



Function Booking Form

\$100 deposit paid

Date Pd

31 Boreas rd Hamilton North NSW 2292

www.hamiltonnorthbc.com.au

functions@hamiltonnorthbc.com.au

Club Ph: 0249 614 576

Functions Ph: 0408 991 663

Todd Rizzoli

Name/Organisation: _____ Date of Function: _____

Type of Function: _____ Phone No. _____

Email: _____ Adults : _____ Children: _____
(To be confirmed asap)

Room required: _____
(main room, side room, BBQ, Bowls)

Setup Time: _____ Function Starting Time: _____ Finish: _____
Bar Closes no later than midnight

Is Catering required by Smith Park Bistro: Yes/No _____

If the function is held within the club you must use Smith park Bistro for catering needs

BBQ Bowls functions can self cater (restrictions apply)

I have noted that:

1. An inspection of the clubs facilities is recommended before confirming this booking.
2. **NO ALCOHOL OR SOFT DRINKS** may be brought onto club premises.
3. Under 18's must be in the care of a responsible adult
4. I or one of my party is a member of the Hamilton North Bowling Club.
5. Catering is facilities are limited. Menus etc and payment for catering is a private arrangement between myself and the Smith Park Bistro.
6. Professional security is required for 21st birthday parties and for some other functions at the discretion of management. Payment for security is \$140 per guard which will be supplied by the club.
7. A refundable deposit of \$100 is required when making the booking. When the deposit is paid the function will be deemed as confirmed. The club prefers the deposit to be paid in cash.
8. If the room required is for a meeting there is a cost of \$25
9. I may cancel this booking and receive a full refund up to 14 days before the function date.

Signature _____ Date _____



INFORMATION AND CONDITIONS OF BOOKING

SETTING UP: You can access the club early on the day of your function to set up seating, tables, decorations, entertainment, etc. The setup time is very important as we often hold day time and night time functions on the same day. Please check setup time at least 1 week before function.

A portable dance floor is available upon request at a cost of \$50 Yes/No

CLEANING UP: Please make sure the table and chairs are put back they way they were before they were moved and any decorations etc disposed of. Failure to do so could result in the loss of the Deposit.

SIGNING IN: Any person in your party aged 18+ who is not a member must sign in on arrival, either:

- As a Temporary Member (if they live more than 5km from the club or member of a similar club), OR
- as a Guest of a member.

BAR: What bar arrangements do require? Please tick one:

Persons buy own drinks. OR BAR TAB up to \$ _____
for (please Circle) Beer - Cider - Wine - Soft Drink - Spirits-Any

The bar must close by Midnight. Bar staff will give notice of closing 15 minutes before closing time. All patrons are to leave within 15 minutes of closing.

ENTERTAINMENT: What Entertainment are you planning. Please give the name of any entertainers.

CATERING: All functions held within the club must cater through Smith Park Bistro. All arrangements for catering is to be an arrangement between you and Smith Park Bistro.

For BBQ Bowls parties you can self cater as long as you don't eat inside the clubs premises.

If you would like to know what you can and cannot bring please contact the Smith Park Bistro.

Ph 0249 614 574 **Email:** smithparkbistro@hotmail.com

Please contact the Functions Manager for any further discussions (see front of form for details)

PAYMENT IS REQUIRED WITH THIS FORM

The room fee due will be assessed after your function.

Then any surplus you paid will be returned.

CANCELLATION: The full room fee will be charged for cancellations made less than 14 days before the function date.

DAMAGE/CLEANING: The club may add a fee in the case of damage or extra cleaning is required.

The HNBC Thanks you for booking your function and we hope that you have a most enjoyable time. Once your function is over we would like to invite you to take the time and like our page on Facebook and to write a review of the clubs function and catering facilities.