fees to be paid 14 days before the event.
6. Security where deemed necessary (e.g. 21st birthdays) provided at the expense of the hirer.
7. Kitchen hire includes the use of all non-consumables.
8. Table linen not provided by The Club.

REQUIRED BY RACING LIQUOR AND GAMING LIQUOR LICENCE:

9. The person hiring any part of the premises must be at least a Social Member of The Club.
10. All drinks must be paid for by the Club member.
11. No cash bar or individual sales unless a sit down meal is provided or extended trading permit granted (allow at least 14 days for approval and a cost of \$100).
12. All visitors must abide by liquor licensing rules – bar service may be refused for any breach.
13. All alcohol must be purchased at the club, definitely no BYO alcohol.
14. Alcohol may be consumed in the alfresco area.
15. Bar closes at 11.45pm for all functions.
16. Bar account to be paid on completion of function by cash or cheque.
17. Noise restrictions apply and must be followed – loud music will be reduced at 10pm and will cease at midnight. Premises to be vacated by 12.30am.

BOND:

18. The hired areas, including kitchen and fridge if used, to be left in clean & tidy condition with all decorations removed on the day or night of the event.
19. It is the responsibility of the hirer to ensure that guests DO NOT go on the bowling greens & surrounds at any time without prior agreement.
20. Bond will be returned two weeks after the function provided no damage has occurred to the club premises and or bowling greens, and no requirement for extra cleaning.