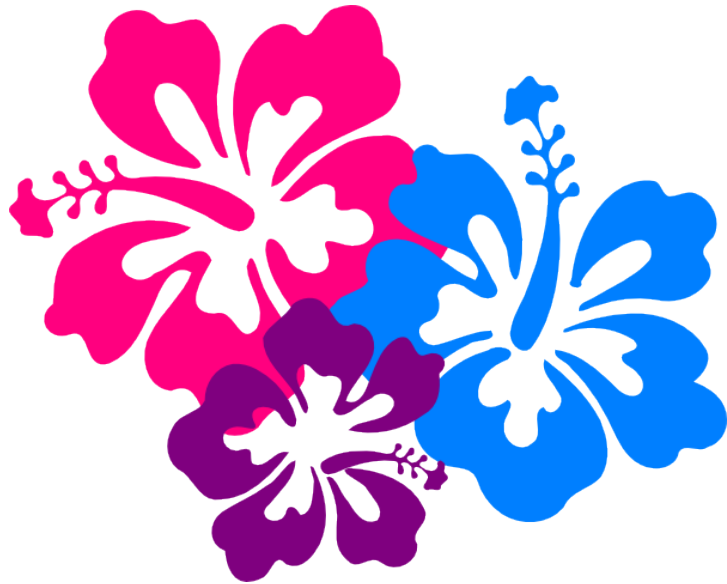


Belmont Services Bowls Club
Facility Hire Terms and Conditions

Hibiscus Room

Belmont Services Bowls Club Inc



Club Representative:

Sandy

Bar & Function Manager

0418 120 018

ABN 22 229 646 339

operations@belmontservices.org

Welcome and thank you for contacting Belmont Services Bowls Club about hosting your upcoming function.

Our venue is centrally located in the eastern suburbs of Brisbane with close proximity to the Gateway Motorway, the Sleeman Sports Complex and Carindale Shopping Centre. Its large floodlit carpark provides off street parking for all your guests.

Sandy our Bar & Function Manager is available to assist with your planning.

Our Hibiscus Room has the capacity to accommodate up to 150 guests for any type of function:-

- Wedding
- Engagement
- Birthday
- Christmas Party
- Community Function
- Dance
- Trade & Business Function

Our Boardroom is also available for up to 15 guests:-

- Meetings
- Training & Planning

Catering

This is Sandy's speciality and her experience will assist you to select appropriate menus for your function. You will be able to relax knowing she will have an experienced team preparing and serving the guests at your special occasion or business function. A listing of our **current menu packages and prices** is enclosed. Also you are welcome to use our fully equipped kitchen (**conditions apply – refer to Kitchen Hire Options 1 - 3**) if you prefer to do your own catering.

Function Facilities

Our fees are very competitive and are designed to cater for your needs whatever the occasion. A listing "**Function Fees**" is provided for your assistance – however fees are subject to change.

Bar Facilities

We have a fully stocked bar (draught & bottle beers, wines, spirits, soft drinks and bottled water) with all drinks being available at reasonable prices. Given the Club is licenced your guests are not permitted to bring any beverages (including bottled water) onto the premises. [A listing of current bar prices is available](#) which may assist you to decide the best options (eg bar tab) for your function.

Equipment

Included in your Function Fees are free use of tables, chairs, data projector, pull down screen, lectern, roving microphones and wifi. Other items are available for a fee – Sandy will provide a quote upon request.

Bookings

A booking fee (deposit) of \$100 is required to secure the venue for your function.

Your deposit is not refundable after 30 days. After this time the booking becomes firm and you are now required to complete and sign a Hire & Service Contract (this will be completed in conjunction with our Bar & Function Manager).

The Contract will state the date, time period of function, number of guests, cost of facility hire, catering and beverage requirements and any special agreed needs. A quote maybe provided for your function based on your figures provided however all prices are subject to change without notice.

Final numbers for a catered function will be required 14 days prior to the function. Should numbers decrease within the 14 days period monies cannot be refunded or applied to other costs associated with the function.

Full payment by cash, debit or credit card is required 7 days prior to the function where Club catered food options are being supplied. Accounts for drinks are to be paid in full at the conclusion of the function.

The Bar & Function Manager may provide you with a Feedback Survey Form.

Special Conditions

The Club adheres to all responsible service of alcohol procedures including younger guests being required to provide acceptable photo identification.

No smoking is permitted within the Hibiscus Room or the bar/gaming area however a designated outdoor smoking area is available for your guests.

Music must cease no later than 11.00pm. Noise levels will be monitored throughout the function.

Any damage or loss of club property is the responsibility of the hirer and the cost of repair or replacement will be added to the hirer's account.

Table scatters etc are not permitted at your function.

Parents are requested to maintain control over children at all times (both inside & outside the function room).

Venue set-up and pack down of furniture is the responsibility of the hirer unless other arrangements are made at the time of your booking.

Normal cleaning is included in the Function Fees however an additional fee will be applied if the venue is left in an unreasonable state.

Doors and windows are to remain closed as the entire venue is air conditioned.

All marked emergency exits must be left accessible from both the inside and outside of the function room.

On behalf of the Management Committee, Sandy and I thank you for your patronage and trust all guests had an enjoyable function. We would appreciate your honest feedback and any ideas on how we can further improve our service.

Regards
Business Operations Manager BSBC

FUNCTION FEES

Hibiscus Room Hire

Seating for up to 150 guests

Monday – Saturday

7.00 am – 6.00 pm - \$50 per hour (min hire 3hrs - \$150)

6.00 pm – 12.00 pm - \$65 per hour (min hire 3 hrs - \$200)

Sunday, Public Holidays & New Year's Eve

7.00 am – 6.00 pm - \$60 per hour (min hire 3hrs - \$180)

6.00 pm – 12.00 pm - \$80 per hour (min hire 3 hrs - \$250)

Note - extended hours (until 1.00am) available on New Year's Eve

Event Hire (if an admission fee is being charged by the organiser) - \$600

Weddings & Engagements (includes room setup & table linen) - \$750

Sunday Charity Fund Events – \$350

Boardroom Hire (subject to availability)

Seating for up to 15 guests

Monday – Saturday

7.00 am – 6.00 pm - \$35 per hour (min hire 2 hrs - \$70)

6.00 pm - 9.00pm - \$60 per hour (min hire 3 hrs - \$180)

Catering – refer to Menu Packages & Kitchen Hire Options

Venue Setup

Client requests for venue staff to set the room - \$150

Booking Deposit – \$100 (not refundable after 30days)

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: _____

