

ELTHAM BOWLING CLUB ,20-50 SUSAN ST, ELTHAM.

TEL.- (Clubrooms- 9439 4404)

Melway's Ref. 21 H6 (Entrance is at second driveway in Susan Street, south of Bridge St.)

CONDITIONS OF HALL HIRE

1. All applications must be made on the form provided & signed by a responsible person in whose name or organisation on behalf the hall is being hired.
2. **COST-** The fee for Hire of the Hall is \$350.00 (\$250.00 for wakes and \$200.00 for Community Groups) with a deposit of \$50.00 payable at the time of Booking (Non-refundable). The balance of the fee is to be paid 7 days prior to the function together with the BOND of \$300.00. Cleaning \$140 is a mandatory charge. A receipt will be issued if paid in cash. ALL PAYMENTS ARE TO BE CASH or EFT. The bond will be refunded 7 days after the function upon production of the said receipt & suitable I.D. (if in cash) or by bank deposit (please furnish bank details). It is conditional on the hall and surrounds being left clean and tidy and no damage has been detected.  
There is an additional charge of \$22.00 that is charged by Nillumbik Council to cover Public Liability Insurance for the duration of the Hall Hire. We will collect this fee on behalf of the council.
3. If you are paying for the services of any professional caterer, a band, D.J or jukebox you **MUST** provide the Club H.H. Officer with a copy of their current Public Liability Insurance Certificate a week prior to the event. If not received by this date, then other arrangements for entertainment will need to be made by the hirer.
4. DUE TO THE REQUIREMENTS OF THE LIQUOR LICENSING ACT- **NO** ALCOHOLIC BEVERAGES TO BE BROUGHT TO THE PREMISES BY HIRERS OR THEIR GUESTS.  
**ALL ALCOHOLIC BEVERAGES AND SOFT DRINKS MUST BE PURCHASED FROM THE CLUB BAR.**  
IT IS THE HIRER'S RESPONSIBILITY TO CONTROL THE INFLUX OF ANY BYO ALCOHOL ON THE FIRST WARNING OF OUR BAR STAFF. IF AFTER A THIRD WARNING AND THE ALCOHOL IS NOT CONFISCATED, THEN THE EVENT WILL BE TERMINATED.
5. Drinking on the dance floor is NOT permitted and must be overseen by hirer. (For safety reasons).
6. Persons under the age of 18 years will not be permitted on the premises unless accompanied by a RESPONSIBLE ADULT defined as a person over the age of 18 years and who is (a) the younger person's parent, step-parent, legal guardian, grandparent or (b) the younger person's spouse over 18 years, C) a person who is acting in the place of the parent and who could reasonably be expected to exercise responsible supervision of the younger person. A list of all under 18-year-olds and the responsible person must be provided to bar staff at the start of the function. NO ALCOHOLIC beverages will be served to a person under the age of 18 nor should they be purchased for by a person over the age of 18.
7. **The function will start at the time** indicated (Time guests arriving) on Hall Hire form. **The function shall** not extend beyond time on booking form and at which time the bar will close.
8. Access to the hall for decorating etc. prior to the function must be arranged with the H.H.O. **No** decorations to be hung from the ceiling or rafters or placed on the dance floor (including balloons)
9. **ALL FOOD, DECORATIONS & RUBBISH** must be removed from the hall and surrounds before leaving the function. NO sparklers are permitted.
10. It is a condition of hiring that our Professional Cleaners are used for any event held in doors. (\$140 payable with hire fees)
11. Any theft or damage to contents of the hall shall be paid for by the person hiring the hall (See return of bond in No.2.)
12. Sub- letting is not permitted.
13. **No Covid 19 restrictions.**

(updated 10/4/23))