

Rotorua East Bowling Club

The Venue Manager
Rotorua East Bowling Club,
28 Warwick Drive,
Rotorua.

rotoruaeastbowlingoffice@gmail.com

Facility Hire Agreement

Hirer

Name.....

Address.....

Mobile.....Landline.....

Name of person responsible.....

Date:

Time:

Event:

Number Attending (Approx):

Age Range:

Use of Bar Facilities: YES / NO

Special Liquor Licence \$90.00

Bar Manager Required: YES / NO

Kitchen facilities: YES / NO

Bowling Activity YES / NO

Please Note: Your booking is only confirmed once the bond is paid.

I have read and agree to the terms and conditions as detailed on Page 2

Signature:

The Rotorua East Bowling Club can accept cash, EFTPOS, or Direct Credit bank payments.

Office Use Only.

Hire of Facility: \$

Deposit:

Date:

Bond:

Returned:

Other Charges:

Signed:

Rotorua East Bowling Club is very proud of its facilities and environment and expects users of the facility to assist in the maintenance of this.

Terms & Conditions of Hire.

As the Club is in a residential area, noise is to be kept to a reasonable level at all times.

The following areas are strictly out of bounds:

The Front Offices, the Bowling Greens (unless booked) and the Grounds behind the Clubhouse.

Bookings

All enquiries and bookings should be referred to the Venue Manager – Ripeka Batty

Mobile: 027 277 5720

Or email: rotoruacastbowlingoffice@gmail.com

Costs.

- Facility hireage \$ 350.00 (GST exclusive)
- A bond of \$100.00 will be required upon booking, returnable if there is no damage or breakage, and if the premises are left clean.
- Should the booking be cancelled, the bond will be forfeited.
- Cleaning fee \$40.00 (GST exclusive)
- If bowling is desired as an activity, this is charged at \$10 per player. If more than 30 people then charge will be by arrangement.

For Hirers wishing to use our Bar Facilities

- Rotorua East Bowling Club will need to apply to the Council for a Special Licence for each function booked. The Council requires at least 21 working days to issue these so the more notice you can give for your booking the better. **Each Special Licence costs \$90.00**
- Liquor licence approval is dependent on acceptance by R.L.C. and the Health Dept. Menu for event must reflect bar hours, numbers and age range of guests. Some hot food should be continuously available for the duration of the event.
- A licensed Bar person from the Club, is to be in attendance at all times that the Bar facility is required to be opened, two will be required for events of more than 40 guests, also dependent on bar closing time. Bar operating time will be charged allowing for 30 minutes set up time and thirty minutes close up time. (e.g. bar operating hours 8pm to 11pm - 3hours – will incur 4 hours operating time charged). Conditions of the Club liquor licence are to be strictly adhered to. Only authorised Club Members shall operate and be behind the Bar.
- The Bar will close no later than 12 midnight in any case, and premises must always be vacated within thirty minutes of licence (including any cleaning time by hirer).
- **The licensed Bar Manager and staff from the club is at a cost of \$40.00 per person per hour. Two will be required for events of more than 40 guests.**

The kitchen is available as part of the facility use agreement

All crockery, cutlery and kitchen equipment must be washed then sterilised to comply with Health and Safety regulations. **Please** read the instructions on the front of the steriliser **before** use. The steriliser is **not** a dishwasher. Please fully wash dishes first to ensure all food scraps are removed, then sterilise them.

Do not place items on the glass top of the extractor.

The kitchen area must be left clean and free of rubbish. Do not leave left-over food in the fridge.

Ensure stoves and elements are turned **off**.

Damage.

Damage and breakage anywhere within the building and ground environments are the liability of the user and the bond shall be used to pay for any replacements or repairs.

The Clubrooms and facilities (including the kitchen area and the toilets) are to be left in the same condition as you find them and to the satisfaction of the Venue Manager. Tables and chairs are to be returned to their storage areas. The REBC accepts no responsibility for any losses or liabilities incurred by the hirer or users of the clubrooms.