



Confirmation & Deposits

Tentative bookings will be held for the period highlighted by your team member. To confirm the booking a security deposit of \$500 is required along with the completion of the function hire agreement. Warilla Bowls reserves the right to cancel a tentative booking not confirmed within the period highlighted without notification to the client.

Cancellation

Once your selected date is confirmed the deposit is not refundable for any reason. Warilla Bowls may refund the deposit if we can re-let the date. A team member will inform you if a refund is available. We may however be able to transfer the deposit to another date (conditions apply).

Final Guest Numbers/Meals

Estimated number of guests is required at the time of booking. A guaranteed number of guests attending is required 21 days prior to the event. This will be regarded as the minimum number charged for catering purposes. Minimum numbers of guests is applied in accordance with the catering menu selected. Numbers under these minimums, an additional cost of room hire will apply.

Final Payments

Finalisation of account is required prior to your event. Payment is broken into thirds, with two-thirds total amount due 4 weeks prior to your event, and full payment due 21 days prior to your event. We accept MasterCard, Visa, Eftpos, cash & cheque as payment. Payments are nonrefundable and without exception due within outlined period.

3 single payments/transactions are accepted only (1. Deposit | 2. 2nd payment | 3. Final payment) with clear references. Payment plans are not accepted.

Beverages

An upfront payment is required for a Dry Till and the balance of the account will be refunded after the event. **NO FOOD OR BEVERAGE MAY BE BROUGHT ONTO THE PREMISES, this includes prizes, giveaways & fundraising.** Management and staff are committed to the principles of the Responsible Service of Alcohol policy so therefore we reserve the right to refuse the supply of alcohol if deemed necessary for any reason.



Booking Conditions

Room hire

Room hire periods will be outlined by your team member (conditions apply). For general bookings, a five hour room hire applies with room hire commencing to the time confirmed by your team member. Set up times can be confirmed by your team member, however generally take place within your five hour hire. All events must conclude by 11pm Sunday to Thursday & 11.30pm Friday & Saturday. All functions over a five hour period-extended hours will incur an additional fee of \$400 per hour (conditions apply).

Liability

The client will be responsible for any breakages, damages & or theft, while the event is in progress. Our staff will take all possible care to look after your belongings however we will not accept responsibility for any belongings or merchandise left in the club before, during or after the event. Display material must not be nailed, stapled, stuck, or glued to any part of the building or venue.

Dress

All guests must comply with the Clubs dress regulations of neat, clean & tidy dress. Please consult Events Team if you are considering a fancy dress.

Smoking

A no smoking policy is enforced in all our function rooms, this includes vaping. Please ask staff for areas provided.

Pyrotechnics

Please consult your team member regarding the possibility of having pyrotechnics, fog machines, etc, prior to booking these.

Guest List

Under the Club Licensing Act it is required that our facilities are booked by a member of Warilla Bowling Club. Please advise your team member if you are not a member and we will organize Club membership for you- free of charge. Additionally it is a requirement that you provide us with a guest list that includes the names & residential addresses of those attending your event. All guests must sign-in at reception.

Entertainment

Please advise your team member if you are wanting to organize any entertainment, as approval must be granted by Warilla Bowls and Recreation Club board of directors



Booking Conditions

General information

The Club

Members of Warilla Bowling Club must produce their membership cards at Club Reception before being admitted into the general Club area. Persons under the age of 18 years of age may only enter the Club premises if they are under control of a parent or guardian & their movements are restricted to areas specified by the Clubs staff. When a liquor bar is provided (eg Function Rooms) persons under 18 years of age will NOT be served liquor and may not approach the bar for service.

Parking

Warilla Bowls & Recreation Club has ample parking for your function guests.



Contract

Warilla Bowls and Recreation Club
Diamonds Reception Centre Hire Contract

Hirer to return to Warilla Bowls and Recreation Club:

Room hired _____

Date of function _____

I have read and accept the Terms & Conditions as provided to me.

Room hire deposit payable \$ _____ (non- refundable)

Print name _____

Signed _____

Date _____