**Terms and Conditions of Hire - Khandallah Bowling Club**

**March 2023**

**1. The club's obligations**

**1.1 The Venue**

* You will have access to clean, well-presented rooms on the top floor of our clubrooms in accordance with what you have sought to hire. Actual rooms agreed at time of hire.
* You can have access to the Club’s TV, sound system and large 4-burner BBQ. To be negotiated at time of hire.
* Club members will oversee set up, tidy up, and if the bar is operating,
* A full bar service will be provided for the period of the event provided by experienced bar staff for the time the event is running. To be negotiated at time of hire.

**1.2 The Green**

* Bowls coaching & supervision to be negotiated at time of hire.
* Sufficient bowls equipment will be provided for the number of guests using the green.
* Club members will host and oversee the activities on the green. These people will also provide direction regarding setting-up and putting away equipment.

**1.3 Health & Safety**

* The club works continuously to eliminate or minimize risk throughout its facilities.
* First Aid Kits are available upstairs in the bar room, and downstairs on the desk in the small office next to where the bowls are stored.
* Khandallah Bowling Club is a smokefree venue.
* Fire Evacuation Plans are displayed throughout the club house.

**1.4 Alcoholic and non-alcoholic drinks**

* Our Club bar stocks a reasonable range of beer, wine and soft drinks. We ensure water is freely available, and provide low alcohol drinks and non-alcoholic alternatives as required.
* Please be aware that under our license we will monitor individuals drinking and refuse to sell them alcohol should that be required.

**2.  The hirer’s obligations**

**2.1 Venue**

* We are in a residential neighbourhood, so we ask that noise be kept at a level that does not disturb our neighbours, especially if guests are leaving our premises after 10pm.
* You will be fully responsible for setting up the rooms and catering for your function.
* At the end of your function, you are responsible for cleaning up the event room(s) and kitchen, including:
* Restoring the kitchen to a clean and tidy condition
* Wiping down the tables
* Stacking the tables and chairs back to where you found them, including anything moved outdoors
* Cleaning the BBQ: the club hosts will advise
* Sweeping the floor of the main room and kitchen
* Removing all rubbish from the premises.

**2.2 Green etiquette**

Please ensure all attendees understand how to protect the green and its playing surface.  This includes:

* Wearing flat soled shoes required if accessing the Green, including playing bowls.
* No drinks permitted on the playing surface of the Green.
* Children must be accompanied if near the green. Playing games and running on the green is prohibited.
* Pets (including dogs on leads) are not allowed on KBC premises at all times.
* Our club members will advise as to where to return bowls, jacks, mats etc at the conclusion of play.

 **2.3 Health and Safety**

* We expect you will share our commitment to working together to keep ourselves and each other safe
* Khandallah Bowling Club is a smokefree venue.

**2.4 Alcoholic and non-alcoholic drinks**

* Only drinks (alcoholic and non-alcoholic) purchased through the club's bar can be consumed on the premises.
* Water is freely available, plus a wide range of non-alcoholic drinks.
* You may operate a bar tab, or pay by EFTPOS or cash. To be negotiated at time of hire.
* Alcohol cannot be sold to anyone under 18 years of age. If we are in doubt about your age, we will ask for identification. Acceptable forms of proof of age are a current passport, NZ driver’s licence, Kiwi Access card, or Hospitality NZ 18+ card.

**3.  Payment.**

KBC requires a non-refundable deposit of $200.00 to confirm your booking. This to be paid into the Club’s Bank Account: 03-0502-0226202-00 Use the date of your function as the reference.

KBC will require final payment immediately after your event. If applicable, the invoice will also include bar tab amount. The balance of your deposit will be part of payment.

If your event is not covered by our KBC Club Liquor Licence a Special Licence is required. This must be applied and paid for at least 1-month prior to your function. The current cost of a Special License is eighty-three dollars ($83). This cost will be taken from your non-refundable deposit.

**4.  Hirer's acknowledgement**

**Once the Event Co-ordinator has accepted your booking, and the cost is agreed, can you please accept our Terms and Conditions of the Hire by return by email to:** **lou.bonallack@gmail.com**

NOTE: If you are arranging this hire on behalf of a company or organisation, please ensure your manager knows about your agreement.