

# Hall Hire Form



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

## Facilities available for hire are:

- (a) Upstairs hall which includes full kitchens facilities.
- (b) Downstairs lounge & bar. Lounge can be hired with the use of the kitchen upstairs at no extra cost, unless the kitchen is otherwise hired.

## Hall Hire: Conditions for Use for Private Functions

- | 1. Hire charges: | Non Members. | Members (>12 months) | Special Liquor License. |
|------------------|--------------|----------------------|-------------------------|
| Hall & Lounge    | \$510        | \$190                | As advised in Note 8.   |
| Hall or Lounge   | \$380        | \$190                |                         |
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- | 2. Bond:       | Non Members. | Members (>12 months) | Special Liquor License. |
|----------------|--------------|----------------------|-------------------------|
| Hall & Lounge  | \$500        | No Bond              | As advised in Note 8.   |
| Hall or Lounge | \$400        | required             |                         |
- 3. Club Members shall be allowed to be present in the downstairs lounge area until 7.30pm during private functions.
  - 4. **Professional Security** must be provided at your cost unless Executive approval is received to waive this condition **upon proof of adequate alternative security**. Security staff must follow the bar manager's directions and stay on site until the bar manager gives them the okay to leave.
  - 5. Bar will be closed at 11.30pm and premises must be vacated by midnight.
  - 6. The facilities (particularly the Kitchen) are to be cleaned and left in original condition prior to leaving the premises, with rubbish to be put into rubbish bags ready for disposal; if not cleaning costs will be deducted from the bond.
  - 7. **No cello tape** is to be used to hang decorations on walls or over winners boards.
  - 8. **Our license does not allow for people to BYO so no Alcoholic or non Alcoholic drinks to be brought into the club;** Arrangements to be made with the Bar Chairperson regarding 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 time.
  - 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. **SPECIAL NOTE: The person/s hiring the hall MUST be present at all times**
  - 12. Under no circumstances shall any person be allowed on the Bowling Greens unless bowling is taking place and smoking is only permitted in the outside deck or BBQ area. No smoking from the deck upstairs.
  - 13. Please note that groups that hire our venue have to abide by and comply with the government rules and directives regards COVID 19 as published and updated from time to time at [covid19.govt.nz](http://covid19.govt.nz).

For further information contact

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

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

I wish to apply for the use of the Hall/Lounge & Hall & Lounge on   
from  to   
for the following function   
for  guests

Your group / organisation's name:

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

Upstairs Hall ☐ Lounge Bar ☐ BBQ (\$50) ☐ Gardens ☐

Kitchen ☐ Green ☐ Short introduction to the game ☐

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 for the above dates and times and I agree to the above conditions.

Upon receipt of the invoice for the hire fees I will make payment within 7 days and provide a bank account number for any bond refund that the club determines I am due.

Signature:

Date:

**Office Use:**

Payment received / /

Exec Member for Lock up and inspection \_\_\_\_\_

Bond refund approved: Y / N