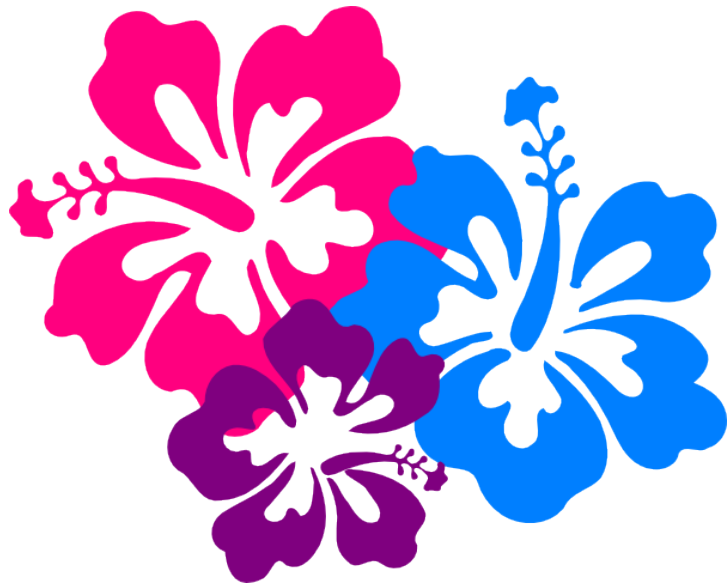


Hibiscus Room

Belmont Services Bowls Club Inc



Club Representative:
Sandy
Bar & Function Manager
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ABN 22 229 646 339
operations@belmontservices.org

Room Hire Booking Form

Day/Date Function Details: _____

Type of Function: _____

Number of Guests: _____

Arrival Time: _____ Departure Time: _____

Beverage Requirements: _____ Bar Tab _____ Y/N _____

Optional Drink Waiters: _____

Catering Requirements:

Contact Details:

Name: _____

Address: _____

Email: _____

Phone: _____

I, _____ have read and agree to comply with the facility hire terms and conditions.

Signed: _____ Date: _____

Belmont Services Bowls Club

Facility Hire Terms and Conditions

Belmont Services Bowls Club provides a venue where quality conference, seminar and function facilities are available for hire. These are matched with associated services of the highest quality. The following terms and conditions have been designed to ensure both clarity when considering and making a booking and for the subsequent smooth running of the event.

Facilities

The Club has the following facilities available for hire:

- Hibiscus Room to accommodate a maximum of 200 guests.
- Seminar/Boardroom to accommodate a maximum of 15 guests.
- Fully equipped kitchen should self-catering be required.
- Conference and catering equipment as required.

A Schedule of hiring fees is attached, but these may change without notice prior to the signing of the hire contract.

Hiring is available with or without in-house catering. External or self-catering is permitted, but hire charges of \$200 maximum will apply to the hire of the kitchen. This does not include linen, cutlery and crockery. Your room hire does not include set-up of pack-down. This is the client's responsibility. You can hire the tablecloths or supply your own.

The Club reserves the right to accept or refuse any request to hire its facilities.

Kitchen Hire

If you are hiring the kitchen facilities, you must make arrangements on what equipment you require. Everything must be left where and how you found it, otherwise you will be charged a cleaning fee of \$150.00. The kitchen must be cleaned and everything placed back where you found it by 10.30pm.

Catering

Belmont Services has its own caterers. Use of external commercial caterers is at the sole discretion of the Club. Where external commercial

caterers are allowed they must satisfy the following requirements:

- Hold Public Liability Insurance
- Hold Workers Compensation Insurance
- Hold a Food Licence
- Be registered as a Business

Additional charges will apply where

- Access to the kitchen is required outside Club operating hours.
- Club plates, cutlery and utensils are required.
- Club tablecloths are required.

Parking

The Club has a 64 space carpark (including 6 disabled spots) which has its entrance off Narracott Street, opposite the PCYC complex. It can be floodlit if necessary. There is ample overflow street parking on Narracott and Thorne Streets, which border the Club's premises.

Hours of Operation

The Club's aim is to be as flexible as possible in meeting the requirements of the hirers, particularly where seminars require an early morning start. The Hibiscus Room is available from 7am on any given day, unless earlier opening times have been agreed at the time of making a booking. The Seminar/Boardroom availability and times of operation are subject to negotiation.

Extensions of these times are negotiable for New Year's Eve.

Where functions of 3 hours or longer require set-up time, prior access will be allowed by negotiation. All agreed access times will be shown in the hire contract. Where a function requires the use of these Kitchen, the hire costs will be specified in the contract.

The Club reserves the right to adjust the set-up in the Hibiscus Room and other provided facilities to comply with Government Fire and Safety Regulations.

Beverages

The Club operates a bar which is stocked with a wide range of draught and bottled beer, wines and spirits, fruit juice and soft drinks at competitive prices. This is available to the hirer and guests. Should Table Service be required, this can be provided at cost to the hirer and will be

specified in the contract.

Liquor Act restrictions and Club Policy require that all liquor, soft drinks and juices for consumption must be supplied by the Club.

Drinks are not permitted to be brought onto the premises.

The Club adheres to Responsible Service of Alcohol (RSA) Procedures. Requirements of RSA will be enforced by trained bar staff and in particular, younger guests will be required to provide acceptable photo ID.

The operation of a hirer's bar tab (dry till) is available by arrangement. The hirer is required to nominate a monetary amount to cover their required drink selection. This amount will be included in the contract.

Catering

The Club has a selection of attractively priced Menus covering 2/3 course set Meals, Buffet, Light Lunches, Corporate Menu, Platters and Finger Foods. These menus are attached. The Club reserves the right to make changes to these menus to reflect rising costs.

Final numbers must be confirmed to the Club no later than 14 days before the date of the event. These numbers will form the basis for the minimum number you are charged for. For example, if you confirm 50 and only 35 arrive, you will still be charged for the confirmed 50 guests.

The cost of catered events will appear in the Hiring and Services Contract and will be charged on final numbers as advised. Arrangements must be confirmed by payment of a deposit of 50% of the contracted catering charges no later than 14 days before the date of the event.

Kitchen Cleaning

The client remains responsible for any loss or damages caused by them or any of their guests, invitees or other people attending the function, whether in the function room or any other part of the Club's premises. The client will forfeit their right to have the bond money returned to them and will additionally be liable for the cost of any damages incurred as a result of the function. The cost of the damages will be charged to them on the function invoice. You must rinse, wash, dry and put away any item that you use. All cleaning must be done by 10.30pm, otherwise a fee will be charged to your invoice.

Belmont Services Bowls Club, while taking reasonable care to prevent accidents, will accept no responsibility for any damage to or loss of property brought in by patrons before, during or after the function.

General and normal cleaning costs are included in the cost of the room hire fee, but additional cleaning fees may be charged if the function has created cleaning requirements above and beyond normal cleaning. This includes the washing up of all items used in the kitchen, including the state of the floor in the kitchen.

BAR SERVICES

There are a variety of different options to choose from when deciding on which way to run your function. Please note that last drinks are called at 11.30pm or half an hour before closing.

Option One – Bar Tab

The drinks are served from the bar. You can run a Bar Tab and set a limit to the amount you want to spend on the drinks, and specify the beverage selection available on your Bar Tab. The amount of the Bar Tab can be increased on the night if you wish to do so. Once the amount is reached, your guests can pay their own way.

The total of the Bar Tab is to be settled at the conclusion of the event in one transaction.

Option Two – Guests to purchase own

As the name describes, your guests can simply order and pay for their drinks from the bar as they go.

Option – Drinks Waiter Services

An in-room drinks waiter is available at \$35.00 per waiter per hour (three hour minimum).

Entertainment

Where an event uses a disco or other live entertainment, the associated equipment can be delivered to the Club after 10am on the day of the event and must be removed by 11am on the following day.

Where amplified music is played, it must not exceed a reasonable volume. Club staff has the responsibility for monitoring sound levels and have the right to ask the Hirer's nominated Responsible Person in attendance during the function to reduce the noise levels to avoid

complaints to the Police from residents in the neighbourhood.

Music must cease no later than 30 minutes before finishing time, 11.30pm.

Setting-up, Clearing Away and Accessories

Schedule of hire charges includes the usage of tables, chairs, and wireless microphone. All other equipment is subject to charges as listed in the schedule of charges.

Serving to tables and clearing away for self-catered or externally catered functions is the responsibility of the hirer. Crockery and cutlery has to be returned in a clean condition. A dishwasher and cleaning materials are provided for this purpose. Any additional table decoration or adornment is the responsibility of the hirer. Decoration of the Hibiscus Room must be approved by the Club and is the responsibility of the hirer. It must be taken down and removed or discarded in waste bins immediately after the event.

All goods or equipment brought on to the Club's premises are at the hirer's risk.

Care of the Club's Property

The hirer or his nominated representative at the event or function shall take all reasonable steps to maintain the Club's property in the same condition as they hired it. Any damage, loss of property will be the responsibility of the hirer and the cost of repair or replacement will be for the hirers account.

Normal cleaning costs are included in the room hire. Additional cleaning charges will apply should the premises be left in an unreasonable state or if the crockery and cutlery are returned unwashed. **Table scatters are not permitted.**

A hirer or his nominated representative is required to advise guests that, other than for approved and supervised barefoot bowls activities, bowling greens are out of bounds. Interfering with playing infrastructure is strictly prohibited. **Parents are expected to maintain control over their children at all times, inside and outside the building.**

The client must ensure that all glass doors and windows remain closed at all times as the facility is air conditioned.

Security, Safety and Personal Conduct

The Club reserves the right to engage professional crowd controllers at the cost of the hirer, in appropriate circumstances. This cost will be shown in the Hire Contract. Government Regulations do not permit smoking within the Club building. Designated outdoor smoking areas have been established and their locations appear on several notices throughout the building. The use of any smoke emitting devices within the premises is prohibited.

All guests must maintain a satisfactory standard of dress while on the Club's premises.

Fire exits have been established at designated positions in the Club's premises and are clearly signed. The hirer or his nominated representative is requested to ensure that guests are made aware of these exits.

The hirer or nominated representative will be required to escort any guest off the premises whose behaviour is offensive to the Club's staff or fellow guests. Men's and ladies' toilet facilities are located at each end of the building.

Bookings, Confirmation and Settlement

A tentative booking will be secured by a deposit of \$200 for the Hibiscus Room and \$30 for the Seminar/Boardroom. A deposit is non-refundable but, provided due notice of cancellation is given no later than **30 days prior to the event**, it can be transferred to another event occurring within 12 months of the original event, otherwise it is forfeited.

All tentative bookings become firm **30 days prior to the event**, at which time the hirer is required to complete a Hire and Services Contract. This contract specifies the

- (i) date, time period and cost of the particular facilities being hired, and
- (ii) the cost of individual services and catering provided.

The balance of hire charges, catering and any beverage charges, as applicable, are to be settled in full on the day of the event. Payments may be made by cash, debit or credit card or by cheque by prior arrangement.

Corporate Menu

Scones Jam & Cream with Percolated Coffee & Tea
\$8.00 per person

*Selection of Cakes and Slices
with Percolated Coffee & Tea*
\$8.50 per person

*Selection of freshly made Sandwiches
served with Percolated Coffee and Tea*
\$9.00 per person

Individually plated is an extra \$1.00 per person

Jugs of Orange Juice
\$8.50

Cans of Soft Drink
\$3.00

Light Lunches

These meals need to be pre-ordered 7 days prior

\$18.00 per person

Traditional Caesar Salad with warm Breast Chicken

Hamburger and Chips

Quiche Lorraine with Green Salad and Chips

Spaghetti Bolognese

Sweet and Sour Pork with Steamed Rice

Apricot Chicken and Rice

Roast of the Day

Conference Package

Morning Tea

*Tea & Percolated Coffee
Scones with Jam & Cream*

Lunch

*Assorted Sandwiches
Seasonal Fruit Platter (additional cost of \$2.00 per person)*

Afternoon Tea

*Tea & Percolated Coffee
Assorted Biscuits, Slices or Cakes*

\$20 per person

Breakfast Buffet

Minimum number of 40 guests

*Bacon
Sausages
Scrambled Eggs
Hash Browns
Grilled Tomato
Toast*

*Orange Juice
Tea and Coffee*

\$20.00 per person

For Gluten Free items an additional \$5.00 per person will apply

Platters

Antipasto Platter

Selection of cold Meats, Vegetables, Olives, house made Dips

\$50.00

Sushi Platter

Selection of mixed Meat, Seafood and Vegetarian Sushi

\$50.00 for 16 pieces

Asian Platter

Selection of Spring Rolls, Dim Sims and Money Bags

served with dripping sauces

\$50.00 for 50 piece Platter

Savoury Platter

Mini Meat Pies, Sausage Rolls and Quiche

\$50.00 for 20 piece Platter

Sandwich Platter

Selection of freshly made Sandwiches

\$35.00 for 20 points

Fruit Platter

Combination of the freshest seasonal Fruit available

\$50.00 serves 15-20

Cheese Platter

Selections of Cheeses

\$50.00 serves 10 to 12 people or \$60.00 serves 15 to 20 people

Chicken Skewers

Selection of Marinade

\$60.00 for 20 piece platter

Set Menu

Minimum number of 50 guests

Choice of 2 Alternate Drops

\$35.00 per person

Entrée

Greek Salad

Caesar Salad

Cos, Avocado & Tomato Salad

Seasonal Soup

Main

All Main Meals are served with fresh seasonal Vegetables

Sweet & Sour Pork

Kai Si Ming

Lemon Chicken

Roast Pork

Lasagne

Dessert

Cheesecake

Individual Trifles

Chocolate Mousse

Pavlova

Percolated Coffee & Tea

Set Menu

Choice of 2 Alternate Drops
\$42.00 per person

Entrée

Seasonal Soup
Stuffed Tomatoes
Chicken Skewers
Baked Avocado
Greek Salad

Main

All Main Meals are served with fresh seasonal Vegetables

Vol-au-vents
Honey Glazed Ham
Tandoori Chicken Pieces
Beef Goulash

Dessert

Pavlova
Lemon Meringue
Cream Caramel
Poached Pear
Cheesecake
Fresh Fruit Platter

Percolated Coffee & Tea

Buffet or Set Menu

All meals must be for a minimum of 50 guests

Budget Menu \$20 per person

**One Roast Meat with Roast Vegetables/Seasonal Vegetables and
Apple Crumble**

Option 1: \$30.00 per person

1 Entrée
1 Main
1 Hot Sides
1 Cold Sides
1 Dessert

Option 2: \$35.00 per person

1 Entrée
2 Mains
1 Hot Sides
2 Cold Sides
1 Dessert

Option 3: \$40.00 per person

1 Entrée
3 Mains
2 Hot Sides
2 Cold Sides
2 Desserts

Option 2: \$45.00 per person

2 Entrée
3 Mains
2 Hot Sides
2 Cold Sides
2 Desserts

Make your selection from the choices below –

Entrée

Served with freshly baked Dinner Rolls
Greek Salad
Seasonal Soup
Stuffed Tomatoes
Chicken Kebabs (Two)

Mains

Hot Meat and Seafood Dishes

Roast Meats –
Options (Pork, Ham, Chicken, Beef) sliced and served with Gravy
Sweet & Sour Pork
Beef & Red Wine Casserole
Sweet Mustard Chicken Drumsticks
Ki Sin Ming
Chicken Casserole

Hot Sides

Roast Vegetables – Potatoes & Pumpkin
 Steamed Greens – fresh seasonal Vegetables
 Creamy Potato Bake
 Fried Rice
 Vegetable Bake

Cold Sides

Garden Salad
 Caesar Salad
 Pasta Salad
 Coleslaw

Desserts

Apple Crumble served with English Custard & Fresh Cream
 Fresh Seasonal Fruit Platter
 Cheesecake
 Caramel Tart
 Trifle
 Pavlova & Fruit Salad

Condiments

Gravy
 Apple Sauce, Mint Sauce
 Tomato, BBQ, Mustard Sauce
 Salad Dressings
 Whipped Cream
 Butter
 Salt & Pepper

Function Bar Prices

Effective as at 1st July 2016

BEER		WINE		SOFT DRINK	
LIGHT		BOTTLED		300ml Bottles	\$3.50
Pot	\$3.80	Red, White or Sparkling		375ml Cans	\$3.50
Schooner	\$4.80	House Wine – Rothbury		Lemon, Lime,	
MIDSTRENGTH		Glass	\$6.00	Bitters	\$4.00
Pot	\$4.00	Bottle	\$25.00	Sarsparilla	\$4.00
Schooner	\$5.00	Small Piccolo		Ginger Beer	\$4.00
HEAVY		Bubbles		Diet Ginger Beer	\$4.00
Pot	\$4.20	ALL LIQUEURS			
Schooner	\$5.20	Half	\$4.70	ORANGE JUICE	
STUBBIES		Full	\$7.00	7 ounce	\$3.00
Hahn, Cascade &		SPIRITS		10 ounce	\$3.50
Coopers	\$4.80	HALF NIP		Schooner	\$4.00
Gold & Midstrength	\$5.00	Half Nip	\$3.50	1750ml Jug	\$11.00
XXXX & VB	\$5.00	w.7oz split	\$4.00		
T/heys Old & New	\$5.00	w.10oz split	\$4.50		
T/heys Extra Dry	\$5.00	FULL NIP			
Coopers Pale Ale	\$5.00	Full Nip	\$5.50		
Corona	\$6.50	w.7oz split	\$6.00		
5 Seeds Crisp or Cloudy	\$5.00	w.10oz split	\$6.20		
Rekorderlig 500ml	\$10.00	PRE-MIXED			
JUGS		Rum & Cola	\$8.00		
Heavy	\$16.00	JB & Cola	\$8.00		
Mid/Gold	\$15.00	JW & Cola	\$8.00		
Light	\$14.00	Cruisers	\$8.00		
		OTHERS			
		Lime & Soda	\$3.50		
		Bottled Water	\$2.00		
		Sports Drink	\$4.00		