Clovelly Bowling and Recreation Club

Address all correspondence to:

Hon. Secretary,

Clovelly Bowling and Recreation Club Ltd.

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**CONDITIONS OF HIRE OF AUDITORIUM**

**Valid from 1 September, 2020 until 30 November, 2020**

1. Security may be required for weekday functions exceeding 50 people and if so will be organized by Clovelly Bowling Club. Additional costs for security are to be met by the hirer at $50 per hour including GST for a minimum of 4 hours.

2. Hirer must be a member of the Club. Bookings will only be accepted with the relevant deposit, completed application and Membership form. (Non-Bowling Membership is $20.00 annually).

**All auditorium function bookings are for a maximum of five (5) hours – the cost of any hours beyond five will be negotiated.**

**All bookings include use of A-V Equipment, use of furniture and facilities, staff and cleaning.**

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| **Day** | **Hire Cost ($ GST inclusive)** | **DEPOSIT****(Non refundable but transferable)** | **Access time** | **Cease trading** | **Close of premises** |
| Weekdays Mon – Fri | $600 | $300 | 10.00 am | N/A | N/A |
| Weeknights Mon-Thur | $600 | $300 | 2.00pm | Last Call 9.15pm | Club 10.00pm |
| Bar Close 9.30pm |  |
| Music Cease 9.30pm | Car Park 10.30pm |
| Friday Day or Night (includes extra Staff/Security if required) | $1,100 | $500 | 2.00pm | Last Call 11.15pm | Club 12 Midnight |
| Bar Close 11.30pm |  |
| Music Cease 11.30pm | Car Park 12.30am |
| Saturday Day or Night (includes extra Staff/Security if required) | $1,100 | $500 | 10.00am | Last Call 11.15pm | Club Midnight |
| Bar Close 11.30pm |  |
| Music Cease 11.30pm | Car Park 12.30am |
| Sundays (includes extra Staff/Security if required) | $1,100 | $500 | 10.00am | Last Call 9.15pm | Club 10.00pm |
| Bar Close 9.30pm |  |
| Music Cease 9.30pm | Car Park 10.30pm |
| Public Holidays | By Negotiation |  |  | Last Call 9.15pm | Club 10.00pm |
| Bar Close 9.30pm |  |
| Music Cease 9.30pm | Car Park 10.30pm |

**3. Should breakages or damages occur to any of the clubs furniture or fittings an additional fee will be charged.**

4. The Club is licensed for 120 guests.

5. All packaged drinks (alcoholic and non-alcoholic) must be purchased from the bar at function prices, and cannot

 be brought into the Club from outside sources unless corkage rates are approved by Directors in advance.

6.Catering is to be arranged by the Hirer. The caterer may have use of the Club’ kitchen facilities provided they leave the kitchen in a

clean and tidy condition. If the hirer is supplying their own drink waiter(s), copies of the waiters RSA and Photo I/D have to be

produced before the function commences. The Club also requires all caterers to produce a Food and Safety Supervisor Certificate

 prior to the commencement of the function.

7. Decorations**:** No adhesives to be attached to the painted walls or to painted ceilings, all balloons must be anchored

(n.b. if balloons are not anchored, ceiling fans cannot be turned on). Fire regulations require that candles be enclosed

 in glass votives. Confetti, glitter or petals are **NOT** permitted in the clubhouse.

8. Tablecloths, chair covers and any props must be removed from the clubhouse after the function. All auditorium

Furniture must be returned to their original position and arrangement (refer diagram overleaf).

9. The balance of any hire cost plus the bar bill must be **paid for immediately after the event** unless a written arrangement

 stating the maximum amount of credit required is agreed to prior to the event. An ATM is available ($500 limit). Payments may be

 made by cash, Cheque, EFTPOS, or credit card (Visa, Bankcard, and MasterCard only). Please note no cash can be given

 out from a credit card. Refunds are not available until at least 24 hours after a function.

10. All guests must comply with all of the Club’s **COVID-19 procedures**.

11. Hirers are advised that there have been delays in taxis attending the Club for fares after midnight.

12 The Club licence has Noise Restrictions on it. Please refer to our noise abatement procedures.

13. The Club does not allow functions for under 21 year olds including Christenings.

14. **DISABLED FACILITIES** : The club has disabled toilet facilities and wheelchair access is available.

15. **PARKING:** The club has limited parking spots immediately outside the club. The council has a small area on the top level near

Ocean Street. However, there is plenty of parking available in nearby Ocean and Boundary Streets. Please note that on weekends

parking is in high demand.

Board of Directors

September, 2020