



Bowls Taupo

Ferry Road,
PO Box 82, Taupo

07 378 7404

taupobowlingclub@xtra.co.nz

www.taupobowlingclub.co.nz

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Dear Sir/Madam

Thank you for your request to use Bowls Taupo facilities for your function/event.

This Agreement is to confirm the following terms, conditions & fees covering your proposed Hire.

Hirer:	Contact E.Mail:
Contact Phone:	Address:
Function Date:	Function Type:
Areas of Hire:	Start/Finish Times:
Base Hire Fee:	Licence Fee:

TERMS & CONDITIONS OF HIRE

General:

- To confirm the hire this Agreement between Taupo Bowling Club (Inc), (referred to as TBC) & the Hirer must be signed & returned to TBC, or agreement acknowledged by return email to TBC.
- Hirer agrees TBC are not liable for any loss to Hirer due to any breakdown of facility services or the facilities temporary closure or the function/event being closed, interrupted or cancelled.
- Hirer agrees to conform to TBC policy as a non smoking/vaping facility & will ensure any such activity will be confined to the car park area facing the entrance.
- Hirer will ensure the TBC facility maximum occupancy of 230 persons on the premises is not exceeded.

Booking Detail

- A deposit fee of \$100.00 at time of booking is required to confirm the function/event.
- This deposit fee is non refundable if the booking is cancelled within one (1) week of function/event date.
- The booking is not confirmed until payment of the deposit fee & written acknowledgement of this agreement is received by TBC.



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- The full base Hire fee, including any/all additional fees as invoiced must be received by TBC prior to function/event date.
- All payments to TBC by the Hirer should be actioned preferably by bank transfer to the account detail showing on the Hire invoice.
- The Hirer agrees that any costs incurred by TBC or it's agents in the collection of all or part of any overdue debt will be payable by the Hirer.
- TBC reserves the right to amend the quoted base fee to cover any changes made to the function/event detail by the Hirer.
- Any changes/alterations to confirmed bookings will be subject to facility availability.
- Failure of the Hirer to correctly advise the intended use of the facility will be considered a breach of this agreement & may lead to termination of the hire without refund of all fees paid, or due to be paid.
- The hirer cannot sub hire the facility to any other person or group.
- Hirer agrees to access & vacate the facility as per the agreed conditions of hire.
Hirer shall:
 - (1) Follow agreed conditions re access to facility to prepare for their function/event.
 - (2) Use kitchen only as allowed by the TBC licence (as explained by TBC) & leave this area of the facility (including equipment & utensils) in a clean & tidy condition following use on the day/night of hire.
 - (3) Return all TBC equipment & furniture to their original locations at completion of hire.
 - (4) Return all glasses & bottles to the designated area.
 - (5) Remove all food excess & waste from the premises immediately on completion of the function/event, on day/night of hire.
 - (6) *Vacuum, clean-up & remove all rubbish from the premises, (including bathrooms).*
 - (7) *Wipe down all furniture & bench surfaces.*
- TBC agrees to waive the Hirer's responsibility under above numbers (6) & (7) only, for an additional hire charge of \$150.00 per hire. i.e.
 - *Vacuum, clean up & remove all rubbish, (including from bathrooms) from the premises & wipe down all furniture surfaces. (items (6) & (7)).*
- Hirer agrees they are fully responsible for any damage caused to TBC premises, furniture or equipment during their hire of the facility, by any person or persons attending or any member of any services group associated with the function/event.
- Should the facility not be left in a clean & tidy condition, the Hirer agrees that all such costs will be at their expense.



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Kitchen Usage

- The storage & distribution of food from the kitchen is included in the base hire fee.
- Any use of the kitchen appliances ie stove, ovens, dishwasher etc, may incur extra fees & must be pre-arranged with TBC at the time of booking confirmation.
- Tea, coffee etc plus crockery, cutlery, serving utensils, pots, pans are not included in the hire.
- Mugs for tea & coffee are included in the hire.

Lounge/s Usage

- Hirer is permitted to 'dress' the facility (as agreed with TBC), either themselves or using a third party.
- Hirer is responsible to ensure any third party associated with their function/event is aware of & will abide by the TBC rules re set-up & removal of any decorations or equipment, as per the hire agreement. ie
 - 1) All decorations, signs, lights, equipment etc must be removed from the premises on the day/night of the function – unless
 - 2) TBC have agreed to extend the removal time of these items until the following day (which includes a Saturday or Sunday), by no later than 10.00am.
- TBC accepts no responsibility for damage to or loss of any property belonging to the Hirer or any associated third party or guest.

Bar Usage

- If alcohol is to be available at the function/event a Special Liquor Licence is required & the application must be lodged by TBC 30 day's prior to the function/event date.
- This Licence fees will be an extra charge to the Hirer.
- Part of the Licence requirement is a detailed menu, listing types of food to be supplied by the Hirer. Failure to supply TBC with this detail by due date will result in licence being declined or extra charges applying.
- Bring Your Own (BYO) alcohol is not permitted under licence terms & will be immediately confiscated by TBC & will be non returnable.

Cancellation

- TBC reserves the right at any time to cancel or terminate any Hire if:
 - They feel the use of the facility will/is causing imminent danger, nuisance or damage to the facility or to any person in or about the facility.
 - The Hirer is in default of any provisions of this agreement.



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- The menu as supplied by the Hirer has not been followed which may cause negative Licence repercussions for TBC.
- The Hirer agrees that for any cancellation less than seven (7) clear days prior to booking date all fees paid are non refundable & any fees due to be paid must be paid immediately.
- Any cancellation prior to seven (7) days before booking date are fully refundable.
- If a booking, which cannot be transferred to another agreed date must be cancelled at any time due to circumstances outside TBC or Hirer's control, all fees are fully refundable, less any costs incurred by TBC (eg Licence fee).

Bowls & Green Usage

- The Green can be used as a stand-alone facility area, or as part of a Clubhouse function.
- Maximum hire time is two (2) hours. Minimum number of players is six (6).
- Only flat soled shoes are to be worn, otherwise socks or bare feet are allowed.
- All bowling equipment (including bowls) are supplied & club members will be in attendance to help players.
- The Green's Bar adjacent to the Green will be open as agreed.

Please sign & return this document.

(1) To the address as noted on the letterhead – or –

(2) Acknowledge receipt of the document & agreement with the contents, by return email.

I have read, understood & agree with the above 'Facility Terms & Conditions of Hire'.

Hirer Name:
(please print)

Signature:

Date:

Please deposit all fees to:

Taupo Bowling Club (Inc)

Account: 06 0429 0309860 00

(Reference Hirer name & Function date)