



# ONEHUNGA BOWLING CLUB (INC.)

## VENUE HIRE TERMS AND CONDITIONS

1. Tentative bookings will only be held for a maximum of fourteen (14) days
2. A **refundable** bond of **\$450.00 (incl GST)** is required to confirm all bookings and this will be refunded within three (3) working days of the function being completed and there being no damage to the clubrooms, facilities or surrounding areas
3. Security Guard(s) will be provided by us at no extra cost to you
4. Guarantee of the minimum number of guests is required two (2) weeks prior to the function being held
5. Final confirmation of the number of guests must be made three (3) days prior to the function being held
6. You agree that your guests will only be admitted to the premises upon presentation to the Security Guard or Duty Manager of their invitation
7. 100% of any food charges must be paid for one (1) week prior to the function being held
8. A credit card is required as guarantee of payment should guest numbers or other charges increase on the day of the function. If a credit card is not available, an additional **refundable** deposit of **\$225.00 (incl GST)** is required to be paid one (1) week prior to the function being held
9. In the event of a confirmed booking being cancelled, we reserve the right to retain part or all of any refundable deposit
10. Cancellation charges will apply as follows:
  - 2 or more weeks prior to the function: \$200.00 + GST
  - 1 – 2 weeks prior to the function: 30% + GST of the guaranteed minimum value of food revenue lost
  - Less than 1 week prior to the function: 75% + GST of the guaranteed minimum value of food revenue lost
11. You agree to leave the kitchen facilities in a clean and tidy state upon your departure and that any leftover food and rubbish is taken off the premises. You also agree to operate all kitchen equipment in a safe and responsible manner and to comply with all OSH regulations and the Health & Safety Act when using the kitchen facilities and the equipment contained therein
12. You agree to leave the lounge area in a reasonably clean and tidy state upon their departure. Reasonably is defined as any rubbish lying on the floor is picked up and any decorations have been taken down and disposed of

13. At no time shall you decorate the club lounge without express approval from us. Any such decorations shall only be erected using BluTak only. Under no circumstances are staples, drawing pins, sellotape or Velcro to be used to hold decorations in place
14. At no time will any beverages be allowed to be brought into, consumed on, or removed from, our property by you or your guests or invitees. This includes the bowling greens, carpark and surrounding driveways
15. We agree to take all care possible but do not accept any responsibility for damage to, or loss of, any property belonging to you or any of your guests or invitees left on the property prior to, or after any function
16. You will be responsible for any and all damages caused to our premises – including the bowling greens – by you or your guests and you shall assume responsibility and liability for the cost of all and any repairs for damage and breakages. Any damages and/or breakages could result in forfeiture of part or all of the pre-paid bond stated in clause (3)
17. At no time shall you or your guests use the bowling greens unless agreed to by us as part of the function. If such approval is given, strict adherence will apply to the requirement of soft or flat soled shoes at all times
18. You will be responsible for the behaviour and actions of your guests attending your function. Inappropriate behaviour may result in your function being stopped early or cancelled and we reserve the right to remove any person from the function whose behaviour, in our opinion, is objectionable, improper and undesirable
19. You agree to begin and complete your function at the schedule time outlined in your function confirmation
20. As per your instructions, only the person(s) named below are authorised to incur additional charges on your behalf. It is imperative that these people are notified to us prior to the commencement of the function
21. Please sign below to confirm that you have read, understood and agree to abide by the terms and conditions outlined above

**CLIENT NAME:** \_\_\_\_\_

**FUNCTION DATE:** \_\_\_\_\_

**Authorised Signatory(s):**

**Name** \_\_\_\_\_ **Signature** \_\_\_\_\_

**Name** \_\_\_\_\_ **Signature** \_\_\_\_\_