

Bicheno Bowls & R.S.L Sub-Branch Inc

Facility Hire: Policy & Procedures

In accordance with its Constitution the Incorporated body welcomes and encourages use of its Clubhouse and grounds by the community of Bicheno and its district.

General Clubhouse use

1. The Bicheno Bowls Club and the Bicheno R.S.L. Sub-branch have full entitlement to use the grounds and the Clubhouse for their legitimate purposes and functions, including fundraising. No other group may have **exclusive use** of the facility during the Club's normal opening hours (Monday to Saturday, from 3pm to 8.30pm).
2. Other Intra-Club groups such as the Bicheno Petanque Club, local community-based groups, such as the BCDA, Busy Fingers etc., as well as charity fundraising groups (e.g. Cuppa for Cancer) or bodies providing information sessions for the local community, may also access the Clubhouse without payment of a hiring fee, subject to approval by the Chair of 'Inc', whether on a one- off or regular basis.
 - a. At least one 'Inc' member must be present for local community-based functions.
 - b. Such groups may be granted exclusive use outside normal opening hours if requested, and where this has been approved, the exclusion should apply to **all** other users.
 - c. Where hiring fees are waived users are expected to clean up after their functions, including vacuuming the floor where appropriate.
3. People or groups other than those listed above may hire the clubhouse for exclusive use, subject to payment of the stated hiring fees, **outside the normal club opening hours only**.
 - a. Fees may be waived for funerals or wakes.
 - b. No person or group, whether fee-paying or not, is permitted to use the Kitchen, other than for the purpose of filling a kettle or Urn. All other equipment and appliances are for the sole use of Kitchen lessee.
4. All hire bookings involving meals will need to be also negotiated separately with the Kitchen lessee, who has first right of refusal for any catering. Outside caterers will not have access to the kitchen. Exclusive booking for the dining room requires a minimum of 40 people and payment of a negotiated deposit to the kitchen.

Hiring Fees

5. The fees charged may be amended from time to time by the Management Committee. Subject to such subsequent amendment the fees to be charged are:

Hiring Fee	\$50 (members) or \$100 (non-members)
Refundable Cleaning Bond	\$100

6. All bookings (whether they involve a fee or not) will be made through the Bar Manager and will be recorded in the Bookings Book.
7. Double bookings will be avoided with priority on a first come- first served basis
8. The Bar Manager will provide a report to each Management Committee meeting on the Clubhouse hiring for the previous month and forthcoming bookings for the next month.
9. The Bar Manager and the Licensee will ensure compliance with all aspects of the Liquor Act at all times.
10. Bicheno Bowls & RSL Sub-Branch Inc reserves the right to close the premises immediately and terminate any Agreement reached in accordance with this Facility Hire Policy, if such action is warranted to ensure compliance with the Liquor Act or prevent damage to the property.

BICHENO BOWLS AND RSL CLUB. FACILITY BOOKING REQUEST FORM

Name of the Organisation/Group:

Name of the Responsible Individual:

Address:

Phone:

Email:

For a one-off Event:

Date:

Time(s):

For a recurring Event(s)

Dates/days:

Frequency:

Hiring Fee (to be paid at the time of booking).

Club Members = \$50

Non-Members = \$100

Hiring Fee waived by Club Management. Yes/ No. (circle one)

Refundable Cleaning Bond

=\$100

TOTAL PAYMENT

= \$.....

Notes:

- Hire of the facility does not include access to the Kitchen
- Dining options are to be negotiated separately with the Kitchen lessee. Outside catering may be arranged but the kitchen lessee must have the right of first refusal and outside caterers will not have access to the kitchen.
- Any 'exclusive use' bookings apply only to times outside the Club's normal operating hours. Users may continue after 3pm on days when the Club is open but will be required to permit access to other users during the Club opening hours.