



St Kilda Sports Club Inc. Function booking form

Date:...../...../.....Referred by:.....

Organiser Name:.....

Company Name:.....

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

Email:.....Fax:.....

Function Day and Date:.....Date...../...../.....

Function Type:.....Function Times:.....

Number of guests:.....Special Requests:.....

Hire cost's Function room	session times 12pm – 5.00pm <input type="checkbox"/> or 6pm to 12.30am <input type="checkbox"/>
Not for profit organisation, not requiring bar staff	No Charge <input type="checkbox"/>
Not for profit organisation requiring bar staff	\$400 <input type="checkbox"/>
Non member functions, including staff, PA and kitchen	\$500 December \$600 <input type="checkbox"/>
Non member function not requiring bar staff	\$400 <input type="checkbox"/>
Member function more than 100 requiring bar staff	\$100 <input type="checkbox"/>
Member function 50 to 100 guests requiring bar staff	\$200 <input type="checkbox"/>
Member function less than 50 guests requiring bar staff	\$300 <input type="checkbox"/>
Member function not requiring bar staff	No Charge <input type="checkbox"/>
Hire Costs for Sporting facilities	
Lawn Bowls less than 8 people	\$20 per person Time:
Lawn Bowls 8 or more people	X Rinks@\$200 Time:
Petanque	\$250 per person (3hrs) Time:
BBQ Hire (includes utensils)	\$30 (2 hours) Time:

Details of payments Total Payable \$ _____
 Deposit (\$100) \$ _____ Balance \$ _____

Payment method (circle): Cash, Cheque, Visa, Mastercard, EFT. Please note that we do not accept AMEX or Diners and all accounts must be settled on the day of the function.

Date paid:...../...../.....Deposit amount:\$.....

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

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

I have read and agreed to the terms and conditions,

Name:.....Signature:.....

BOOKING AND REFUND CONDITIONS

1. A deposit should be paid at time of booking. Bookings secured with a deposit will take preference over other bookings.
2. Booking payments must be finalised 14 days prior to function. Failure to appear for the function, or cancellation in less than 14 days, will result in loss of deposit and booking payments.
3. A refund of booking fee will be paid if function is cancelled with more than 14 days notice to the club.
4. Extras are payable on the day of the function.
5. In the unusual event that the club closes the bowling green or pétanque piste due to extreme weather or emergency works etc your deposit and booking fee will be fully refunded. Please be aware that light rain will not close our green or piste area.
6. On Saturday evenings function room bookings have access to the room from 5pm.

RESPONSIBILITIES/RULES

1. Liquor licensing laws require that all guests must be named on a list provided before the function commences OR be signed in as guests.
2. The person booking the function will be responsible for all costs to repair or replace any damage or theft of club property incurred as part of the function.
3. All functions must adhere to the club's liquor licence provisions.
4. Under no circumstances are members or non-members permitted to bring to the club.
5. The bar closes at 12am and guests are required to vacate the premises within 30 minutes following closure.
6. The club has a policy of a 9pm curfew for children 12 years of age and under. Children 13 years of age and over must be supervised in all areas of the club after 9pm. This means being in sight of a parent or guardian.

OTHER INFORMATION

1. A function "dry till" can be arranged to a pre-set amount. Please discuss with bookings to get further information.
2. Non-member drink prices are charged on consumption if an alternative arrangement has not been made.
3. Food arrangements are the sole responsibility of the client and the club takes no responsibility for service of food unless prior arrangements have been made.
4. The function room may be decorated. Please be aware that other bookings may be on either side of your booking so this should be considered in time slot allocation for putting up and removing of decorations. It may be possible to arrange next morning clean up. Discuss at time of booking.
5. A band, DJ or other entertainment may be organised. It is highly recommended that all entertainers inspect site and equipment prior to event.
6. Under no circumstances are candles or open flame items permitted.

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