



**VENUE HIRE CONTRACT & BOOKING FORM**

**HIRER DETAILS**

Name of Organisation or Individual: .....

ABN: .....

Contact person for booking: .....

Postal Address: .....

Telephone: .....

Mobile: .....

Email Address: .....

**EVENT DETAILS**

Event Name: ..... Nature of Function: .....

Day & Date: ..... Start Time: ..... Finish Time: .....

Access required: .....

(Caterers, Decorations, Bands, etc.)

Estimated number or attendees: .....

Bar Service Required: YES/NO

Caterers Name and Contact Phone No: .....

Other Details: .....

## Your Booking

To confirm the booking the Maleny Bowls Club (the Club) will require a signed copy of the Venue Hire & Booking Form and the Terms and Conditions. Where applicable, a deposit or bond as well as venue hire of \$..... Payable on conclusion of the function.

## Hirer Agreement

The Hirer hereby understands and agrees to comply in all aspects of the Terms and Conditions of Hire.

Date: .....

Signed: ..... Signed: .....  
(Hirer) (Club Representative)

Name: ..... Name: .....  
(Print Name) (Print Name)

DEPOSIT RECEIVED: YES/NO	PLEASE CIRCLE PAYMENT METHOD: Cash/Credit Card/Cheque	
BOND RECEIVED: YES/NO		
SIGED: .....	DATED: .....	
INFORMATION RECORDED IN FUNCTION DIARY: YES/NO		
FACILITY CHECK:	CLUBHOUSE	GROUNDS
RETURN OF BOND APPROVED: YES/NO		

# MALENY BOWLS CLUB INC

## TERMS AND CONDITIONS FOR VENUE HIRE

(NOTE: Maleny Bowls Club Inc. is hereinafter referred to as "the Club")

- 1. Booking:** The Club may require the Hirer to at any time supply a detailed written description of all activities to be conducted on the premises during the period of hire. The booking will be considered effective only when the Contract is counter-signed by the Club's Representative and the deposit, bond, and or, venue hire has been agreed to and received by the Club. The latest time for finishing time is midnight.
- 2. Charges and Deposits:** For large functions a deposit of \$100 covers Venue hire and confirms the booking. All accounts must be paid no later than the time the function concludes.
- 3. Security:** Depending on the nature of the function the Club may require, at its sole discretion, security personnel to be on hand.
- 4. Indemnity:** The Hirer shall indemnify and keep indemnified the Club against all losses, expenses, liabilities, claims and damages incurred as a result of or arising out of the hiring of the premises whether caused by any act or omission of the hirer, its servants, agents, or invitees or any other person whomsoever. This shall also include volunteers provided by the Club.
- 5. Good Order:** The Hirer shall be responsible for the maintenance and good order in and around the premises during the period for which the premises are hired. The Hirer shall comply with any instruction by any Volunteer of the Club to the maintenance of good order and compliance with these conditions in and around the premises. The Club is in a residential area and any noise should be kept to a responsible level. The Hirer is responsible for the conduct of their guests and to ensure that internal rules relating to dress standards, etc. are adhered to at any time. Smoking is not permitted in the Club. The Hirer must ensure that guests do not also smoke on the bowling green.
- 6. Damage to Premises and Equipment:** The Hirer shall be responsible for leaving the premises clean and tidy at the conclusion of the hiring. Excepting fair wear and tear, the Hirer shall be liable financially to the Club for any damage to premises, or any fittings equipment, furniture, carpets or other property therein, which occurs during the period of the hiring. Hirers are responsible for any damage incurred during the time of the function. This will be assessed and should the damage and subsequent repairs exceed \$250 the Club will seek compensation from the Hirer.
- 7. Liquor and Refreshments:** The Hirer shall not bring or sell any liquor, beverage or refreshments on any part of the premises hired. The Volunteers of the Club practice the code of Responsible Service of Alcohol.
- 8. Application of the Terms and Conditions of Hire:** The Club deserves the right to amend or delete any of the conditions of hire as outlined above and to add extra conditions provided that the Hirer is notified prior to confirmation of the booking of any changes made to the conditions. The applications of the various conditions may therefore vary from Hirer to Hirer as the Club in its sole opinion considers necessary.

**DECLARATION BY HIRER:** I have read and understand the above terms and conditions of hire and I hereby agree to comply with them in every respect.

**Signature of Hirer:** ..... **Date:** .....

**Name of Hirer: (Print Name)** ..... **Phone No:** .....