

KINGBOROUGH BOWLS CLUB INC.

HOUSE POLICY

1. We will not serve or allow the provision of liquor to any person under the age of 18 years.
2. We will recognise the signs of intoxication and we will discourage service to the point of intoxication.
3. We will not admit, serve, supply or allow the supply of alcohol to anyone that appears to be intoxicated.
4. We will discourage people from harming themselves or others.
5. We will not permit drunkenness, fighting, abusive or obscene language or suggestions, unwelcome advances or physical contact, directed at customers or staff.
6. In compliance with our licensing conditions, B.Y.O alcohol or soft drink cannot be brought onto the premises. Any alcohol or soft drink brought into the Club premises (which includes the car park) will be confiscated and will not be returned until the following day. Any person refusing to comply with this condition will be asked to leave the premises immediately.
7. We reserve the right to have security personnel at a function at the client's expense.
8. The hirer must nominate a "responsible person" who will be the contact for bar and kitchen staff during the function. This person is to be personally made known to KBC staff prior to the commencement of the event and will be the contact for KBC staff in regard to the enforcement of these Rules and other requirement.
9. ID is to be provided on request from bar staff.
10. Hirers are responsible for the conduct of their guests and for any damage caused to the facility during the course of the function.
11. No person or guest is allowed on or near Club greens at any time during the function.
12. No tealights or other types of candles on tables, unless in containers or vases that are at least three times higher than the

candle itself. This Rule is to attempt to eliminate spillage of candle grease over cloths and floors.

- 13. When booking meals, numbers are to be confirmed at least three (3) days prior to the function. Confirmed numbers are to be paid for at the time of the function (e.g. if 50 meals confirmed, a minimum of 50 meals are to be paid for). Also, there is a maximum of 80 that we can cater for.**
- 14. Any takeaways purchased must not be consumed on or outside the premises, including the car park.**
- 15. When decorations are placed within the Clubrooms all are to be removed at the conclusion of the function, including any blue tack or any other adhesive used to hold the decorations in place.**

We have a DUTY OF CARE obligation that the client and their guests observe these principles. If not this will lead to either refusal of service or requests to leave.

We also request that you leave all areas hired as found and that you respect our neighbours and leave quietly at the conclusion of the event.

If cleaning up is required following the event this MUST be completed by 9.30am the following day.

FUNCTION HIRE DETAILS FORM

Client Name:

Contact Person:

Responsible Person (at the event)

Client Address:

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Phone: **Mobile** **Fax:**

Email:

Type of Function:

Date:

Set Up Time (if required):

Arrival Time: **Departure Time: Music stops 11:30PM**
clear building before 12 midnight.

Number of guests: (to be confirmed 7
days prior to the event)

Composition of guests (eg adults, teens, children etc):

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Number of trestle tables req'd: (8 people per table)

FUNCTION REQUIREMENTS

Product	Y	N	Requirement
Bar			
Catering			
Dance Floor			
Decorations (to be only by blue tack)			
Entertainment			
Gift Table			
Kitchen & Crockery			
Payment for Refreshments			
Section of Club			
Table Cloths			
Tables (long)			
Top Table			
Other needs			

FUNCTION COSTS	
Hire Option	Cost
Room Hire (Half Day) \$200 (including GST)	
Room Hire (Night only) \$200 (including GST) – N/A if Club caters	
Kitchen (part) \$100 or (full) \$200 (including GST)	
Laundering of table cloths \$30 (including GST) - will be deducted from bond if required	
Bond \$200 (fully refundable) – payable 7 days prior to the event & refunded following satisfactory inspection of premises the next day after the event	
\$100 Deposit (payable when booking)	
TOTAL	

Client signature:

Date:

Amounts paid: \$..... Date:
 \$..... Date:
 \$..... Date:

Receipt Numbers:

Bond Refunded: Date:

(YES/NO) Receipt No.:

KINGBOROUGH BOWLS CLUB INC.

PO Box 42 Margate 7054 (Phone/Fax (03) 62672197)

FUNCTION HIRE CHARGES

(ALL PRICES QUOTED INCLUDE GST & ARE SUBJECT TO
CHANGE WITHOUT NOTICE)

ALL BOOKINGS MUST BE REFERRED TO THE LICENSEE
(ALLEN SCULTHORPE) ON 6267 2202.

LARGE FUNCTION ROOM

Half Day	\$200
Night Only	\$200

KITCHEN

Self Catered (Nibbles, Cold Foods)	\$100
Self Catered (Heated Foods)	\$200

<u>BOND</u>	\$200
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CLUB CATERED

Basic three course meal	per head	\$25
Basic two course meal	“	\$20
Basic one course meal	“	\$15
Basic Nibbles (4 varieties)	“	\$10
Extra finger foods (6 varieties)	“	\$15

FULL MEMBERS BOOKINGS

Catered functions are to be negotiated with the Providore with
no room hire or bond to apply.

PLEASE NOTE:

**All hirers must be made aware of the Club House
Policy prior to confirming a booking.**