



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:			

Kew Heights Sports Club Inc.

397 Barkers Rd Kew VIC 3101

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info@kewheights.com.au



Fee Schedule:	Off-Peak (Jan-Oct)	Peak (Nov-Dec)
Casual Rink Hire (pp):	\$12pp for 2hrs / \$8pp for 1hr	\$14pp for 2 hours / \$10pp for 1hr
Casual Rink Hire (per rink):	\$60 per rink per hour	\$70 per rink per hour
Clubhouse Hire with Bar:	\$660 includes Bar Staff & AV Equip	\$770 includes Bar Staff & AV Equip
Clubhouse Hire w/out Bar:	\$440 includes AV Equip	\$550 includes AV Equip
Clubhouse Hire < 2.5hrs:	\$165 include AV Equip	\$195 includes AV Equip
Kitchen Hire:	\$110 includes Equipment	\$110 includes Equipment
BBQ Hire:	\$30 per BBQ	\$30 per BBQ
Seminar Room with Bar:	\$60 for 1 st hour then \$30 thereafter	\$60 for 1 st hour then \$30 thereafter
Seminar Room w/out Bar:	\$40 for 1 st hour then \$20 thereafter	\$40 for 1 st hour then \$20 thereafter
Drinks Prices (Non-Members):	Basic Tap Beer: \$3.20 Pots / \$4.50 Schooners	Bar Tabs can be arranged. Please drink responsibly.
	House Wine: \$4.5 Glass / \$18 Bottle	
	Basic Spirits: \$5 Glass / \$7 Pre Mix Cans & Stubbies	
Payment Details:		
Deposit:	Minimum \$100 Deposit required for Clubhouse Bookings.	
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 two 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. We do not offer 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:		