

MOOREFIELD BOWLING CLUB

FUNCTION BOOKING FORM

Date of event:

Name of applicant:

Member number:

Email:

Phone:

Indoor (specify area): ☐

Outdoor (please circle): ☐ Deck Picnic Table Sail

Occasion:

Start time:

Finish time:

No of adult guests:

No of child guests:

TOTAL:

Use of kitchen: Yes | No

E: bookings@leeliciousbistro.com.au T: 95252311

Customers are not permitted to bring their own food and drinks

(this includes water and juice). Cakes permitted.

Fees (payable to confirm booking) for **functions over 50 people:**

Hiring fee: \$200 non-members

\$100 for members of more than 12 months standing

Cleaning fee: \$100 adult function

\$150 children's function

Refundable bond: \$100 | \$250 for 18th and 21st birthday parties.

Bond will be fully refunded within 7 days after the function unless costs are incurred for damages or excess cleaning charges. **All functions in excess of 50 people require Board approval. If Board approval is not given, a full refund will be provided.**

Account Name for Bond refund: _____

BSB: _____ ACN: _____

*IF MORE THAN 100 GUESTS ARE IN ATTENDANCE FOR A FUNCTION THAT FINISHES
PAST 10.00PM, THE SECURITY POLICY APPLIES.*

Please turn over

SECURITY POLICY

1. Security personnel are required for any function where the expected attendance exceeds **100 people**.
2. Security guard must be engaged for functions with 100+ attendees. Additional security may be required based on the nature of the event, expected attendance, alcohol service, entertainment or at the discretion of club management.
3. Security personnel must hold current licensing in accordance with applicable state or territory legislation.
4. Function organisers are responsible for the cost of security unless otherwise agreed by the club.
5. Security officers will:
 - Monitor entry and exit points.
 - Check identification where required.
 - Assist in maintaining order and enforcing responsible service of alcohol requirements.
 - Manage incidents, including refusing entry or removing disorderly patrons where necessary.
 - Liaise with club management and emergency services if required.
6. Club management reserves the right to require security for any function, regardless of attendance numbers, where the event is considered to present an increased risk.
7. **Failure to comply with this policy may result in the cancellation of the function or its immediate closure.**

Signed:

Date:

Staff member who made booking

Date booking made

Board approved – signed:

Date:

Customer and Moorefield Bowlo to each retain a copy of completed form once signed and monies paid.