



GENERAL INFORMATION: PHONE 9484-2433
STUART COSGROVE

Pennant Hills Bowling Club is situated at 52 Yarrara Road, Pennant Hills and has facilities to accommodate groups from 20 to 150 people for occasions ranging from Seminars, Lectures, Promotions, Conferences to Cocktail Parties, Engagements, Weddings, Formal Dinners, 21st Birthday Parties or those special bowls functions, for a Birthday or Corporate gatherings.

Parking is available in the Club Car Park and in surrounding streets. The Club is conveniently located 500 metres from the Railway Station and we also offer a courtesy bus service, (for members and guests located in the local area), on Friday and Saturday evenings from 6pm, to Midnight. For further details please contact Reception.

We are open 7 days a week all year round with the exception of Christmas Day.

Club Dress Regulations apply to all guests attending functions. Children must be supervised at all times.

Room Hire charges are applicable in our Conference Room, (licensed to hold a maximum of 40 people) and our Auditorium (maximum 150 people). Surcharges do apply for Sundays and Public Holidays.

Function duration may be for a period of up to five (5) hours. If you require your function to extend beyond the five (5) hour limit, a surcharge per hour will apply. The extension cannot go past the advertised Club closing times.

Confetti or similar materials are not to be used on Club premises or grounds. No candles or naked flames are permitted in our Function Rooms, due to safety regulations. Balloons and decorations are acceptable, but are to be arranged and removed from the function areas (at completion of function), by function organisers. Decorations are not to be fixed to walls with sticky tape or drawing pins.

Dietary, vegetarian and children's meals are available on request, details of which must be confirmed and ordered when final details of your function are given.

Audio Visual Equipment is available on request, at no extra charge. These include microphone, overhead projector, projector screen, television, video, whiteboard and lectern.

Any further Audio, Production or Special Lighting Equipment required would need to be organised by patrons, at their own expense, with no responsibility for loss, theft, or damage on Pennant Hills Bowling Club.

A variety of Musical Entertainment can be arranged. These include Mobydisc, Jukebox, Solo Artists, Duets or Bands, or alternatively you can arrange your own.



Terms & Conditions Pennant Hills Bowling Club

1. Club Entry

In accordance with the Registered Club's Act -

- a. All persons attending functions must sign into the Club on a function registration/sign-in sheet or in accordance with legislation.
- b. If your guests wish to use the Club prior to or on conclusion of the function, they must register as a bona fide visitor at the Club's Reception.
- c. Minors are permitted to attend functions but must be supervised at all times by a responsible adult.
- d. Dress Regulations do apply at all times. Please see our signage located at the front entry of the Club or our website.

2. Confirmation of Booking and Holding Deposit

To confirm your booking, a holding deposit of no less than \$300.00 is required with the completed and signed Booking Sheet. The \$300 holding deposit is refundable not before 12 noon the first business day after the function has concluded. Payment can be made by cash, cheque and most credit cards except Diners Club & American Express. Tentative bookings will be held for 2 weeks (14 days), we reserve the right to cancel the booking or make the venue available to other clients. By signing the booking form you as the organiser of the Function agree to the terms and conditions set out.

3. Payment Schedule

- a. A Holding deposit is to be paid on confirmation of booking accompanied by a signed and completed Booking Sheet.
- b. Function costs – All catering, room hire, staffing fees, entertainment, security and all other predictable fees are to be paid in full five (5) days before the function commencing.
- c. Additional costs – Bar tabs, additional catering and all other costs related to the function are to be paid in full on conclusion of the function. Unless prior arrangements have been made with Function Manager.
- d. Weekly payment schedules can be set up to assist you in saving for your function. (Final payment to be made before the function commences as per Payment schedule 3.111).

4. Guest Confirmation Numbers

Confirmation and final numbers of guests attending a function are required no later than five (5) working days prior to the event. Final numbers may be increased but not decreased. Confirmed numbers will be charged even if numbers decrease. Additional guest must be paid for in full prior to the commencement of the function.



5. **Refunded Deposits**

Holding deposits are available from 12 noon the second (2nd) business day after conclusion of a function, subject that no damage or vandalism has occurred to the Club.

6. **Organisers Responsibility**

Organisers are financially responsible for any damage sustained to their property or to that of Pennant Hills Bowling Club during the function, they are also responsible for all guests whilst in the function area and all correspondence will be made through this nominated person.

7. **Security**

Security Charge will apply for some functions (\$300) the Secretary Manager or Function Manager will advise you if this is required.

8. **Cancellation Fees**

- a. Notice of 30-40 day's \$200.00 cancellation fee will be charged, along with any entertainment or security cancellation fees that are charged to the Club.(Function Bookings)
- b. Notice of less than 30 days will result in a \$300 room hire cancellation fee or full loss of deposit paid. Along with any (Function Bookings) entertainment or security booking cancellation fees that are charged to the Club.
- c. Notice of less than 7 days for Conference bookings will result in full room hire charges fee being invoiced.

9. **Surcharges**

Surcharges will be charged for functions booked on Sunday and Public Holidays.
Sunday and Public holiday surcharges - \$5.00 per person

10. **Additional Staffing Charges**

Subject to the function style, one Staff Member (Bar Service Staff) is included in the function rates. Additional service staff is available at the following rates:-

- a. \$40.00 per staff member per hour
- b. \$10.00 surcharge per hour per staff member on Sundays or Public Holidays on top of normal per hour fees
- c. Minimum 3 hours per service staff will be charged



11. RSA (Responsible Service of Alcohol)

The Club practices Responsible Service of Alcohol. If any guests or delegates at a function are reaching intoxication or are under the legal drinking age they will be refused alcoholic beverages. Breaching RSA laws incur fines of up to \$5,500, both for the Club and to any persons supplying alcohol to an intoxicated or underage individual. The Club endeavours to provide a safe and friendly environment for members and their guests. Bar services will end 20 minutes prior to function ending to allow guests to finish purchased drinks when function concludes.

12. Food and Beverage Prices

All food and beverage prices may be subject to change with 30 days notice by the Club. All function organisers will be notified of any changes.

13. Food Entering the Club

Club policy states that no food is to be brought into or taken out of the Club for consumption. The Club permits you to organise a celebratory cake. The delivery of the cake to the Club needs to be organised prior to the event.

14. Beverage Entering the Club

In accordance with Club policy and legislation, beverages and alcohol are not permitted to be brought into the Club for consumption. Gifts, prizes and raffles of beverages see (18. Fundraising and Raffles).

15. Smoking

All Club Smoking Policies are to be abided by during a function. The Auditorium and Conference Rooms are non smoking area. The Alfresco Area is a non-smoking area during food service periods. There are smoking areas located downstairs adjacent to the sports lounge pool table area.

16. Advertising and Decorating

All advertising to be displayed on Club premises or in relation to the Club are to be pre-approved by the Secretary Manager or the Function Manager. Decorations are acceptable, but are to be arranged and removed from function areas by completion of all functions by function organisers.

17. Dress Regulations

Themed parties are permitted within the Auditorium. Please advise Function Manager if you are intending on a themed night. Guests and delegates are required to wear appropriate foot wear at all times. No bare feet are permitted within the Club at any time. Standard Club Dress Regulations are to be up held in main area of the Club prior or on conclusion of a function.



18. Fundraising and Raffles

The Function Manager and Management are to be advised of any raffles, fundraising or auctions that are to be organised as part of a function. Any prizes including alcohol are to be wrapped and not consumed on the premises.

19. Departure Times

Functions are allowed 5 hours for a gathering within standard club trading hours. The Club standard closing time on Friday's and Saturday's is midnight and 10.00pm Sunday to Thursday. Limited extended time of functions is able to be discussed with the Function Manager when booking. Additional fees will be charged if extended time is granted. Function bars close 25mins and entertainment / music must cease 15mins prior to conclusion of function time.

20. Special Beverage Requirements

In accordance with Club policy and legislation, no alcohol is to be brought onto the premises. If you would like a special product purchased for your function, arrangements can be made subject to availability. All beverages purchased for a function will be charged to that function. Any additional alcohol not consumed at the function will be available for collection the next trading day during standard trading hours. All special beverage requirements are to be discussed when booking a function.

21. Special Food Requirements

Dietary requirements for guests and delegates are required when you confirm your final numbers, five (5) business days prior to the function. We recommend that you request this information from your guests as part of the invitation. We take all care with the products served to ensure that it meets the dietary needs but there is no absolute guarantee that there are no trace elements that may affect some guests.

22. Insurance

The Club will not accept responsibility for damage or loss of merchandise left in the Club prior, during or after functions. Organisers should arrange their own insurance at all times.

23. Charitable, Volunteer and Sponsored Groups

All room rate reductions, discounts and donations required by all Charitable, Volunteer and Sponsored Groups are to be requested in writing to the Secretary Manager of the club at least four (4) weeks prior to booking.

24. Amendments to Terms and Conditions

Amendments to these terms and conditions may be made, at the discretion of the Secretary Manager.



25. Corporate and Social Rollups

Corporate and Social Rollups are subject to weather conditions. Green Fees are refundable in the event of unplayable weather conditions or part thereof. This will be determined on the event day or at the earliest day possible by the Rollup Co-ordinator or Function Manager. Catering expenses are neither refundable nor transferable; other forms of entertainment are available in the Club if in the event of unplayable weather.

26. Linen

Table cloths are supplied free of charge with all functions, except meetings, but can be arranged at an additional cost of \$6 per table cloth. Your choice of serviettes from our broad selection are also provided free of charge.

27. Beverages

Full wine/ beverage lists are available on request.

28. Members Benefits

Members will receive discounted drinks and full bonus points on their cards for monies spent whilst having their function.

29. Minimum Numbers

Minimum numbers are required for some menu selections and can be discussed with the Functions Manager prior to booking. Other special menus can be arranged to suit most budgets and times.

30. General

Minors are permitted to attend functions; however, they must be supervised by a responsible adult member and are not permitted to consume alcohol. Underage attending a function are not permitted to approach bar/ licensed areas. The responsible adult is to arrange drinks for the underage person.

All prices are subject to change and The Pennant Hills Bowling Club LTD reserves the right to increase prices without notice; this will be done if absolutely necessary.

GST is inclusive of all prices stated.

An extra linen hire may be charged where applicable.

In accordance with our Responsible service of alcohol policy, we reserve the right to refuse supply of alcohol if we feel a patron or guest appears to have over consumed. The Pennant Hills Bowling Club LTD, like all other outlets are subject to severe penalties for serving liquor to intoxicated persons. The host of a function may also put themselves in a position of potential liability. If a guest at a function is refused service because of their level of intoxication, the host of the function will be advised.