



## **ST LUCIA BOWLING CLUB INC CLUB HIRE POLICY**

*Endorsed by the Management Committee November 2017*

### **GENERAL HIRE OF THE VENUE FOR FUNCTIONS**

All enquiries regarding function bookings should be passed to the Secretary who will contact the Functions Director.

The club's facilities may be hired for functions that may include barefoot bowls. The cost will depend on the nature of the function, the number attending and the facilities required. The Events Coordinator or their delegate will negotiate a fee with the client that ensures a reasonable profit for the Club. Usually this will mean the minimum number will be 20 people.

A Proposal will be submitted to the client and, after the terms have been finalised, a Client Agreement Form will be completed and a deposit paid to guarantee the booking.

No 21<sup>st</sup> or 18<sup>th</sup> birthday parties are to be held at the Club venue.

Should the number of visitors exceed 100, the engagement of security guards is to be considered with the cost borne by the hirer. All alcohol consumed must be purchased from the Club's bar. When bar facilities are required, the Club Providore, or a responsible person appointed by the Providore, will ensure that this facility is made available.

All employed attendants and volunteers serving behind the bar and who hold certification for Responsible Service of Alcohol [RSA] are responsible, by law, for upholding provisions of the Liquor Act, including 'Under Age', 'Intoxicated' and 'Disorderly' patrons. Severe penalties apply for breaches of provisions of the Act, both on the Licensee [the Club], RSA certified staff and the Approved Manager.

The client is informed in the Client Agreement that, persons who are under the age of 18 years who consume alcohol, persons who are unduly intoxicated and/or persons found to be consuming BYO liquor on club premises will be asked to leave immediately. Any non-invited attendees should also be asked to leave.

There must be continuous surveillance of all persons entering the bar area, with ID production mandatory for student groups.

### **GENERAL HIRE OF THE MAIN ROOM ONLY**

The main room may be hired out for meetings, seminars etc. The procedure is the same as stated above. In the case of recurring bookings, one form can cover all bookings in a calendar year.

### **HIRE TO MEMBERS AND SPONSORS**

The Clubhouse may be used by members, their families, and sponsors of the Club upon payment of a reduced fee.

The Client Agreement form must still be completed and all rules for general hire apply with the exception that a *qualified* volunteer SLBC member associated with the hirer may work the bar.

For private member functions only and at the discretion of the providore, BYO alcohol shall be permitted but will be limited to special beverages which the Club does not generally provide, e.g. higher priced wines and champagne. A corkage fee may apply and all other alcoholic beverages must be purchased from the bar. This exception does not apply to sponsors.

### **HIRE CHARGES SCHEDULE AS AT 18/10/2017**

The following charges, all inclusive of GST, will apply for the basic window of 4 nominal hours (not including our opening bar setup and cleaning away until lockup). Extra hours over the agreed time will be charged out at \$100/hour or part thereof plus \$50 extra for each bar person over two.

#### **External Groups**

Hire of all facilities - \$550 (including GST and cleaning charges)

#### **Members and Sponsors**

Hire of all facilities \$450 (including GST and cleaning charges)

The organising member/sponsor is to negotiate with the Providore regarding use of the bar.

#### **Cleaning Fees**

If the any part of the venue is not left in a clean state by any hirer the following charges will apply to the hiring group.

Bar - \$100

Main Room - \$100

Kitchen - \$140

Whole Club \$200

#### **Pricing of Bar Items**

All functions (other than those specifically organised by the SLBC Social Committee for members) will have the cash register set to function prices.

#### **Pricing of Setup of Bar or Main Room**

Clients have the option of being charged \$150 for the presentation of tables, cloths, cutlery and glassware and assistance with decoration or doing it themselves.

#### **Provision of Tea and Coffee & Laundry**

This will be charged at \$2/head of those attending, not cups used. Laundry will be chargeable according to the quantity.

Although the club's liquor licence allows opening of the bar until 12 midnight, the Club's facilities will not normally be hired for functions after 10 pm. However, at the discretion of the Functions Director, the Club's facilities may be hired occasionally for functions that extend beyond 10 pm. In exercising discretion on this matter, the Functions Director must consider the nature of the function, its potential for noise and any other effects on the neighbours together with the Club's strong desire to maintain harmonious relations with its neighbours. The Functions Director may place restrictions on the hire deemed necessary to maintain good relations.