

# LYALL BAY BOWLING CLUB (Inc.)

P.O. Box 14-129, Kilbirnie 6241  
53 Apu Crescent, Lyall Bay, Wellington  
P: 04 977-6339, F: 04 977-3669  
E: bowlslyallbay@paradise.net.nz  
W: www.lbbc.co.nz



## Function Hire Terms & Conditions

The following Terms and Conditions apply to any individual or company looking to hire our club

- The clubhouse cannot be closed to any Lyall Bay Bowling Club members.
- We do not hire the clubhouse for 21<sup>st</sup> birthday parties.
- A club bar manager and/or executive member(s) will be present during the function. If any persons behaviour is not appropriate in the opinion of the bar manager or executive member, they will be asked to leave and you must support our decision.
- In the event of any disturbance any member of the club executive can close the club premises.
- The bar, kitchen, BBQ and lounge areas must be left clean and tidy afterwards.
- Normal licensing regulations apply regarding under-age drinking etc. As the license I for the clubhouse only, liquor may not be taken off the deck directly outside the lounge bar.
- Only alcohol that is purchased at the club bar may be consumed (No BYO).
- All functions must end by 12:30am; last drinks will be called at midnight.
- As we are in a residential street respect, for neighbours would be appreciated.

The following conditions apply to the carpet greens

- No smoking, drinking or eating on or around the green. Food, drinks and smoking are to be kept on the deck in front of the clubhouse (number 1 green) and on the concrete path between the seats and entrance garden (number 2 green).
- No children under 15 are allowed on the green, this is a safety requirement.
- Flat soled shoes (Jandals) or bare feet to be worn on the green, no heels or shoes with raised soles.
- No dumping or throwing of bowls onto the green. All bowls should be played from a crouching position.

I/We accept the above terms  
(initial) \_\_\_\_\_

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## Function Hire Individual Hire Terms & Conditions

If your function is a private (individual) function the following additional conditions apply

- You are required to purchase a special bar license for the function. The cost of this license is on the following Hire Agreement page. Our secretary has the forms and will complete them as required.

Requirements for a special license include

- At least 5 week's notice to have the license processed
  - A copy of the written invitation
  - A full guest list (includes first name and surname)
  - A menu outlining food that will be served
  - The type of entertainment supplied (if any) (eg: band, DJ, iPod based music etc.)
- The door must be manned at all times, other than club members, any person without written invitations must not be admitted.
  - The carpet greens and surrounds outside the club are out of bounds, so they are not damaged (unless authorised by the Lyall Bay Bowling Club.

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## Hire Agreement

Hirer (Company or Individual)	
Address	
Contact Person	
Contact Number	
Email Address	
Type of Function (tick one)	<input type="checkbox"/> Club Member Event <input type="checkbox"/> Corporate Function <input type="checkbox"/> Private Function
Hire Date	
Hire Time	Start : _____ End (latest time is midnight) : _____
Number Attending	

Hire Costs (Depending on Type of Function, All costs exclude GST)

Costs		Corporate	Private
Club Hire	1 - 50 Guests	\$300.00	\$300.00
	51+ Guests	\$500.00	\$500.00
Cleaning Bar Staff	Kitchen, Dining & Bar Areas	\$100.00	\$100.00
		\$100.00	\$100.00
Special License	For individual functions	\$ N/A	\$ 65.00
		<b>Total (up to 50 guests)</b>	<b>\$565.00 (+ GST)</b>
		<b>Total (over 50 guests)</b>	<b>\$765.00 (+ GST)</b>

### Notes:

- Your booking is subject to time and date being available
- A deposit of 50% of the Club Hire fee is payable when booking
- The remainder of the hire cost is to be paid on or before the function starts
- If a special license is required the club required 4-5 weeks to obtain the license
- Deposits and hire costs can be paid by cash, cheque, EFTPOS (no credit cards) or AP

Signed on behalf of the hirer

/ /  
Date

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## Function Hire Notes to Hire Agreement

- 1 - Club Hire fee includes equipment for bowling (when appropriate), these items include jacks, mats, bowls and members to advise and supervise the bowls.
- 2 - Costs for cleaning include tidying and straightening of tables & chairs, vacuuming of floor, and sweeping of floors, it does not include cleaning any dishes, ovens & stoves or BBQ. If you use these items we expect them to be cleaned when finished.
- 3 - The bowling club will provide bar staff throughout your function. Depending on the size of the function we will have 2-3 members on the bar. The 'Bar Staff' fee is to cover costs for the members.
- 4 - When completing the agreement form please initial each page as a confirmation you understand the terms and condition of the hire.
- 5 - You agree that any damage to the clubhouse, greens or club property will be charged to you or your organisation and you will be responsible for full payment of the repairs.
- 6 - If you require an invoice please let us know before the function so we can arrange this for you.

We trust you will enjoy our club and our hospitality.  
Thank you for choosing Lyall Bay Bowling Club as your preferred venue.

Dave Dornan  
Functions Co-Ordinator

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(initial) \_\_\_\_\_