

BUNDOORA BOWLING CLUB



FUNCTIONS PACKAGE

Yulong Reserve, 9 Cameron Parade, Bundoora Vic, 3083

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Welcome to the Bundoora Bowling Club.

Our venue has a spacious function area which features a polished parquet floor along with modern facilities.

Includes an inbuilt projector plus screen and are able to cater for all your audio-visual requirements.

The Bundoora Bowling Club is the perfect venue for birthday celebrations, engagements, conferences, work celebrations, wakes or other special events.

There are several catering packages available and can tailor these to suit your needs. Our Venue Manager can provide you with a variety of catering packages that will suit your individual event.

A spacious area ideally located close to transport on Plenty Road with easy access to public transport with over 100 onsite car parking for your function.

Come in and visit us today to discuss your special event or contact our Venue Manager on 03 9467 5747

ROOM HIRE:

Room Hire: Normally 10% of expected catering cost. Please discuss with our Venue Manager who would be happy to provide you with our deposit requirements.

SECURITY:

\$275 (Security guard is required for all Friday & Saturday functions per 100 guests)

BOND:

Credit card details will be required to cover the costs of any damages or extra cleaning costs incurred by the patron or guests.

BAR TAB:

You can arrange to run a bar tab for a pre-arranged amount or to suit your needs should you desire. It is completely up to you. Pre arrange and leave your credit card behind the bar.

OUR TERMS AND CONDITIONS ARE AS FOLLOWS:

CANCELLATIONS:

If notice of 30 days or less is given prior to your function your room hire fee amount will be forfeited.

CONFIRMATION OF BOOKING:

Your reservation is not confirmed until receipt of the Room Hire fee is received. Your function space will remain tentative until payment is received and the venue will be available to other clients should they enquire.

GURANTEED NUMBERS FOR THE FUNCTION:

To ensure the success of your function, we require confirmation of **final** numbers 10 working days prior to your function date. This will be the

guaranteed number for your function. Increases of up to 5 people is acceptable is adequate notice is provided. Our charges will be based on the guaranteed number or the number attending, whichever is greater.

Final numbers must reach a minimum of 50 people for all catered

Functions

YOUNG PEOPLE AND VICTORIA'S LIQUOR LAWS:

A minor will not be allowed on Bundoora Bowling Club premises even for a private function without their parent. Stepparent, guardian or grandparent and even in the company of the required supervision NO ALCOHOL will be provided or should be consumed by the minor.

EQUIPMENT HIRE CHARGES:

Charges may apply for special equipment of facilities provided for each function – please discuss cost and need with the Venue Manager.

SECURITY GUARD CHARGES:

A charge of \$275 per 100 guests will apply for all functions on a Friday or Saturday night, or other nights of the week if the Venue Manager believes a security guard will be required to be rostered on under Liquor Licensing Requirements.

ADDITIONAL MEALS:

For musicians, video people and photographers must be paid for and are provided at a reduced cost.

DELIVERY/PICKUP OF EQUIPMENT:

The venue must be advised of all deliveries and collections made on behalf of the client. Payment for deliveries of goods must be made by the client in advance. Assistance for moving in or out of equipment will only be possible if staff are available.

RESPONSIBILITIES:

The patron assumes responsibility for all damage caused by them or any of their guests, invitees or other people attending the function, whether in the function rooms or in another part of the venue. The patron shall bear the costs associated with any loss or damage caused to the club and its surroundings before, after and during the function. Any costs will be charged to the credit card that is provided at the time of booking. General and normal cleaning is included in the cost of the room hire charge, but additional charges may be payable if the function has created cleaning needs above and beyond normal cleaning. The venue will take all necessary care but will not accept responsibility for damage or loss of any client's property in the venue before, during or after a function. The patron is responsible to conduct the function in an orderly manner and in full compliance with the rules and House Policy of the venue management and all applicable laws. We reserve the right to intervene if function activities are considered illegal, noisy or offensive. The venue reserves the right to refuse the service of alcohol to any guests it considers to be underage, intoxicated or behaving in an offensive manner. The contract signatory is liable to pay all monies due under this agreement. Full payment of the room hire and catering plus any beverage package cost is required 10 working days before the event. Any additional food and beverage consumed is required to be settled at the completion of the function.

FIRE AND SAFETY:

Exit doors must be free of blockages, such as display stands and screens Exit doors must not be locked, and exit signs must be clearly visible. Under no circumstances are patrons to take glassware, crockery or any other beverages outside the Venue perimeter. Highly flammable materials are not permitted. The use of open flames, heaters, lamps etc are not permitted. No smoke generating devices are to be utilized during any function due to the presence of smoke detectors. Failure to comply with this condition will result in the hirer paying a callout fee to the Fire Rescue Victoria to cover the cost of staff to rectify and reset alarms.

BAR TAB

The Bar Tab will start upon the first drink served unless otherwise stated by function organiser/s. This must be specified prior to function approval.

RESPONSIBLE SERVING OF ALCOHOL

Minors will be required to be identified and will not be served alcohol during the function. We reserve the right to limit the quantity of alcohol consumed by any particular guest. We reserve the right to stop the supply of alcohol to the function guests, or any particular guests if it becomes apparent at any time (even prior to the scheduled finish) that the guests are intoxicated. We reserve the right to close the function if the behaviour of the guests becomes unacceptable. Guests who are intoxicated will not be served any alcohol and will be required to leave the premises.

TIME EXTENSIONS

There will be a surcharge of \$5 per guest per hour will be payable for any function that continues beyond the agreed time.

We know that you will agree with the sentiments of this policy, and it is understood when you book your function. Your co-operation with the above objectives is a term of contract between us. We will not be liable for any loss experienced by you or your guests by the implementation of any of the elements of this policy.

All prices are given in Australian dollars and are inclusive of Goods and Services Tax as defined in A New Tax System (Goods & Services) Tax Act 1999.

Acceptance of Terms & Conditions

Please ensure you have read the above terms carefully. If you do not understand any of the terms or have any questions, please discuss them with our representative. If you have read and understood and accept the terms and conditions set out herein the agreement.

In signing these terms and conditions, they are binding upon you.

<u>FUNCTION NAME:</u>
<u>FUNCTION DATE</u> / /
<u>ORGANISERS NAME:</u>
<u>DATE</u> / /
<u>NAME ON CREDIT CARD:</u>
<u>CARD NUMBER:</u>
<u>EXPIRY DATE:</u> / / CCV:
<u>SIGNED</u>.....