

# Venue Hire Form



25A Glendale Road, Glen Eden, Auckland 0602

PO Box 20011, Glen Eden, Auckland 0641

Mob: 027 418 1397

Ph: 09-818 4532

[www.glenedenbowlingclub.org.nz](http://www.glenedenbowlingclub.org.nz)

Complete this form to apply to use our clubrooms and/or grounds as a location for filming or photography.

## Terms and Conditions

1. Hire charge: \$500.00 + GST
2. Bond: \$500.00 + GST
3. The club takes no responsibility for the security of clients' equipment or vehicles on site.
4. The person/s hiring the facilities will be responsible for any damage to the Greens, Premises or Club Property.
5. Premises must be vacated by midnight on the last day of hire.
6. The facilities (particularly the Kitchen & Toilets) are to be cleaned and left in original condition prior to leaving the premises.
7. An Executive Member of the club must be present to oversee the locking up and securing the premises and inspect prior to vacating.
8. Arrangements to be made with the Bar Chairman for the supply of liquor (if any) and to ensure compliance with the terms of our Liquor License. If a Special License is required the person/s hiring the facilities shall advise the Club Officer 28 days prior to the event and shall be responsible for all associated costs.
9. Car parking to be strictly supervised to ensure that the driveway and all NO PARKING areas are kept clear at all times.
10. Providing all the above conditions have been met and there is no damage to the premises of the Club Property the Bond will be refunded within 7 days.
11. **Under no circumstances shall any person be allowed on the Bowling Greens, and Smoking is only permitted in the outside deck on the ground floor or BBQ area. No smoking from the deck upstairs.**

**For further information call**

Yvonne Lipsham - 09 818 9259 or Darren Schroeder - 027 418 1397

[enquiries@glenedenbowlingclub.org.nz](mailto:enquiries@glenedenbowlingclub.org.nz)

Dates you want to use venue:

Starting at                      AM/PM                      finishing                      AM/PM

Your group / organisation's name:

Number of people who will be on site:

What facilities would you like to make use of? (tick if required)

Upstairs Hall  Greens  Lounge Bar  BBQ  Gardens  Kitchen

Could club members still access the club during your filming:                      Yes / No

Comments and notes:

How did you find out about us?

Contact person for your group:

Name:

Address:

Email:

Mobile:

Phone:

I wish to apply for the use of the Clubrooms and/or grounds for the above dates and times and I agree to the above conditions

I will forward a cheque for \$:  or make payment by direct credit to the club's bank account: 02-0157-0001183-00

Signature:

Date: