



## FUNCTION ROOM HIRE APPLICATION FORM

Applicant Details						
Name				Phone		
Address						
Suburb				Postcode		
E-mail						
Booking Details						
Hiring Event Type						
Date/s Required				Number of People		
Event Times	Setup		Start		Finish	
Booking Conditions Of Use						
Bar License	All functions requiring alcohol must use the club licence/bar. No BYO alcohol is permitted.					
Closing Time	Under Liquor licencing provisions, no alcohol can be served after 12.30 pm.					
Facility Hire	\$250, but discounts may apply if bar sales are a hiring consideration (negotiable)					
Security Bond	Large Event	\$500	Small event	\$250	Bond is paid when the booking is confirmed.	
Entry Security	Security staff are required for 21 <sup>st</sup> birthdays and functions exceeding 120 guests.					
Cleaning	A minimum \$200 cleaning fee will be deducted from the bond if the clubrooms are not left as found.					
Cancellation	A minimum of 2 weeks notice is required for a full refund of the security bond.					
Booking Procedure						
Pre-Booking Meeting	Arrange a meeting with our Clubrooms Hire Coordinator to discuss your requirements. Club contact person is <b>Lorraine Trotman – 0403 498 529</b>					
Agreement	Negotiate and agree on the date and cost of booking our facility.					
Pay your deposit	Using the EFT details below, pay your security booking bond when agreement is made.					
Sign Application	I/WE hereby undertake in the event of this application being granted, to comply in all respects with the 'Booking Conditions Of Use'.					
Signature of Applicant						
<b>Hurstbridge Bowling Club</b> <b>36 Greysarp Rd., Hurstbridge 3099</b> Booking Contact – Lorraine Trotman 0403 498 529				<b>BSB 633-000</b> <b>Account No. 129801890</b>		