

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 _____

Club member number Function type _____

Person hiring any part of the premises must be at least a Social Member

on DATE/s _____ to COMMENCE at _____ until _____

Club Charges: charges include GST					
Lounge Area only	300	Lounge & Dance Floor	500	Kitchen full / part	200 / 50
Dance Floor only	300	Lounge, Dance Floor, Kitchen	600	Giant TV Screen	75
Barefoot Bowls pp	5	Family Barefoot Bowls / rink	20	BBQ	20
BOND standard	250	BOND for 21 st birthday	500		

Approx No of attendees - _____ TOTAL = \$ _____

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.

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 _____

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:			
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; eaglebar55@outlook.com) 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 allowed a 50% discount for private functions. A Venue Hire Form is still required.
4. Bond to be paid with all application and booking is not confirmed until bond received. Bond used to pay for, but is not limited to,
 - Dry-cleaning or general **extra** cleaning related to function.
 - Replacement of damaged goods or Club property related to the function,
 - Repairs in general related to function.
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 by cash or EFTPOS before or on completion of function.
17. Noise restrictions apply and must be followed:
 - Loud music will be reduced at 10pm and will cease at midnight.
 - 'Bass' sounds to be removed from music provided by live bands.
 - Premises to be vacated by 12.30am.

BOND: Conditions for full refund.

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 – unless otherwise arranged prior to the event.
19. It is the responsibility of the hirer **to ensure that music provided does not use excessive bass.**
20. It is the responsibility of the hirer **to ensure that guests DO NOT go on the turf greens.**
 - *CHILDREN REMAIN THE RESPONSIBILITY OF HIRER AT ALL TIMES.*
21. 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.

Please Note: If Club linen is used, dry-cleaning or replacement costs will be deducted from Bond.