

## **RULES AND CONDITIONS FOR FUNCTION ROOM HIRE**

- ◆ Minimum numbers of 50 people are required to book the function hall, with the maximum being 150 people
- ◆ **No 18th Birthdays will be booked.**
- ◆ Refundable Security Deposit of \$100.00 is required to be paid no later than 4 weeks prior to booking.
- ◆ If security deposit is not paid by this time, the function will be cancelled.
- ◆ If cancellation occurs within 4 weeks prior to booking, Security deposit will be forfeited.
- ◆ \$100.00 refundable Security Deposit can be claimed back the first working day after the function; provided that there was no damage to facilities.
- ◆ \$200.00 Non refundable hiring fee is required two (2) weeks prior to the booking, this covers hiring of the hall, bar staff and **security personnel**.
- ◆ The Function Room is available from 5.30pm.
- ◆ All functions have strict closing times. All bar services will cease at 12.00am and premises must be vacated no later than 12.30am. (NO EXCEPTIONS).
- ◆ ***Functions must use in-house catering.*** Contact the Club for further information.
- ◆ Under NO circumstances can confetti of any kind be used in functions.
- ◆ If there are children under the age of 18yrs, an adult **MUST** accompany them at all times, and under no circumstances are they to purchase soft drinks etc from the bar.
- ◆ If any underage person is suspected of drinking alcohol, and after investigation is found to be, the Supervisor on Duty will terminate the function on the spot.  
**YOUR REFUND WILL BE FORFEITED IF THIS LAW IS BROKEN.**
- ◆ Responsible Service of Alcohol **WILL BE MONITORED.**
- ◆ All exit doors must be kept closed for noise pollution purposes.
- ◆ NO smoke machines are allowed.
- ◆ Furniture may be moved, but must be returned to where it was originally.
- ◆ If having music, please note that there are noise level restrictions to be adhered to.
- ◆ Decorations may be used, but no sticky tape can be used on painted walls.
- ◆ Main entry to Function Hall is through the front Foyer and is to be used at all times. No other doors will be used for access or exit under any circumstances.

**IF ANY OF THESE INSTRUCTIONS ARE NOT ADHERED TO, YOU RISK LOSING YOUR SECURITY DEPOSIT AND PAYING ANY FINES/FEES INCURRED.**

If you wish to proceed with Function booking, please contact us on (02) 43325955.

Information for Members & Guests of The Entrance Bowling Club