



HURSTBRIDGE BOWLING CLUB INCORPORATED FUNCTION ROOM HIRE APPLICATION FORM

Venue Address:

36 Graysharps Road, Hurstbridge VIC 3099

Booking Contact:

Lyn Lewis – 0419 554 838

APPLICANT DETAILS

Name: _____

Phone: _____

Address: _____

Suburb: _____

Postcode: _____

Email: _____

BOOKING DETAILS

Type of Event: _____

Date(s) Required: _____

Expected Number of Guests: _____

Event Times

Activity	Time
Setup	_____
Event Start	_____
Event Finish	_____

BOOKING CONDITIONS OF USE

Bar Licence

All functions where alcohol is to be consumed must utilise the Club's licensed bar facilities.

BYO alcohol is strictly prohibited.

Closing Time

Under liquor licensing provisions, no alcohol may be served after the permitted closing time.

Facility Hire Fee

Function room hire fee: **\$300.00**

Discounts may be considered where bar sales form part of the booking arrangement.

Security Bond

Event Type	Bond Amount
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Small Event	\$250.00
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Large Event	\$500.00
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The security bond is payable upon confirmation of the booking.

Entry Security

The Board of Management reserves the right to require security personnel for any function the club believes security is desirable.

Any associated security costs will be the responsibility of the hirer.

Cleaning

The function room and surrounding facilities must be left in a clean and tidy condition.

A minimum cleaning fee of **\$200.00** will be deducted from the security bond if the premises are not left in the condition in which they were found.

Cancellation Policy

A minimum of **two (2) weeks' notice** is required to receive a full refund of the security bond.

BOOKING PROCEDURE

Pre-Booking Contact

You will receive a call from the Clubrooms Hire Coordinator to finalise payment. A face-to-face meeting may be required to discuss your event requirements and venue arrangements.

Clubrooms Hire Coordinator:

Lyn Lewis – 0419 554 838

PAYMENT DETAILS

Upon approval of this application and confirmation of your booking, please pay the applicable security bond via EFT using the following details:

Account Name: Hurstbridge Bowling Club

BSB: 633-000

Account Number: 129801890

AGREEMENT

I/We hereby apply to hire the Hurstbridge Bowling Club Function Room and agree to comply with all Booking Conditions of Use outlined in this application.

I/We acknowledge that failure to comply with these conditions may result in forfeiture of part or all of the security bond and/or cancellation of the booking.

Applicant Name: _____

Signature: _____

Date: ____ / ____ / ____

OFFICE USE ONLY

Booking Approved: ☐ Yes ☐ No

Bond Amount: \$ _____

Bond Received: ☐ Yes ☐ No

Date Received: ____ / ____ / ____

Approved By: _____

Comments:

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