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## General Function & Room Hire Booking Form

CONTACT NAME: \_\_\_\_\_

COMPANY/ORGANISATION: \_\_\_\_\_

FUNCTION TYPE: (e.g. seminar, birthday party, training) \_\_\_\_\_

CONTACT PHONE: \_\_\_\_\_ EMAIL ADDRESS: \_\_\_\_\_

DATE OF FUNCTION: \_\_\_\_\_ START TIME: \_\_\_\_\_ EST FINISH TIME\*: \_\_\_\_\_

(\*must be within club trading hours)

NUMBER OF ATTENDEES: \_\_\_\_\_ NUMBER OF MINORS: \_\_\_\_\_

(Please note there are special rules for functions attended by minors)

**CATERING REQUIRED:** YES / NO (please circle) ....if YES please complete catering requirements section so that we can forward you the relevant information to make your selections.

**BAR ARRANGEMENTS:** (All accounts to be settled at end of function)

BAR TAB \$ \_\_\_\_\_

Drinks to be charged to tab Include \_\_\_\_\_

JUGS - JUICE/WATER/SOFTDRINKS/BEER: \_\_\_\_\_

WINES: \_\_\_\_\_

Times for service of drinks; \_\_\_\_\_

**SPECIAL REQUIREMENTS (please include room layout for table & chairs, attach diagram if required):**

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**ROOM                                  OPTIONS**

- The Auditorium**
- |                          |               |  |
|--------------------------|---------------|--|
| <b>Half Day Hire</b>     | <b>\$100</b>  | <input type="checkbox"/> (room vacated within 4 hours) |
| <b>Full Day Hire</b>     | <b>\$160</b>  | <input type="checkbox"/>                               |
| <b>Hourly Hire</b>       | <b>\$30</b>   | <input type="checkbox"/>                               |
| <b>Set Up/Pack Down*</b> | <b>\$50/h</b> | <input type="checkbox"/>                               |

**\* Club staff to set up and pack down room.**

- Mullum Bowling Club**                                  **Barefoot Bowls \$40 PER RINK** (a rink is 1 bowling lane with a maximum of 8 players at any one time)
- Required number of rinks \_\_\_\_\_

**OTHER SERVICES:**

- WHITEBOARD** Free of Charge – Must provide own consumables such as Markers, Erasers, etc
- A/V Hire** (Consists of 2 X Wireless Mics, I-Pod Input, Sound Desk, and Basic Lighting with basic set-up only. You will need to provide a qualified technician if more than a basic set-up is required)
- |                      |             |  |
|----------------------|-------------|--|
| <b>Hourly Hire</b>   | <b>\$10</b> | <input type="checkbox"/>                 |
| <b>Half Day Hire</b> | <b>\$33</b> | <input type="checkbox"/> (up to 4 hours) |
| <b>Full Day Hire</b> | <b>\$55</b> | <input type="checkbox"/>                 |

- LECTURN**    **Free of Charge**

- DATA PROJECTOR & SCREEN**
- |                      |             |  |
|----------------------|-------------|--|
| <b>Hourly Hire</b>   | <b>\$10</b> | <input type="checkbox"/>                 |
| <b>Half Day Hire</b> | <b>\$33</b> | <input type="checkbox"/> (up to 4 hours) |
| <b>Full Day Hire</b> | <b>\$55</b> | <input type="checkbox"/>                 |

**CATERING REQUIREMENTS:**

- |  |                                      |  |
|--|--------------------------------------|--|
| <input type="checkbox"/> Breakfast     | <input type="checkbox"/> Lunch       | <input type="checkbox"/> Dinner            |
| <input type="checkbox"/> Tea & Coffee  | <input type="checkbox"/> Morning Tea | <input type="checkbox"/> Afternoon Tea     |
| <input type="checkbox"/> Sit down menu | <input type="checkbox"/> Buffet      | <input type="checkbox"/> BBQ               |
| <input type="checkbox"/> Carvery       | <input type="checkbox"/> Sandwiches  | <input type="checkbox"/> Corporate package |
| <input type="checkbox"/> High tea      |                                      |  |

Times for service of catering; \_\_\_\_\_

Additional information:

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## **TERMS & CONDITIONS:**

### **Bookings and Deposits**

- Confirmation of a booking will only occur on receipt of a signed copy of the acceptance of the 'Terms and Conditions' and the payment of 50% deposit.
- Final payment must be made at least 14 days before the event.
- If final payment has not been received 14 days before the event, the room may be re-hired and all deposits forfeited.

### **Confirmation of numbers**

- The Club requires 14 working days' notice of menu requirements and approximate numbers.
- Final numbers are required within 5 working days of the function. This number will be used to calculate final billing. Numbers may only be increased after this time and only if the increase can be accommodated.

### **Cancellations**

- Cancellations must be received in writing.
- Cancellation within three weeks of an event may result in cancellation costs levied by third party contractors such as entertainers or security. These costs will be borne by the function organiser.
- 50% holding deposit will be non-refundable for cancellations made between 30 to 14 days
- Full Fee will be payable if cancelled within 14 days of the event.
- If the Club has reason to believe that a function will affect the smooth running of the club, its security or reputation or will result in a breach of the law, it reserves the right to cancel the function.
- Alternatively, if the Club needs to cancel any Room Hire Bookings this will be done with at least 7 days' notice will a full refund provided.

### **Food and Beverage**

- Due to health regulations, Mullumbimby Ex-Services Club does not permit patrons, guests or invitees to bring items of food and beverage on the premises. Likewise, no food or beverages can be removed from the premises. Cakes for special occasions are exempt from this rule. Please provide prior notice if bringing a cake, fees applies if you require staff to cut and serve your own cake.
- Costs of meals for DJs, bands, entertainers etc. will be added to the client's account and these are not automatically included in your function. Should you require meals for such, the Club requires seven (7) days' notice. These meals will not be produced on demand.
- Liquor - The Club does not permit alcohol to be brought in from outside of the Club. Should you have any special liquor requirements, we would be happy to discuss your needs.
- Responsible Service of Alcohol - Serious fines are in place for minors who obtain alcohol on a licensed premise to both the venue and the minor. Sufficient photo identification must be produced to provide evidence of age. Fines are also in place for people who buy or supply minors with liquor. Management and Staff are required by law to refuse you liquor service if you are under 18 years of age or unduly intoxicated, and/or creating a disturbance.

### **Entry Requirements**

- Everyone attending the function or event upon arrival will need to sign in and be given temporary membership if not a member of the Club. Everyone will be asked to present membership card or photo ID, such as a driver licence, passport, proof of age card that shows your current address.
- Everyone attending the function or event must meet any other entry conditions including dress regulations in play at the time. This is the host/organiser's responsibility to check with venue before your event or function.

### **Minors Under 18's attending function or events.**

- Minors, or under 18s, are permitted to enter the club. Minors must remain in the company and the immediate presence of a responsible adult, such as a parent or guardian, or other person who is standing in as a parent and must leave the club when the responsible adult leaves.

### **Security**

- Any function or any event deemed by the Club to be high risk must have security guards present at a ratio of one (1) per 50 guests with a minimum hire of two (2) guards.
- Guards will be engaged to be on site 30 minutes prior to the commencement of the function until 30 minutes after the conclusion of the function or until all attendees have dispersed.
- Security will be engaged by the Club for these events with the hire fees charged to the organiser at cost.

**Floor plans**

- Seating plans must be provided seven (7) days prior to the commencement of your function.
- Mullumbimby Ex-Services Club reserves the right to rearrange or adjust specified room set-ups to ensure Workplace Health and Safety Regulations are adhered to.

**Equipment & Furniture**

- All electrical or mechanical equipment brought onto the premises must have current safety tag.
- All third-party operatives (D.J's, entertainers etc) must provide a certificate of currency of Public Liability insurance and Workers Compensation insurance 14 days prior to the date of the function. It is the host's responsibility to ensure this happens. If these requirements have not been met then we have the right to refuse entry of equipment and/or the entertainer.
- Any equipment/furniture remains the responsibility of the host up until the time it is removed off the premises. This will be done before 10am the following day. No personal goods are to be left on the premises after functions.

**Damages**

- Functions deemed 'high risk' by the Club will be charged a \$500 security bond prior to the event.
- Failure to pay the bond will result in cancellation of the function.
- The bond will be fully refundable if no damages occur as a result of the event.
- Function organisers are financially responsible for any damage or loss sustained to property of the Club prior to, during and after the function by the organiser, the organiser's guests, invitees or any outside contractors engaged by the organiser.
- Personal injury – the function organiser is responsible for any loss, damage or injury caused by any person when acting for the organiser or under the organiser's order or control within the Club or its environs in connection with the event.
- The Club will take all necessary care, however we accept no responsibility for damage or loss of property of the function organiser or their guests.
- If appropriate, organisers should arrange their own insurance.

**Client Responsibilities**

- General and normal cleaning is included in the cost of the room hire charge, but additional charges may be payable if the function has created cleaning needs above and beyond normal cleaning.
- The patron is responsible to conduct the function in an orderly manner. We reserve the right to intervene if a function's activities are considered illegal, noisy or offensive.
- The patron assumes responsibility for all damage caused by them or any of their guests, invitees or other people attending the function, whether in the function rooms or in another part of the Club.

**Not For Profit/Community Room Hire Fees**

- All Not for Profit/Community organisation must apply to the Board in writing to seek a discount or free room hire.
- Not for profit organisations must pay all applicable fees unless prior arrangements have been granted by the Board.
- All furniture must be left how you found it. Failure to do so could revoke the agreement between the two entities.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

\*\*\*\*\*

OFFICE USE ONLY:                      *Staff Member taking booking:.....*

Total Room Hire Amount \$ \_\_\_\_\_

Invoice No: \_\_\_\_\_

Invoice Date: \_\_\_\_\_

Paid on: \_\_\_\_\_

Catering Amount \$ \_\_\_\_\_

Invoice Date: \_\_\_\_\_

Deposit Amount \$ \_\_\_\_\_

Paid on: \_\_\_\_\_

Balance of Catering Amount \$ \_\_\_\_\_

Paid on: \_\_\_\_\_

Entered in Calander: Y / N