



FUNCTION BOOKING FORM

Thank-You for booking with Mackay Northern Beaches Bowls Club. Please complete this form & return to fc@nbbowls.com.au

EVENT DETAILS

Name of Host:	Event For (Name or Business):		
Function Type:	<input type="checkbox"/> Birthday <input type="checkbox"/> Wedding <input type="checkbox"/> Engagement <input type="checkbox"/> Corporate <input type="checkbox"/> Xmas Party <input type="checkbox"/> Wake <input type="checkbox"/> Other _____		
Date of Function:	Function Time:	Number of Guests:	
Mobile Number:	Email:		

ROOM HIRE DETAILS

Area Requested:	<input type="checkbox"/> Rosewood \$400-\$600 <input type="checkbox"/> Marquee & Deck \$400-\$600 <input type="checkbox"/> Greenery \$300 <input type="checkbox"/> Balcony \$100 <input type="checkbox"/> Veranda \$100 <input type="checkbox"/> Other POA _____					
Table Set Up:	<input type="checkbox"/> Square <input type="checkbox"/> Round <input type="checkbox"/> Cocktail <input type="checkbox"/> Theatre <input type="checkbox"/> Classroom <input type="checkbox"/> Trestle <input type="checkbox"/> Dry Bars					
Room Layout: <i>Completed by Function Staff ONLY</i>						
Extras:	<input type="checkbox"/> Table Cloths \$10 Each Black or White <input type="checkbox"/> Tea/Coffee \$50 <input type="checkbox"/> Cake Table <input type="checkbox"/> Cake Knife <input type="checkbox"/> Fabric Napkins \$2 Each Colour: _____ <input type="checkbox"/> Paper Napkins Colour: _____ <input type="checkbox"/> Dance Floor \$100 <input type="checkbox"/> Microphone <input type="checkbox"/> Lectern <input type="checkbox"/> Table Runners \$2 Each Colour: _____ <input type="checkbox"/> Speaker Box \$100 <input type="checkbox"/> Cake Cutting Service \$35 ANY EXTRAS: _____					
Event Suppliers:	Decorator: _____ Phone: _____ Entertainment: _____ Phone: _____			Cake: _____ Phone: _____ Other: _____ Phone: _____		



CATERING DETAILS: PLEASE NOMINATE YOUR REQUIRED QUANTITIES

Canapés (minimum of 30 people)	<input type="checkbox"/> Menu A <input type="checkbox"/> Menu B		<input type="checkbox"/> \$25pp (4) <input type="checkbox"/> \$30pp (5) <input type="checkbox"/> \$35pp (6)	
Hot Platters <i>Write the quantity of platters in the boxes</i>	Chicken	<input type="checkbox"/> Small <input type="checkbox"/> Medium <input type="checkbox"/> Large	Any Changes: _____	
	Asian	<input type="checkbox"/> Small <input type="checkbox"/> Medium <input type="checkbox"/> Large	Any Changes: _____	
	Party	<input type="checkbox"/> Small <input type="checkbox"/> Medium <input type="checkbox"/> Large	Any Changes: _____	
	Seafood	<input type="checkbox"/> Small <input type="checkbox"/> Medium <input type="checkbox"/> Large	Any Changes: _____	
Cold Platters <i>Write the quantity of platters in the boxes</i>	Sushi	<input type="checkbox"/> \$110 (20 guests)		
	Seasonal Fruit	<input type="checkbox"/> \$80 (20 guests)		
	Sandwiches & Wraps	<input type="checkbox"/> \$80 (15 guests)	<input type="checkbox"/> \$100 (25 guests)	
	Mediterranean Bruschetta	<input type="checkbox"/> \$35 (10 guests)		
	Cheese & Crackers	<input type="checkbox"/> \$80 (15 guests)	<input type="checkbox"/> \$100 (25 guests)	
Buffet <i>Please tick box</i>	Full Choice	<input type="checkbox"/> Option 1 \$55pp <input type="checkbox"/> Option 2 \$65pp <input type="checkbox"/> Option 3 \$75pp		
	Beaches	<input type="checkbox"/> 3 Course \$80pp Any Changes: _____		
Alternate Drop <i>Please tick box</i>	<input type="checkbox"/> 2 Course \$60pp <input type="checkbox"/> 3 Course \$70pp Any Changes: _____			
A La Carte BBQ <i>Please tick box</i>	Menu One	<input type="checkbox"/> \$60pp	BFB & BBQ <i>Please tick box</i>	<input type="checkbox"/> \$20pp <input type="checkbox"/> \$25pp <input type="checkbox"/> \$30pp
	Menu Two	<input type="checkbox"/> \$60pp		<input type="checkbox"/> \$45pp <input type="checkbox"/> \$25pp SLIDERS
Seasonal Events <i>Christmas</i> <i>Please tick box</i>	Buffet Menu	<input type="checkbox"/> \$50pp	Kids Party <i>Please tick box</i>	<input type="checkbox"/> \$210 Package
	Plated Menu	<input type="checkbox"/> \$55pp		
High Tea <i>Please tick box</i>	<input type="checkbox"/> \$35pp		Corporate ONLY Afternoon Tea	<input type="checkbox"/> \$6.50pp
	Food Allergies/Requirements			Bar Tab

PAYMENT DETAILS Please note that a credit card is required to secure your booking. See Deposit & Booking Procedure in the Terms & Conditions.

Payment Type:	<input type="checkbox"/> Mastercard <input type="checkbox"/> Visa <input type="checkbox"/> EFT <input type="checkbox"/> Cash <input type="checkbox"/> Bank Deposit		
Credit Card Holders Name:			Date:
Credit Card Number:	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Expiry Date: <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/>	
Authorised Signature:			CVV: <input type="text"/> <input type="text"/> <input type="text"/>



TERMS & CONDITIONS

Please ensure that the host carefully reads the term and conditions, understands all requirements and signs the bottom of the function booking form. Ultimately the host is responsible for their guests adhering to the Terms & Conditions outlined but not limited to in this document. Please note prices quoted do not include any extra requirements such as decorating services, table arrangements, decorations, entertainment, extra audio-visual components, additional furniture and gratuity unless specified. All prices quoted are GST inclusive. Please be advised that the menu and wine prices are subject to change if more than 30 days has passed since the original quote.

Deposit/ROOM HIRE & Booking Procedure

Your function date is confirmed on receipt of a signed Mackay Northern Beaches Bowls Club Function Booking Form, along with a Deposit/Room Hire to the amount specified on the invoice. Deposit/Room Hire MUST be paid by the date specified on the invoice or date will be released to another customer. By completing this form DOES NOT confirm your booking, Functions Manager will confirm once full procedure has been completed. A Credit Card MUST be provided to secure your function as a security measure.

QUOTATION

Every Endeavour is made to maintain prices as quoted; however, these prices may increase subject to market conditions. Prices charged for your function are those in effect three months prior to the function date. Quotations for functions are based on the understanding that should the number of guests attending your event decrease by more than 20% of the original number booked, an additional charge may apply or your function may be moved to a more suitably sized room at the discretion of Northern Beaches Bowls Club.

Payment of Account

All accounts MUST be paid in FULL fourteen (14) days prior to your function. Additional liquor accounts (TAB) are to be settled in FULL upon completion of your function. Payments can be made by cash, credit card (Diners Club/ Amex not accepted), direct bank transfer (if prior to the function) If a TAB account is not settled upon completion of your function, ALL monies outstanding will be debited from the Credit Card on file.

Room Hire Conditions:

The latest a room may be hired until is 12.30am and the hirer must vacate the room within 30 minutes of the event ending. Northern Beaches Bowls Club must be notified of all entertainment pertaining to your function. This includes the use of, but is not limited to: CD players/I-Pods/live musicians/DJ etc. Northern Beaches Bowls Club has the right to refuse entertainers who may be deemed unsuitable. Due to smoke detector sensitivities, no smoke machines are allowed. The signatory on the booking forms is the person financially responsible for any damage sustained to Northern Beaches Bowls Club and/or its property during the function. Management must be consulted before adhering decorations or signage to any wall, door or ceiling within the building. No small scatters or confetti balloons will be used for any function. Cleaning charges will be deducted from your credit card for any excess cleaning requirements. It is understood that any gifts containing alcohol will be placed behind the bar for the duration of the function. We no longer are taking bookings for 18th birthday celebrations. For all 21st parties and at the discretion of Northern Beaches Bowls Club Security will be arranged for the function and the Hirer will be invoiced the cost. Outside security is required for your event. As per email, with extra conditions.

Cancellation procedure

Cancellation of your function must be notified in writing. Cancellations 2 weeks prior to the date of your function will receive 100% refund of your room hire deposit. Cancellations within 2 weeks of the date of your function will have 50% of your room hire payment refunded. Northern Beaches Bowls Club reserves the right to decline or cancel any function or booking.

Food and Beverage Confirmation

We require a minimum of fourteen (14) days' notice of your menu requirements, including food and beverage selections. Mackay Northern Beaches Bowls Club reserves the right to alter products to a similar product if the product requested is not available. Final menu selections must be made 2 weeks (14 days) prior to your function as well as final payment. Vegetarian, Coeliac and other allergies menu items are required fourteen (14) days prior to your function; there may be a small additional cost. Confirmation of final numbers of guests attending is required 7 days prior to your function. This number will be regarded as the final number for catering purposes and you will be charged accordingly, even if fewer guests attend the event. The addition of extra guests attending after this time will need to be paid for before the event. Please note that if at the time of the event not all guests are in attendance the host will be charged for the total number of guests specified at the time of confirmation.

Food Allergies and Intolerances

When notified we will take care to ensure that the meals or beverages served to you are free from the notified products that you are allergic or intolerant to. However, we cannot guarantee that trace elements will not be contained in the purchased components of these foods or beverages. Please notify management of any allergies or intolerances. You may be required to sign a disclaimer form.

Food Safety

Northern Beaches Bowls Club is fully licensed which prohibits the bringing of food and or beverages onto the premises with the exception of celebration cakes e.g. Wedding/Birthday cakes. Health regulations state that no leftover food is to be taken by a client or guest from club premises. If by chance food is taken from the premises no responsibility will be taken by the Club or Club Management

Menu/Wine List

Menu and Beverage items are subject to availability. Prices are subject to change without notice.

BYO



Mackay Northern Beaches Bowls Club is a fully licensed & serviced venue and does not allow BYO. Any guests found with BYO will have it confiscated & destroyed. If found reoffending, offender/s will be asked to leave the function subject to termination.

Loss or Damage

Northern Beaches Bowls Club takes all the necessary care but accepts no responsibility for the loss, damage or theft of the property of the hirer or guests before, during & after the function. This includes but not limited to all gifts, monies, hired equipment e.g. jukebox, band equipment and decorations brought onto the premises. Northern Beaches Bowls Club will not 'hold' any gifts or monies overnight; these remain the responsibility of the hirer. Northern Beaches Bowls Club practices the Responsible Service of Alcohol policy. It is our aim to serve you & your guests with alcohol in a professional, friendly & responsible manner. It is the policy of this establishment not to allow intoxication, underage drinking, violent or abusive behaviour. It is expected that the hirer will conduct the function in an orderly manner and in compliance of the rules of Northern Beaches Bowls Club and the law. The organiser is financially responsible for any damage sustained or loss incurred to Mackay Northern Beaches Bowls Club property, fixtures or fittings, whether through their own actions or the actions of their guests or contractors. Nothing is to be attached to any part of Mackay Northern Beaches Bowls Club property without the prior written approval of management.

Cleaning Fee

The host/organiser is financially responsible if any of his/her guest's vomit, defecate or urinate within the building and cause damage. A fee of \$120.00 per incident will be charged to the credit card which is given as security before the event. **No glitter/scatters or decorations with glitter or confetti including confetti balloons** or the like to be used within any function space, this will also incur a cleaning fee of \$120.00.

Smoking

In accordance with QLD Government legislation, smoking is not allowed inside Mackay Northern Beaches Bowls Club. Smoking is additionally not permitted within five (5) meters of any entrance/exit to the venue or within the outdoor food seating area. Smoking Management Plan is available upon request.

Responsible Service of Alcohol

Mackay Northern Beaches Bowls Club enforces at all times the Responsible Service of Alcohol. Last Drinks at 12.30am, all guests must leave the premises by 1am. BYO facilities are not available however with prior notice we can arrange to order in any special requests. (Pending on availability)

Responsible Service of Alcohol and Responsible Gaming Practices. By law any person under the age of eighteen (18) years may not consume or Purchase alcohol, or participate in any Gaming activity. The management of Northern Beaches Bowls Club reserves the right to: 1- Refuse service and remove from the premises any person believed to be intoxicated. 2- Close the bar and terminate a function if guests do not observe responsible drinking practices.

Security

Management of Mackay Northern Beaches Bowls Club reserves the right to refuse and exclude entry to any person to a function deemed undesirable or intoxicated. The host must conduct their function in full compliance with the rules and regulations of Mackay Northern Beaches Bowls Club management and all applicable laws, including liquor laws, health and safety regulations and fire regulations. As part of house policy and harm minimization we have a Noise Control Policy which directs patrons to be mindful of our neighbours when leaving the premises and requests they depart the restaurant in a quite manner.

House Policy

This MUST be adhered to at all times. A copy is available if requested.

Before signing, please read all the ABOVE terms & conditions

I have read and agree to the terms and conditions

Name:	
Signature:	Date:

OFFICE USE ONLY

Staff Name:	
Signature:	Date:

OFFICE USE ONLY

Deposit \$:	Due By:	Date paid:
Full Amount Due By:		
Invoice #:	TAB #:	
Bank Deposit:	Date:	
Cash:	Acc Charge:	
EFT:	Total:	