



| Facility Hire Application Form | | Application Date: | |
|---|--------------------------|--|--|
| Personal/Business Details: | | | |
| Company Name: | | | |
| Contact Person: | | | |
| Postal Address: | | | |
| Email Address: | | | |
| Phone Number 1: | | | |
| Phone Number 2: | | | |
| Member/Sponsor: | Are you a Member? YES/NO | Is your company a Club Sponsor? YES/NO | |
| Function Details: | | | |
| Type of Function: | | | |
| Day/Date of Function: | | | |
| Total Guests: | | Total Bowlers: | |
| Set Up Time: | | Rinks Required: | |
| Arrival Time: | | Bowling Time: | |
| Departure Time: | | Eating Time: | |
| Booking Area Details: | | | |
| Clubhouse: | <input type="checkbox"/> | Details: | |
| Kitchen: | <input type="checkbox"/> | | |
| Seminar Room: | <input type="checkbox"/> | | |
| Outdoor Area: | <input type="checkbox"/> | | |
| Catering Options: (See Catering Options Form for more details or visit www.kewheights.com.au) | | | |
| BBQ Hire: | <input type="checkbox"/> | Details: | |
| Kew Heights Catering: | <input type="checkbox"/> | | |
| Family Catering: | <input type="checkbox"/> | | |
| External Catering: | <input type="checkbox"/> | | |
| A copy of the Catering Companies Public Liability Insurance may be required. Attached YES / NO | | | |
| Function Costs: (See over for Fee Schedule) | | | |
| Total Costs: | | | |
| Deposit Paid: | | Date Paid: | |
| Balance Amount: | | Date Paid: | |
| Staff Sign: | | Date: | |
| Comments: | | | |

| Fee Schedule: | | |
|---|---|---|
| Casual Rink Hire (per person): | \$15pp for 2hrs / \$10pp for 1hr includes Instructor | |
| Casual Rink Hire (per rink): | \$70 per rink per hour includes Instructor | |
| Tennis Court Hire (per court): | \$20 for 1 hour / \$30 for 2 hours (Light Tokens \$6 per hour) | |
| Clubhouse Hire with Bar: | \$770 includes Bar Staff & use of AV Equipment | |
| Clubhouse Hire w/out Bar: | \$440 includes use of AV Equipment | |
| Clubhouse Hire < 2.5hrs with Bar: | \$195 includes use of AV Equipment | |
| Clubhouse Hire < 2.5hrs w/out Bar: | \$165 includes use of AV Equipment | |
| Kitchen Hire: | \$110 includes use of Crockery & Utensils (Must be cleaned) | |
| BBQ Hire: | \$30 for one BBQ / \$50 for two (BYO Equipment) | |
| Seminar Room with Bar: | \$60 for 1 st hour then \$30 thereafter | |
| Seminar Room w/out Bar: | \$40 for 1 st hour then \$20 thereafter | |
| Drinks Prices (Non-Members Prices): | Basic Tap Beer: \$3.50 Pots / \$4.50 Schooners | Bar Tabs can be arranged. Please drink responsibly. |
| | House Wine: \$5.00 Glass / \$20.00 Bottle | |
| | Basic Spirits: \$6.00 Glass / \$7.00 Pre Mix Cans | |
| Please Note: All 18-21yr old Birthday Parties must supply qualified Security Staff. | | |
| Payment Details: | | |
| Deposit: | Minimum \$100 Deposit required for Clubhouse or Catering Bookings. | |
| Bond: | The Club reserves the right to include a \$200 Bond when deemed appropriate. | |
| Payment Method: | <input type="checkbox"/> Cash | |
| | <input type="checkbox"/> Cheque (To be made out to: <i>Kew Heights Sports Club Inc</i>) | |
| | <input type="checkbox"/> Credit Card | |
| | VISA / MASTERCARD | |
| | Card Number: | |
| | | |
| | | |
| Expiry Date: | Total Amount: \$ | |
| | Name of Card: | |
| | Signature: | |
| Terms & Conditions: | | |
| Booking Confirmation: | Bookings will not be considered firm until it has been approved by Club Management, the required deposit has been paid and this agreement with the Club has been signed. | |
| Function Deposit: | A 25% function deposit (minimum \$100) is required within four weeks of the booking application process for final confirmation. An invoice can be sent to you on request for the deposit, preferably by email. | |
| Change in Numbers: | Five days notice is required for all changes in the number of people Bowling . Seven days notice is required for all changes in the number of people having Catering . For changes that are made outside of these timeframes, the Club will endeavor to be flexible but cannot guarantee any reduced fees. All changes must be made in writing. | |
| Liquor License: | Alcohol is not to be consumed by underage or intoxicated people. NO BYO DRINKS. | |
| Agreement: | I, the undersigned have read & understood the above "Facility Hire Application Form" and agree that I and/or my company are personally responsible for any damage to the Kew Heights Sports Club Inc. equipment or property caused by function guests. | |
| Hirer's Signature: | Print Name: | Please return signed form to Kew Heights via Post, Email or Fax. |
| | Sign: | |
| | Date: | |
| Comments/Alterations: | | |