

Hire Terms and Conditions

Definitions used in these Terms and Conditions

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	Keilor Bowls Club 2 Mercedes St Keilor

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 fully 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. Any decorations provided by the hirer/s or guests 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 designated smoking areas.
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.
9. The organiser/hirer of the function must introduce themselves to the club Bar 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.
10. Under no circumstances may liquor be consumed outside of the Club's playing greens boundaries set out in the Keilor Bowls Club Inc Liquor Licence.
11. The security bond will be refunded within 7 days provided no damage has been incurred to the club's facility as a result from the function.
12. 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.

13. The organiser/hirer is to ensure if amplified music is engaged does not exceed permissible noise levels.

14. When guests are outside, or leaving the venue, they are expected to behave in a quiet and reasonable manner.

Keilor Bowls Club Venue Hire Agreement 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 Director _____