

MELVILLE BOWLING CLUB (MBC) TERMS AND CONDITIONS FOR HIRE OF VENUE FACILITIES

Applications to hire MBC venues are subject to approval by the Chairman of Club Functions, who will determine the suitability of the Function relative to the Liquor Licensing requirements. Functions that propose any sale of goods or services on the premises are not allowed. A **deposit is payable at time of booking** (\$500 hall hire, \$200 all other facilities). If cancelled within 14 days of the function date, a **cancellation fee will apply** (\$200 cancellation fee for hall hire, \$100 all other facilities). If no damage or cancellation occur, the deposit is fully refundable. **14 days prior to the event, all other hire fees shall be paid, and a bond secured via credit card or bank transfer.**

Function Type and Bar Service to non-members - Liquor Licensing requirements

Private Functions: The Hirer must be or become a Club member and pay for ALL drinks via a bar tab. Guests are not allowed to purchase drinks.

Non-members wishing to hire Club venues for a private Function must first become a Social Member by submitting an application form. Full members of the Club are allowed a 25% discount.

Bowling Functions: The Hirer must provide names of attendees to allow bar sales to them during the Function (see page 3)

Community Functions (e.g. quiz night): An extended trading permit may be granted to allow bar sales to guests. (allow at least 14 days for approval and a cost of \$114.50 [Government Rate]).

Dry Functions: Functions not requiring the use of bar at all. Staffing charges still apply in the form of one staff member to oversee the function for its whole duration.

A **BOND** must be secured in advance via credit card details or bank transfer to confirm a booking. The bond covers any costs which the Hirer may be liable for, from an inspection after the Function. These costs would include:

- any damages to the club premises, bowling greens, car park, gardens, furniture, utensils, glassware etc.
- any labour for cleaning or to return tables and chairs in place as before Function will be charged at \$40 per hour
- the Hirer must leave the premises and all equipment used in a clean and tidy condition, and remove all rubbish.
- any bar staff costs if the Hirer does not vacate as per the hire application ending time. (see more in bar service)
- any violation of the liquor licensing rules which the club may be fined for e.g. no BYO alcohol. The relevant costs will be charged to the credit card stated in the application form. If the bond is via bank transfer, the costs will be taken from that bond, with the balance returned.

Bar Service will cease 30 minutes before the booking conclusion time and the Hirer is responsible to see that all guests then vacate the premises before the conclusion time, so that the bar staff can close up and finish. Should there be any delays, the **additional bar staff costs will be billed to the Hirer's credit card or bond via bank transfer.**

The Riverside end of the Bar (sportsbar) & TAB area is open at all times for Club Members to use.

Liquor Licence Compliance: The Club holds a Club Licence under the Liquor Act.

The Club is the sole provider of alcoholic and non-alcoholic beverages and the Hirer or guests may not bring their own drinks onto Club property. If BYO drinks are brought on to the site they will be confiscated and not returned. This is a liquor licensing regulation. All visitors must abide by liquor licensing rules – bar service may be refused for any breach. All alcohol sales must cease at 12 midnight (10pm Sundays).

Kitchen hire includes use of the stove, refrigerators and dishwasher, crockery, cutlery and utensils. Table linen is not provided. **Note the deep fryer is not available for use.**

COVID 19 compliance: To comply with WA government COVID 19 requirements, the Hirer must ensure that all persons who will be using the kitchen and handling or serving food have or obtain a COVID 19 Hygiene certificate. The course can be done on line <https://hospitalityhygiene.com> at \$30. Prior to the Function, the Hirer must provide scanned copies of COVID 19 Hygiene Certificates for those persons who will be using the kitchen.

Tables and chairs can be rearranged by the Hirer, but must be returned as found prior to the Function.

Bowling Greens It is the Hirer's responsibility to ensure that guests do not go onto the greens at any time, unless the Function type is barefoot bowls. For barefoot bowls events, no shoes are allowed unless they are proper lawn bowls shoes. Children under 12 are welcome at the club, but must be supervised. No drinks on the greens at any time.

Multi media Control of sound system to be done via the bar staff, and not to be altered by Hirers (included in hire cost). Tvs and microphone equipment are the extra charge. The Club does not accept responsibility for any breakdown in services, utilities or equipment.

Smoking: Smoking is prohibited by law in any part of the building, and only allowed in the external signed areas.

Noise restrictions: Music volume reduced to LOW at 10pm.

Decorations can only be affixed with permission. Driving of nails or screws into walls is prohibited, as is the use of confetti, fairy dust, streamers, duct tape on floor etc. Balloons & streamers must be removed after the Function.

Security Where deemed necessary (e.g. 21st birthdays) the Hirer must provide two licensed security personnel.

Melville Bowling Club (Inc) - Barefoot Bowls Event Names

Liquor Licence requirements to allow bar sales to patrons at barefoot bowls Functions.

At the commencement of the event, **the Hirer must list the names of all attendees below** and hand this form to the Function manager or bar staff. This will enable them to become temporary members for the day and to purchase drinks from the bar. **Alternatively**, Hirer may set up a Bar Tab.

No shoes are allowed on the greens unless they are proper lawn bowls shoes.

Date: Starting: Ending:

Name of Hirer:

	Names		Names
1		26	
2		27	
3		28	
4		29	
5		30	
6		31	
7		32	
8		33	
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