

Heatherdale Recreation & Bowls Club  
114 Heatherdale Road, Mitcham, Vic. 3132  
PH: 9874 8476 hrbc114@bigpond.com

## APPLICATION FOR CLUBROOM HIRE

### HIRER DETAILS

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Ph: B/H \_\_\_\_\_ Ph: A/H \_\_\_\_\_ Mobile \_\_\_\_\_

Email: \_\_\_\_\_

### DETAILS OF PERSON COMPLETING APPLICATION FORM

(If the same insert "as above")

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Ph: B/H \_\_\_\_\_ Ph: A/H \_\_\_\_\_ Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

### HIRING DETAILS

Function Type:  
(i.e. Wedding, Birthday, Bowls etc.) \_\_\_\_\_

Kitchen Facilities Required (please circle)      Yes      No

Hire Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Time Required      From: \_\_\_\_\_ To: \_\_\_\_\_

Set Up:      Time: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Is alcohol to be served at the function? (Please circle)      Yes      No

**Please note club bar facilities are to be utilised. No B.Y.O.**

Number of guests expected \_\_\_\_\_

**CLUBROOM HIRE CONDITIONS**

- The Club will notify you if your application for the Clubroom Hire has been accepted or rejected.
- Upon acceptance of hire a bond of \$\_\_\_\_\_ is payable within 7 days. The bond will be returned to the Hirer within 7 days following the function subject to the Clubrooms, equipment and surrounds being left in satisfactory condition.
- On completion of the function the Clubrooms, surrounds and equipment are to be returned to the condition they were in prior to commencement of the hire.
- The Clubrooms are to be jointly inspected by the Hirer and a Club representative prior to the Hirer leaving the Club.
- The hiring fee of \$\_\_\_\_\_ is payable no later than 5 working days before the function together with the Public Liability Insurance premium of \$\_\_\_\_\_ or provide evidence of such insurance if held by the Hirer.
- Hirer to provide evidence of Food Handlers Certificate (if applicable).
- No alcohol is to be served after 11.30pm Mon. – Sat. or 9.30pm Sunday and Clubhouse and car park vacated by midnight Mon. – Sat. or 10pm Sunday.

**ACKNOWLEDGEMENTS**

I acknowledge that:

- I have read and understood the conditions of hire.
- Where the Hirer is a Company or Incorporated Association, I am authorised on behalf of the Hirer to complete this application form.
- I am personally responsible for ensuring the Hirer complies with the conditions of hire and if the Hirer breaches any of the conditions, I will be responsible for any breaches or damage to the Clubrooms, the surrounds or equipment.

Hirers signature \_\_\_\_\_ Dated: \_\_\_\_/\_\_\_\_/\_\_\_\_

---

Office use only

Approved by: \_\_\_\_\_ Dated: \_\_\_\_/\_\_\_\_/\_\_\_\_