

# ST KILDA SPORTS CLUB INC - FUNCTION BOOKING FORM

Today's Date ...../...../.....

Company Name.....

Company Address.....

Contact Name.....Phone.....

Email.....Fax.....

Function Day and Date .....day ...../...../20....

Function Type.....Function Time.....

Number of Guests : .....

Special Requests.....

.....

Prices		Deposit	Cost of Function
<b>BOWLING AND PETANQUE FUNCTIONS</b>			
Rink Deposit	\$50 per rink		
Corporate/social functions OR Number of Individuals	\$100 per rink / hour OR \$10 per person/ hour		
Equipment Hire Deposit Bowls, Jack & Matt	\$20 per rink		
<b>ROOM AND BBQ FUNCTIONS</b>			
BBQ Hire	\$25		
BBQ deposit	\$50		
Top Room Hire	\$250		
Kitchen Hire	\$50		
Room Deposit	\$100		
PA Facility	\$150		
<b>TOTAL DEPOSITS</b>			
<b>TOTAL</b>			

Payment method (circle): *Cash, Cheque, Visa, Mastercard.*

Date paid.....Deposit Amount : \$.....

Card Name : .....Card Number.....

Expiry date : .....Signature.....

# BOOKING TERMS & CONDITIONS

Liquor licensing laws require that all guests must be named on a list provided before the function commences, or must be signed in as guests.

All charges, including the deposit are required to be paid 14 days prior to the function occurring or immediately, if booked in less than 14 days.

Upon request, charges may be waived by the Board of Management for not-for-profit community organizations. A request should be sent to [board@stkildasportsclub.com.au](mailto:board@stkildasportsclub.com.au) or by contacting the Chair or Secretary directly.

The person booking the function will be responsible for all costs to repair or replace any damaged or theft of club property or facilities, incurred as part of the function.

A deposit will be held at the time of booking and refunded at the end of the function. The deposit will be withheld if damage occurs as a result of the function and if the Kitchen/BBQ is not adequately cleaned after use.

Deposits will be refunded at the end of the function, after facilities (BBQ/room/kitchen) have been checked and equipment (jacks, matts and bowls) are returned.

A function "dry till" can be arranged to a pre-set amount. Half the pre-set amount is required to be charged to a credit card of the person responsible for the function prior to function commencing. The balance is required to be paid as soon as the limit is reached. All credit cards are accepted, except American Express.

The top room toilets must remain available and accessible for use by any member or patron regardless of any non-member function occurring.

Functions are self-catering. The Club can recommend a caterer if requested.

Non-member drink prices are charged and drinks and beverages will be charged on consumption unless a dry-till arrangement has been approved.

A band, DJ or other entertainment may be organized for a function.

The function room booked may be decorated. The lead and clean up time required for the function needs to be included into the function booking. Time may be limited due to other club commitments, especially throughout October and March inclusive. Check this has been factored into the booking.

All functions must adhere to the Club's liquor licence provisions. Under no circumstances are members or non-members permitted to bring alcohol to the Club.

We do not accept split bills for rink hire within a function group.

The bar closes at 12 - 1am and guests are required to vacate the premises within 30 minutes following closure. It would be appreciated if guests could avoid excessive noise when leaving.

Under no circumstances are candles, or other lights with an open flame, permitted.

The person holding the function will be responsible for ensuring that the premises are cleaned after the function or unless arranged with the Club to be cleaned before noon the following day, and that all decorations and hired equipment are removed.

Failure to appear for the function will result in the deposit to be forfeited.

Bookings secured with a deposit will take preference over all other bookings.

In the event that the bowling green or petanque pists is closed (generally due to inclement weather, urgent works required to be undertaken or vandalism) then your deposit will be refunded.

Management reserves the right to alter/waiver the above terms and conditions at its discretion.