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Function Booking Form

Booking Name:.....Contact Person:.....

Date of Function:.....

Your Details:

E-mail Address:.....

Postal Address:.....

Telephone:.....Fax:.....Mobile:.....

Function Details:

Start Time:..... Finish Time.....:

Anticipated Number of Guests: **to be confirmed 7 days prior to function**_____

Deposit Payment Method: Cash Visa MasterCard Cheque
Or Direct Credit to BSB: 085 375 Ac/ 58 969 0410

Card Holders Name:_____

Card Number: _____ Exp Date __ / __

Signature.....

Deposit Amount: to confirm booking	Deposit	\$150.00
	Full Venue Hire charge	\$440.00
Disc Jockey TBA	Half Venue charge :	\$220.00
Bowling @ \$10 per head		
Bowling Instructor \$40.00	(Menu required.....)	

Final catering numbers are required 7 working days prior to your function.

The final catering numbers are the minimum & not the maximum for which you will be charged it is the responsibility of the event coordinator to confirm numbers & catering menus & event details with the Adelaide Bowling Club 7 days prior to the event

**(Please note our refund/cancellation policy: Security: no refund as per the terms & conditions.
Catering deposit: 14 days prior full refund less than 14 days no refund)**

I have read and understand the requirements of The Adelaide Bowling Club and agree to hold my function within those rules and regulations& guide lines:

Signed:..... Date:.....



Adelaide Bowling Club, Function Guidelines, Rules & Regulations

Booking Name:.....Contact Person:.....

Date of Function:.....

Thank you for selecting the Adelaide Bowling Club as the venue for your upcoming social or corporate function. The Club is a family friendly environment and is a place to enjoy with friends, family or work colleagues. When holding a function or corporate event at the Adelaide Bowling Club it is important to adhere to the following rules and regulations.

- **The Adelaide Bowling Club is a Fully Licensed Venue;** it complies with the Responsible Service of alcohol at all times. All Local, State and Federal Laws, in regard to liquor licensing will be strictly adhered to at all times. It is understood that the organiser and guests will conduct themselves in an orderly manner at all times.
- Confirmation of your booking for Catering must be made within 1 week of your reservation being made. A deposit of \$150.00 must accompany your confirmation.
- **In the event of a cancellation less than 14 days prior to the function Adelaide Bowling Club will not refund your deposit**
- Final catering numbers and any special dietary requirements must be confirmed with Adelaide Bowling Club 7 working days prior to your function. This is the minimum number for which your group will be charged. The Adelaide Bowling Club will not be held responsible if any specific dietary notification is not made and ill effects are the result of food consumption at Adelaide Bowling Club.
- Menu details must be arranged at the time of your booking.(minimum catering charge of \$300.00 applies to all catering irrespective of numbers)
- Menu changes are subject to the Adelaide Bowling Club management discretion for reasons such as supply.
- **All accounts must be settled prior to, or on the day of your function.**
- **All catering charges must be paid in full prior to the commencement of the event. Or at the sole discretion of management in specific circumstances**
- The Adelaide Bowling Club accepts Cash, Visa, MasterCard. We do not accept personal cheques, Diners Card or American Express. Direct Credit payment may be arranged.
- General Cleaning costs are included in the cost of a function. A cleaning fee will be imposed if the cleaning costs after a function are excessive.
- Please do not use confetti in the car park and Adelaide Bowling Club grounds at any time. The function organiser assumes financial responsibility for any and all damages caused by them or their guests and prosecution for damages will be exhausted to the full extent of the law.
- Effective 1st September 2006 the Adelaide Bowling Club rooms & greens are designated as Non Smoking in accordance with club policy.
- Functions, as determined by the Club, may require the hire of security personnel. It is the financial responsibility of the organiser to pay for security personnel, with only the Adelaide Bowling Club being responsible for the hire of such personnel. It is required that 1 security guard for every 50 guests, up to 150 guests be hired. Payment to the Adelaide Bowling Club is to be made with all outstanding accounts before the end of the function. A fee of \$38 inc GST Hour is payable for each security guard employed.
- For any outside music, standard noise restrictions will apply and be completed by 10:55pm (any entertainment set up with in the Adelaide Bowling Club Rooms constitutes a half venue hire charged at the current rates)
- The Adelaide Bowling Club will not be held responsible for any property misplaced or stolen while on the premises. All external and private property is to be brought to the Adelaide Bowling Club premises at the risk of the owner.
- Staff and Management reserve the right to refuse entry and remove patrons considered acting in an unruly, intoxicated, abusive, inappropriate or illegal manner, or for any other reason deemed necessary.
- Any form of harassment will not be tolerated and will be prosecuted to the full extent of the law.
- Possession or consumption of illicit and controlled substances will not be tolerated in any form.
- Please be mindful of surrounding residents as you leave in a quiet, sensible manner.
- The physical boundaries of the Adelaide Bowling Club are the outer gates and fences. The car park and surrounding parklands are the property of the Adelaide City Council.

- The Adelaide Bowling Club is to be the sole supplier of food and alcohol. No food or alcohol may be brought in to the Adelaide Bowling Club Ground or Facilities unless prior arrangement are made with management & agreed to in writing
- Under no circumstances is the kitchen or bar to be entered by patrons. It is for the sole use of Staff and Management.
- The Adelaide Bowling Club is not responsible for larceny, theft, damage, or fines incurred in the car park. Please ensure you park your car in the correct signed areas and are parked at owners risk.
- We are happy for you to bring your own birthday, or wedding cake. This is the only food to be brought onto the premises.
- If you wish to supply your own cake , disposable plates, cutlery & knife to cut & portion your cake there is no charge
- If you wish to supply your own disposable plates , & cutlery but have our chef cut your cake a surcharge of \$ 35.00 per cake plus G.S.T will apply
- If you would like our chef to cut & plate your cake(using crockery) decorate the Plated cake with raspberry coulis, whipped cream & fresh mint a charge of \$2.50 Per person plus G.S.T will apply

Ancillary Costs

A surcharge of \$ 1.00 per person plus G.S.T will apply to all catering functions that do not start at the agreed time or run late to cover staffing costs

Any other ancillary items required to complete your function, i.e. extra tables, seating, glassware, crockery, cutlery, cooking equipment, specialised staff, etc

Can be arranged on your behalf & charged back at cost plus 10% administration plus G.S.T

Table cloths can be arranged for your function at the following prices:

Square/ oblong table, presentation tables, present tables, cake tables \$12.50 plus G.S.T per item.

Round tables clothed attract a charge of \$15.00 per table plus G.S.T

All other function equipment can be supplied, i.e. data projectors, white boards, lecterns, microphones, flowers e.c.t at cost plus 10% service charge Plus G.S.T

I have read and understand the requirements of The Adelaide Bowling Club and agree to hold my function within the rules, regulations, & guidelines as set out

Name: _____

Signed: _____

Position: _____

Date: _____