

Hall Hire Form



25A Glendale Road, Glen Eden, Auckland 0602
PO Box 20011, Glen Eden, Auckland 0641
Mob: 027 418 1397
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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. | Special Liquor License. |
|------------------|----------------|----------------|-------------------------|
| Hall & Lounge | \$400.00 & GST | \$150.00 & GST | As advised in Note 8. |
| Hall or Lounge | \$300.00 & GST | \$150.00 & GST | |
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- | 2. Bond: | Non Members. | Members. | Special Liquor License. |
|----------------|----------------|----------|-------------------------|
| Hall & Lounge | \$500.00 & GST | No Bond | As advised in Note 8. |
| Hall or Lounge | \$400.00 & GST | 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**.
 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.
 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 Chairman 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 and Smoking is only permitted in the outside deck or BBQ area. No smoking from the deck upstairs.**

For further information contact
Yvonne Lipsham - 09 818 9259 or Darren Schroeder - 027 418 1397
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 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.

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

Signature:

Date:

Office Use: *Payment received* / /
Exec Member for Lock up and inspection _____
Bond refund approved: Y / N