



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):	\$14pp 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: \$3.20 Pots / \$4.50 Schooners	Bar Tabs can be arranged. Please drink responsibly.
	House Wine: \$4.5 Glass / \$18 Bottle	
	Basic Spirits: \$6 Glass / \$7 Pre Mix Cans	
Please Note: No 18 th Birthday Parties allowed. All 21 st Birthdays must supply a qualified Security Person.		
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:		