

# **KINGBOROUGH BOWLS CLUB INC.**

## **Instructions/Notes when making Function Bookings for KBC**

- ✓ **The Club Providore is the person responsible for the booking of all functions at the Club.**
- ✓ **All bookings are to be recorded in the functions diary located behind the bar.**
- ✓ **Once the Function Details Form is completed the booking is written in the Diary, the Form is placed on a file near the function diary behind the bar and a copy is to be given to the client as confirmation of the booking.**
- ✓ **Payment options for refreshments must be either cash or dry till. Decisions taken in this regard **MUST** be communicated to the Bar Manager/Coordinator prior to the event being conducted.**
- ✓ **The client must be contacted to confirm arrangements at least seven (7) days prior to the event.**
- ✓ **Dates booked must not coincide with a previous booking.**
- ✓ **Also care must be taken in making bookings during the bowls Pennant season when members are in the bar on Saturday nights after their games.**
- ✓ **A copy of the House Policy is to be given to the client.**
- ✓ **Receipt numbers must be recorded on the Function Details Form for any moneys received.**

# **KINGBOROUGH BOWLS CLUB INC.**

## **HOUSE POLICY**

1. We will not serve or allow the provision of liquor to any person under the age of 18 years.
2. We will recognise the signs of intoxication and we will discourage service to the point of intoxication.
3. We will not admit, serve, supply or allow the supply of alcohol to anyone that appears to be intoxicated.
4. We will discourage people from harming themselves or others.
5. We will not permit drunkenness, fighting, abusive or obscene language or suggestions, unwelcome advances or physical contact, directed at customers or staff.
6. In compliance with our licensing conditions, B.Y.O alcohol cannot be brought onto the premises. Any alcohol brought into the Club premises (which includes the car park) will be confiscated and will not be returned until the following day. Any person refusing to comply with this condition will be asked to leave the premises immediately.
7. We reserve the right to have security personnel at a function at the client's expense.
8. The hirer must nominate a "responsible person" who will be the contact for bar and kitchen staff during the function. This person is to be personally made known to KBC staff prior to the commencement of the event and will be the contact for KBC staff in regard to the enforcement of these Rules and other requirement.
9. ID is to be provided on request from bar staff.
10. Hirers are responsible for the conduct of their guests and for any damage caused to the facility during the course of the function.
11. No person or guest is allowed on or near Club greens at any time during the function.
12. No tealights or other types of candles on tables, unless in containers or vases that are at least three times higher than the

**candle itself. This Rule is to attempt to eliminate spillage of candle grease over cloths and floors.**

- 13. When booking meals, numbers are to be confirmed at least three (3) days prior to the function. Confirmed numbers are to be paid for at the time of the function (e.g. if 50 meals confirmed, a minimum of 50 meals are to be paid for). Also, there is a maximum of 80 that we can cater for.**
- 14. Any takeaways purchased must not be consumed on or outside the premises, including the car park.**
- 15. When decorations are placed within the Clubrooms all are to be removed at the conclusion of the function, including any blue tack or any other adhesive used to hold the decorations in place.**

**We have a DUTY OF CARE obligation that the client and their guests observe these principles. If not this will lead to either refusal of service or requests to leave.**

**We also request that you leave all areas hired as found and that you respect our neighbours and leave quietly at the conclusion of the event.**

**If cleaning up is required following the event this MUST be completed by 9.30am the following day.**

# FUNCTION HIRE DETAILS FORM

**Client Name:** .....

**Contact Person:** .....

**Responsible Person (at the event)** .....

**Client Address:** .....

.....

**Phone:** ..... **Mobile** ..... **Fax:** .....

**Email:** .....

**Type of Function:** .....

**Date:** .....

**Set Up Time (if required):** .....

**Arrival Time:** ..... **Departure Time: Music stops 11:30PM**  
**clear building before 12 midnight.**

**Number of guests:** ..... (to be confirmed 7  
days prior to the event)

**Composition of guests (eg adults, teens, children etc):**

.....

**Number of trestle tables req'd:** ..... (8 people per table)

## FUNCTION REQUIREMENTS

Product	Y	N	Requirement
<b>Bar</b>			
<b>Catering</b>			
<b>Dance Floor</b>			
<b>Decorations (to be only by blue tack)</b>			
<b>Entertainment</b>			
<b>Gift Table</b>			
<b>Kitchen &amp; Crockery</b>			
<b>Payment for Refreshments</b>			
<b>Section of Club</b>			
<b>Table Cloths</b>			
<b>Tables (long)</b>			
<b>Top Table</b>			
<b>Other needs</b>			

<b>FUNCTION COSTS</b>	
<b>Hire Option</b>	<b>Cost</b>
Room Hire (Half Day) \$200 (including GST)	
Room Hire (Night only) \$200 (including GST) – N/A if Club caters	
Kitchen (part) \$100 or (full) \$200 (including GST)	
Laundering of table cloths \$30 (including GST) - will be deducted from bond if required	
Bond \$200 (fully refundable) – payable 7 days prior to the event & refunded following satisfactory inspection of premises the next day after the event	
\$100 Deposit (payable when booking)	
<b>TOTAL</b>	

Client signature: .....

Date: .....

Amounts paid: \$..... Date: .....  
 \$..... Date: .....  
 \$..... Date: .....

Receipt Numbers: .....

Bond Refunded: Date: .....

(YES/NO) Receipt No.: .....

# **KINGBOROUGH BOWLS CLUB INC.**

PO Box 42 Margate 7054 (Phone/Fax (03) 62672197)

## **FUNCTION HIRE CHARGES**

(ALL PRICES QUOTED INCLUDE GST & ARE SUBJECT TO  
CHANGE WITHOUT NOTICE)

ALL BOOKINGS MUST BE REFERRED TO THE PROVIDORE  
(ELAINE WILLS) ON 6229 3315.

### **LARGE FUNCTION ROOM**

Half Day	\$200
Night Only	\$200

### **KITCHEN**

Self Catered (Nibbles, Cold Foods)	\$100
Self Catered (Heated Foods)	\$200

<b><u>BOND</u></b>	<b>\$200</b>
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### **CLUB CATERED**

Basic three course meal	per head	\$25
Basic two course meal	“	\$20
Basic one course meal	“	\$15
Basic Nibbles (4 varieties)	“	\$10
Extra finger foods (6 varieties)	“	\$15

### **FULL MEMBERS BOOKINGS**

Catered functions are to be negotiated with the Providore with  
no room hire or bond to apply.

#### **PLEASE NOTE:**

**All hirers must be made aware of the Club House  
Policy prior to confirming a booking.**