Inverloch Bowling Club Inc
20 The Esplanade, Inverloch 3996
Phone: 5674 1655
Email: secretary@invybowls.org.au

CONDITIONS OF HIRE and INFORMATION SHEET

Function confirmation:

- The function booking is only confirmed when Inverloch Bowling Club Inc receives your completed Venue Hire Agreement and Security Bond.

- The Security Bond will be refunded if:
    - the conditions of hire are complied with,
    - no damage is incurred to the building, fittings, equipment, utensils, crockery or furniture,
    - the clubhouse and/or kitchen is left in a tidy condition.
    - the above conditions are met to the satisfaction of the Function Coordinators.

Payment Options:

Payment is by EFTPOS, cash, cheque or direct bank deposit.

Function Hours:

- Saturday or Sunday evening functions hours to be negotiated.
- All other functions must cease by 8.00pm and all guests must vacate the clubrooms and surrounds by 8.30pm
- Exceptions to this general rule may be considered. Pre-approval required prior to acceptance of booking.

Hire Charges:

- Clubroom and facilities hire charge is based on the first 2 hours of hire. There is a $100.00 charge for each additional hour of hire.

The Inverloch Bowling Club Inc:

- Clubhouse has a capacity of a maximum 80 people
- Has the right to refuse to let the facilities
- Does not accept 18th or 21st birthday functions due to difficulty of monitoring license conditions
- Is a fully licensed venue. All alcohol must be purchased through the bar.
- No BYO allowed.
- Is a GoodSports Club Member and adheres to its Alcohol Management Policy at all times
- Alcohol purchased in the bar is allowed to be taken outside and consumed on the club surrounds. No drinks allowed on bowling green. Leave any drinks on the bank or club surrounds.
- Smoking is not permitted inside the club gates.
- All Children MUST BE supervised at all times during the function (inside & outside)

The Hirer:

- Is responsible for any accident, loss, damage or injury suffered, by any person/s using the facilities during the hire period and any loss, damage or injury suffered by any person/s on the hired premises or its surrounds
- Agrees to indemnify the Club for any claims arising from excessive noise, disturbance or nuisance, by people attending the function
- Shall be liable for and shall indemnify the Club against any liability, loss claim or proceeding in respect of any injury whatsoever to any property, real or personal, in so far as such injury, loss or damage arises during the hire period
- Is responsible for the hire and use of all security personnel, if applicable.
- Will respect our facilities and volunteers

What is and is not included: (if using Outside Caterer or Self-catered)

Included:

- o use of the club's catering equipment, appliances, utensils, platters, crockery and cutlery.
- o use of the microphone, speakers, large screen TV and projector screen

Not included:

- o You must supply your own tablecloths and tea towels.
- o Club can hire its white or aqua tablecloths for a fee of $5.00 per cloth. This charge will cover washing/dry cleaning expenses.

Responsibilities of the Outside or Self-Caterer:

- clean/wash and put away any used catering equipment, appliances, utensils, platters, crockery and cutlery
- sweep all floors, and mop if required
- return the tables/chairs to their original set-up
- put all rubbish in the appropriate bin (yellow lid recycle, red lid landfill, green lid food waste)
- ensure kitchen and the club room are left in the condition they were found in

- *Note*: The Club offers a clean-up service at $100.00 per hour to complete the above tasks. Payment can be deducted from your Security Deposit.

- *Note:*
  - o your Security Deposit will be forfeited at the discretion of the Function Coordinators if the above conditions are not met to the Function Coordinators' satisfaction.

We value your patronage and trust that you and your guests will enjoy the
Inverloch Bowling Club.

As acceptance of the Conditions of Hire and the Information provided in this document, please sign and date below.

Print Name		
Signature		**Date**