



WALPOLE COUNTRY CLUB (INC) FEES AND CONDITIONS OF CLUB ROOM HIRE

CLUB ROOM HIRE: Per day or part thereof

- Club Rooms only (no kitchen, bar, tea and coffee)... \$75.00 Kitchen hire only.....per hour \$ 20.00
- Club Rooms with Tea and Coffee Facilities\$100.00 Over 25 people.....\$150.00
- Club Rooms plus basic kitchen use (warm up of food, use of cutlery & crockery, dishwasher).....\$400.00
- Club Rooms plus full kitchen use (as above but with all cooking done on site).....\$600.00

- Extra day fee for decorating/setup.....\$150.00

If bar facilities are required, the Club will provide adequate trained staff based on the number of guests and style of service proposed at the expense of the hirer, current fee \$30 per hour per staff member.

Laundry Charge \$30 If cleaning staff required.....Check for current wage of cleaners.

None of Club's equipment to be taken off site

Bond: When Club Rooms plus kitchen and bar facilities are being hired, an additional Bond of \$200 is required. This amount will be refunded or deducted from the amount owing (less any costs incurred such as breakage, damage, use of our supplies, removal of stains on carpet) within 7 days after the event, at which time any remaining payment is due.

- Non-member functions, and functions outside of regular trading hours require an Extended Trading Permit, which attracts an extra fee to be paid by the hirer, both for the permit and extended hours, currently \$105.
- The method of payment for all services is Cash, Cheque or Online to Club Account.
- In the event of cancellation, an administration fee of \$50 plus any expenses incurred by the Club on the hirer's behalf will be deducted from the funds to be returned.
- The committee reserves the right to alter rates and charges at their discretion. All prices include GST.

All applications are required to be approved by the Management Committee, and once approved the tentative date will be held for one month pending payment of the Club Hire Fee and Bond which is then due in advance to secure the booking.

CONDITIONS OF HIRE:

- **Responsible Service of Alcohol:** The Committee and the Bar Manager reserve the right to refuse entry and/or service to any person unsuitably attired, intoxicated or misbehaved.
- **Strictly no alcohol to be brought onto the licenced premises by the hirer or his/her guests.**
The entire clubhouse, surrounds, bowling green and golf course are licenced. No exceptions.
- Specialty wines or beers may be ordered in advance (at least 2 months) by arrangement with Bar Manager.
- Any extra equipment or furniture required must be arranged by the Hirer and at their expense.
- The Club has its own sound system and a large screen TV if required.
- Decorating of the club rooms: type of decorations and the timing of placing and removal of same must be arranged with the Events Co-ordinator and/or the Club Secretary, as well as any extra time for cleanup. Please keep in mind that personnel are only on site by special arrangement.
- Personal items left on the premises prior to, during, or after the function are your responsibility.
- No nails or pins to be used in the walls or ceiling. Blu-Tack is acceptable.
- Trophies, Honour Boards, Photos or club notices are not to be removed from the walls or shelves. Special blackout curtains can be supplied.
- Clean Up: **Restore all facilities used to their previous state by 11am next day or a further charge will be applied.**
 - Kitchen: washing up of dishes, utensils, surfaces, etc. to be done before departure on the night.
 - Floors in the Club Rooms should be swept or vacuumed but not washed. If any water spillages, wipe up with damp cloth. Kitchen floor to be mopped.
 - Hall, kitchen, toilets, verandahs, etc. to be left clean and tidy, all rubbish to be put in bins provided.
 - Linen, tea towels etc to be laundered are to be placed in the bags provided.
 - Any furniture or equipment which has been shifted to be put back in its original place.
- Guests are not permitted on the bowling green without prior written approval.

I accept all terms and conditions as outlined:

Applicant _____

Signature: _____

Date: _____

Secretary: Mim Minty	0418 908 419
Events Co-ordinator: Karen Mathews	0400 217 425
Bar Manager: Aaron Mathews	0427 429 919
Clubhouse:	08 9840 1082