

WERRIBEE BOWLS CLUB VENUE HIRE TERMS AND CONDITIONS



Definitions used in these Terms and Conditions

Club	Werribee Bowls Club Incorporated ABN 80401040332
Functions Manager	A Club Member nominated as the point of contact for the function
Guest	Person or persons attending the function
Function	Event as booked and paid for by the hirer
Hirer	Person/s or organization paying for the private hire of the club
Organiser	Representative acting on behalf of the Hirer
Venue	The Werribee Bowls Club located at Chirnside Park, Watton Street Werribee VIC 3030

1. Confirmation of the booking will be made when a non-refundable deposit of \$100 has been paid.
2. The function Hire Fee and Security Bond must be paid to the Club in full 14 days before the function date. If full payment cannot be made, the function will not commence and any deposit paid will be forfeited.
3. The function Hire Fee includes tables, chairs as well as coffee and tea facilities.
4. The organiser/hirer's own decorations may be used at the venue for the duration of the function. The use of damaging fixtures (including, but not limited to, pins, nails screws or staples) to affix decorations is not permitted.
5. It is the responsibility of the organiser/hirer to ensure on conclusion of the function the venue is left in a clean and tidy state, with all items in their original positions. Waste must be placed in the bins provided. Tables must be wiped. Any decorations provided by the hirer/s or guests must be removed. Anything on the floor that a vacuum cleaner will not easily pick up must be removed.
6. **The Club's Greens are strictly off limits.**
7. Under no circumstances is smoking permitted on any of the playing surfaces. If guests wish to smoke, they must do so either in the car park or in designated smoking areas, as directed by the staff or club members.
8. The Club will provide bar staff for the duration of your function. All Alcoholic and Non - Alcoholic drinks consumed during the function **must be purchased at the Club Bar**. B.Y.O beverages of any kind **are not permitted** on the premises. Guests will only be served alcohol for consumption on the Venue premises.
9. The organiser/hirer of the function must introduce themselves to the club Duty Manager. The Bar Staff have sole discretion in the Responsible Service of Alcohol and may refuse to serve any Guest they deem to be intoxicated. If a guest is asked to leave, they must do so as directed by the law. If the guest refuses to leave the police may become involved. All costs incurred in these matters will be the responsibility of the hirer.
10. Under no circumstances may liquor be consumed outside of the Club's playing greens boundaries set out in the Werribee Bowls Club Inc Liquor Licence. Guests found to be consuming alcohol outside of the designated areas will be asked to leave.
11. **There is zero tolerance of any form of abuse towards Club members and staff.**
12. The security bond will be refunded within 7 days if no dispute has been raised, as per the Terms & Conditions. If there is a dispute in the refund of the bond, the Hirer must submit their request for review in writing to the Board of Management of the Club. The Hirer will be notified within thirty days of the outcome.
13. Should the venue become unusable for any reason, the club shall refund the entire amount paid by the hirer. The club may withdraw the use of the hall at any time with just cause.
14. The organiser/hirer is to ensure if amplified music is engaged for the function the noise levels emitted from the amplified music does not exceed the permissible noise levels for the Entertainment Protection Policy (Control of Music Noise from Public Premises) No N2
15. No responsibility is taken by the club during your use of our facilities, other than to confirm that the club is covered by the approved Public Liability Policy. Club staff are not personally liable for any actions taken on behalf of the club.

16. Any damage rendered to the greens, building, fixtures, fittings, floor coverings, electrical equipment, furniture, windows or interior decorations and any costs incurred in repairing or replacing any damage will be the sole responsibility of the hirer.
17. Floor plans are asked to be submitted 14 days prior to event/booking.
18. Guests at any functions are reminded they have 30mins grace period after the bar closes to finish any drinks they have already purchased.
19. When guests are outside, or leaving the venue, they are expected to behave in a quiet and reasonable manner.
20. **All guests are to have vacated the Club premises by 12 midnight.**

WERRIBEE BOWLS CLUB VENUE HIRE AGREEMENTS FORM



I agree that I have read and understood these Terms & conditions and I am aware that any breach occurring during my period of hire will result in loss of bond, in part or full.

Name _____ Signature _____

Date ____/____/____ Function Date ____/____/____

Function Manager / Board member _____