

North Mackay Bowls Club Function Room Hire Terms and Conditions of Use.

A signed copy of this completed agreement and Room Hire Payment or Deposit when Room is donated is required to secure your function booking (Room Hire fee / Deposit is non-refundable/transferrable).

All members, reciprocal members, visitors and guests must adhere to club policies and procedures at all times.

Guests must conduct themselves in an orderly manner, and must not be abusive or place staff or other patrons in danger. North Mackay Bowls Club reserves the right to ask any person to leave the premises without liability.

All Function attendees over 18 years must be able to produce photo identification if required. Attendees must sign in at reception, or produce current membership card of Reciprocal Club or North Mackay Bowls Club. Persons under the age of 18 years must be supervised by a parent or guardian at all times and must not enter bar or gaming areas.

NO PURCHASES OR CONSUMPTION OF ALCOHOL IS PERMITTED BY PERSONS UNDER THE AGE OF 18 YEARS

Confirmation of guests attending and all requirements for food and bar must be confirmed at least two weeks prior to event including any meals/ food for guests with special dietary requirements.

Function Room/ size and seating plan will be finalised by Events Coordinator / Management according to final numbers, meals and other requirements. Any additional room hire payments will be due with final invoice.

Please note: Functions booked for Public Holidays will incur a 10% surcharge on food and beverages

No food or beverages are permitted into or may be taken from the club by hirer's or any person attending the club.

Please note: Arrangements by hirer to supply **one** specialty cake can be organised with the Function Coordinator.

Entertainment /Suppliers and decorations must be approved with events co-ordinator and Hirer's must supply all necessary equipment, appliances, cords, leads, tape required for function. Sorry No Smoke machines are permitted.

Insurance

Although all care is taken, North Mackay Bowls Club and staff will not accept any responsibility for the damage or safe keeping of any goods or personnel property bought into the building, before, during or after the event. It should be noted that all personal property of the event organisers/hirers and delegates is their sole responsibility and it is the organiser/ hirer's responsibility to arrange insurance to cover such items if hirer feels it is necessary.

All items not supplied by North Mackay Bowls Club must be taken from the premises upon completion of function unless previously organised with North Mackay Bowls Club events co-ordinator.

PLEASE NOTE: AN INVOICE WILL BE ISSUED ON CONFIRMATION OF FINAL GUEST NUMBERS AND PAYMENT WILL BE REQUIRED 7 DAYS PRIOR TO FUNCTION

LATE ADDITIONS TO FINAL GUEST NUMBERS UP TO 1 WEEK PRIOR WILL BE AT THE DISCRETION OF NMBC MANAGEMENT/ HEAD CHEF WITH PAYMENT REQUIRED

PRIOR TO FUNCTION COMMENCEMENT. BAR TABS MUST BE PAID IN FULL ON DATE OF EVENT BY DEBIT, CREDIT CARD OR CASH (SORRY NO AMERICAN EXPRESS)

FUNCTION DATE..... FUNCTION TYPE

HIRERS NAME CONTACT PHONE

EMAIL Requested Room Time.....

ROOM HIRE or DEPOSIT PAYMENT METHOD Room Hire Fee or Deposit..... Payment Date.....

A) AUTHORISATION GIVEN TO CHARGE TO VISA CARD / MASTERCARD (Please provide card details via phone and authorisation by email)

B) ROOM HIRE PAYMENT TO BE MADE AT CLUB

C) ROOM HIRE PAYMENT TO CBA NORTH MACKAY BOWLS CLUB 064724 10414498 (Please email remittance to events@northmackaybowlsclub.com.au)

Please Circle Catering Required PLATTERS SERVED MEALS BUFFET MEALS OTHER BAR TAB REQUIRED

ADULT PAX..... CHILDREN Under 12 Years ADDITIONAL REQUIREMENTS.....

PLEASE NOTE: FINAL GUEST NUMBERS required 2 weeks prior to Function with INVOICE PAYMENT DUE 1 week prior to Function

I/we have read, understood and agree to the Terms & conditions of Function Room Hire

HIRER'S SIGNATURE DATE