

Full Name of Organiser			
Company/Entity Name			
Contact Number & Email Address			
Date of Function			
Membership Number			
Function Type Eg Birthday, Xmas Party etc			
Expected No. of Guests		No. of Guest Under 18	
Room Set Up Time (if applicable)	am/pm	Set Up Finish Time	am/pm
Function Start Time	am/pm	Function Finish Time	am/pm

VENUE HIRE	SPACE FOR USE	REQUIRED? (circle)
	Main Lounge (approx. 130 people)	YES / NO
	Lower Lounge (approx. 70 people)	YES / NO
	Outdoors – tables/umbrellas on green (approx. 35 people)	YES / NO
	Outdoor - large umbrella tables (approx. 50 people)	YES / NO
CATERING	CATERING OPTIONS	
	Cocktail menu/ Finger Food	YES / NO
	Self-Serve (Buffet)	YES / NO
	Formal (plated meals)	YES / NO
	Bar Snacks (basic fried foods)	YES / NO
	Tea/Coffee Facilities	YES / NO
OPTIONS	OTHER	
	Barefoot Bowls	YES / NO
	Tablecloth Hire	YES / NO
	Bar Tab / Wristbands	YES / NO
	Security/ Crowd Controllers	YES / NO
	Projector + mic	YES / NO

ADDITIONAL NOTES/COMMENTS

- Food Selection/ Details

OFFICE USE ONLY

Booked area/Items	Costs
Room Hire	\$
Food	\$
Drinks	\$
Staff costs	\$
Deposit required	\$
Balance payable	\$
Total Amount	

CONDITIONS OF HIRE

1. The Organiser shall pay the amount specified for hire of the space, facilities and any fees and charges arising from the hire by the agreed dates.
2. Turramurra Bowling Club Ltd (the Club) expressly reserves the right to revise its fees and charges. However, once a deposit is paid against an invoice no revision to fees will occur unless the conditions of hire are altered.
3. The Organiser shall be responsible for making good any damage or loss caused to objects, buildings, furniture, fittings and equipment arising out of and/or in the course of the Organiser's function.
4. The Organiser shall vacate the premises by the agreed time. Specific arrangements to extend must be confirmed by the Club's management. Any extension of time or failure to vacate the premises at the agreed time may incur an additional fee.
5. The Organiser must leave the premises in a reasonably clean condition, bearing in mind the nature of the event. Failure to do so will incur additional cleaning charges.
6. Any goods, properties or materials brought in by or on behalf of the Organiser, are the responsibility of the Organiser. The Club accepts no responsibility for damage or loss of goods or materials left at the venue prior to, during or after the event. All deliveries or collections for events must be arranged with and approved by management prior to delivery or collection.
7. Functions held at the Club must uphold the values held by the Club and may not include inappropriate or discriminatory entertainment / behaviour or any activities that may cause damage to Club property.
8. The Club reserves the right to cancel a confirmed booking due to unforeseen circumstances that may render the premises unsuitable (eg. Fire, power outage, damage). Under these circumstances, the Organiser will receive 100% of all monies paid in relation to the venue hire for that event. The Club will not be liable for any further compensation.
9. Any liquor purchased at the Club must be consumed on the premises. The Organiser and/or responsible person are accountable for ensuring guests do not take alcohol outside of the designated licensed area.
10. The Club maintains a strict responsible service of alcohol approach, adhering to all laws relating to the Liquor Act. The Approved Manager on site during your event reserves the right to refuse service of alcohol or have guests removed from the premises should they deem this appropriate to comply with Responsible Service of Alcohol (RSA) guidelines.
11. No liquor shall be sold or supplied to any person under 18 years of age. Children must at all times be under the supervision of a parent or guardian.
12. The Club does not usually host bucks parties, 18th or 21st birthdays however may approve requests to do so if appropriate crowd control has been secured for the event. Crowd control services are to be engaged by the Club and must report to the Approved Manager on site during the event. An additional charge will be applied for crowd control services.
13. In order to hold a function at the Club, at least one person from the group must be a member. If this is not already the case, please ask staff about membership.
14. All function guests must abide by Club rules and dress code. Members and guests must be dressed appropriately. Singlets or similar tops are not considered reasonable attire. Hats must be removed inside the club. Please enquire further about this to avoid disappointment.
15. The Organiser shall be held responsible for the conduct of Guests they introduce to the Club.