

BUNINYONG BOWLING CLUB Incorporated

FACILITY HIRING POLICY



Facility description:

- Large heated / air-conditioned function room (with seating for 120 people)
- Fully equipped kitchen and servery
- Bar facility (to be run by BBC staff when service of alcohol is required)
- Sound system including microphone and music capability
- Large TV with media presentation capability
- Male, female and disabled toilets
- Parking area with direct access to function room (including disabled access)

Hiring applications:

- All facility hiring applications must be made via the club's web site <http://buninyongbowlingclub.com.au/> or directly to the club's facility Booking Officer
- All applications are subject to Board approval.
- The facility **will not** be hired for 18th and 21st birthday functions.

Availability:

Time	Availability
Friday Evenings	From 7.30 – limited earlier access available for function set up
Non Pennant Saturday Evenings	Available
Tournament Days	Not available – see club web site for details
Monday afternoons Tuesday evenings (April – September) Wednesdays 1.00pm onwards Thursday evenings	Not available
Any other time (day or evening)	Available

Bar Facility Policy:

- All functions requiring alcohol must use the club licence / bar. No BYO alcohol is permitted.
- Bar staff will be provided.
- Under Liquor licencing provisions, no alcohol can be served after 11.30pm. Patrons are required to vacate the premises by 12.00am.
- No extension to the licence will be available.

Maximum booking numbers: 120

General:

- The club reserves the right to make decisions regarding hiring of the facility based on availability and function suitability
- It is expected that the facility will be cleaned by the hirer and left in the state that it was presented
- The club reserves the right to retain part or all of any bond monies to cover cleaning costs if required

- Patrons are not permitted access to any part of the bowling greens area – any damage to playing surfaces may result in loss of bond and/or additional charges
- No sticky tape, pins or other adhesives may be used on any surfaces throughout the facility
- The relevant BBC staff will advise patrons as to what form of decorations will be permitted for functions

Hiring Fees:

Private groups (No Bar)	\$100 (+GST)
Community groups / Charity organisations (No Bar)	Donation by negotiation
Commercial / Business groups	Half day \$150 (+GST) Full day \$250 (+GST)
Private function with bar	\$250 (+GST)
Bond (returnable – subject to the conditions listed above (under General) <i>Note: Bond is to be paid 7 days prior to function</i>	
Function with Bar	\$200 (+GST)
Meeting / Function without Bar	\$100 (+GST)

Policy Review

This policy will be reviewed every two years and we undertake to seek views, comments and suggestions from children, parents, carers, staff and volunteers involved in the Club.

Approved By:

Board of the Buninyong Bowling Club

Endorsed By:

BBC Board meeting, 1st August, 2022

Date for Review:

July, 2023