

# **DIAMOND BAY BOWLING CLUB**

## **TERMS & CONDITIONS**

### **CATERING & BEVERAGES**

When using Diamond Bay Bowling Club (DBBC) in-house catering, attendance numbers must be confirmed at least 4 days prior to the function.

In-house catering, additional catering, and other known costs must be paid no later than at the beginning of the event by EFT, credit card, or cash.

Only DBBC or one of its preferred caterers may be used on premises, without express written permission from management. Where permission granted, external caterers must have public liability insurance and a catering licence, and take responsibility for all incidents, costs and damages relating to food served and kitchen/equipment if used. Where one of DBBC's preferred caterers is to be used, DBBC must be informed and in agreement prior to their being booked.

Kosher and kosher style catering is available.

When using one of DBBC's preferred caterers, you must accept and adhere to their terms and conditions as set out by them.

### **CANCELLATIONS & REFUNDS**

Should you cancel before 6 weeks (42 days) of the event date, the deposit is fully refundable, less any costs incurred. The deposit is not refundable if cancellation is within 6 weeks (42 days) of the scheduled event.

If special purchases or hires are required for your function, DBBC may require payment for these items at the time of purchase or hire. In the event of your cancellation, any amounts not recoverable by DBBC from the suppliers/providers of these items will not be reimbursed and/or will require your full payment.

A refund may be considered for extraordinary circumstances, at the discretion of the DBBC Board of Directors.

In case of wet weather or if the greens are unplayable, rink hire fees may be converted to a food or drink tab to be consumed on the event date or a future available date, or for rink hire at a future available date.

There will be no refunds of food or catering payments or venue hire due to wet weather on the day of an event.

## VENUE HIRE\*

Full venue hire, where the clubhouse is closed to the public: subject to availability, this will be for a minimum of 3 hours, with a hire fee of \$480 per hour plus GST. This includes staff, set up and break down of venue before and after event and standard cleaning. The entire clubhouse, the sundeck area, and the green seating area are included for your use.\*\*

South Half Venue hire, inside room, close to bar, with other parts of venue open to public including bar service: \$185.00 per hour plus GST. This includes staff, set up and break down of venue before and after event and standard cleaning. Suitable for up to 85 people.

Sundeck Area: outside, under cover, with other parts of venue, including bar service, open to the public: \$185.00 per hour plus GST. This includes staff, set up and break down of venue before and after event and standard cleaning.

North Half Venue Hire, inside room, with dance floor: Subject to availability, this will be for a minimum of 3 hours, with other parts of venue, including bar service, open to public: \$185.00 per hour plus GST. This includes staff, set up and break down of venue before and after event and standard cleaning. Suitable for up to 85 people.

*\* **Please note:** These prices are subject to change. When speaking to our function manager about your proposed function, she will be clear with you about the exact price for hall hire and any other options that you choose.*

*\*\* **Please also note.** If other parts of the Diamond Bay facility are also being used while you are having your function, others will also have access to the bar area and to the toilets -- unless special arrangements have been made with you in writing.*

# **DRINKS**

Management may give in writing (or verbally) average drink prices and estimated average bar tab spends to prospective function hosts. These are averages only and are based on past functions and current drink prices. Bar tabs are set by hosts at your discretion. Bar tabs can be lowered before events or before the amount has been reached or increased by hosts before or during events. Drinks are charged on consumption only and DBBC makes no guarantee that they will be in line with past averages.

An itemised till receipt of all purchases is available to hosts and patrons at the end of events. Should persons lose their receipt, DBBC will endeavour to reprint a copy at a later date but does not guarantee its availability. However, a non-itemised invoice of payment can be generated at any time after the event.

DBBC adheres to the requirements of responsible service of alcohol (RSA). The club has the right to refuse service to any patron if to serve that patron would contravene RSA requirements.

# **CHANGES TO PRICES**

We are happy to take bookings well in advance. However, it might be the case that prices will change prior to your event (due to increased costs and prices to us). Diamond Bay reserves the right to alter its quote to you up to 6 weeks prior to your scheduled event.

In the unlikely event that there are changes to prices, this will be notified to you at least 6 weeks prior to the scheduled event. We will do this only as necessary to cover increased costs and/or prices to us. Should you wish to cancel or alter the plans for your event, we will accommodate your wishes as best we can.

No increases to prices will be made within 6 weeks of your scheduled event.

# **SIGN IN RULES**

The sign in rules for NSW Clubs apply to DBBC:

If you live within 5km of the club, you must either become a member, or be signed in as a guest of a member.

Guests living outside the 5km range may sign in as a visitor to the club.

For events, DBBC may organise a specific event sign-in register or not require sign-in, in co-operation with the organiser, to help expedite the process.

For some nominated functions, DBBC's licence allows that individual sign-in might not be required.

# FOOD & BEVERAGES

No food or beverage is permitted to be brought onto the club's premises at any time (except celebration cakes e.g., birthday, wedding cakes) without the express permission of DBBC.

If you are bringing celebration cakes, we require (for hygiene reasons), that you bring your own paper or plastic plates and disposable cutlery to serve your cake/s with.

Prior arrangements for celebration cakes must be made with the club's manager or function manager.

# CHILDREN & MINORS

As a registered club, the regulations and laws of the Office of Liquor, Gaming and Racing (OLGR) and the Registered Clubs Act are applicable to all parents and guardians of children and minors while at the Bondi Bowling Club.

**A minor is defined by law as any person under the age of 18 years of age. This includes children and infants.**

**Minors must be under adult supervision at all times. (We emphasise – because it has been emphasised to us by OLGR – that this means AT ALL TIMES WHILE THEY ARE AT THE CLUB.)**

Minors are not allowed to be within the demarcated bar area of the Club.

# RESPONSIBLE SERVICE OF ALCOHOL

DBBC is committed to the responsible service of alcohol in addition to all other relevant legislation.

DBBC is a member of the Eastern Suburbs Liquor Accord and is committed to adhering to their ethos.

Hosting and/or paying for a function does not exempt any patron from these requirements.

# SECURITY

Some functions will incur a fee for hiring security, including, but not limited to, 18<sup>th</sup> and 21<sup>st</sup> birthday parties and bar/bat mitzvah parties. Whether or not security will be necessary for your function will be determined by the management, and will be included in any quote or approximation of fees conveyed to you prior to your function.

# CONDUCT OF PATRONS / DAMAGE & INSURANCE

For the duration of your function, you and your guests must agree to act in an orderly manner and abide by DBBC venue's regulations.

You will be held financially and legally responsible for any damage caused by you or your guests to the premises or property during a function.

DBBC may request a bond payment for certain events.

DBBC reserves the right to exclude or eject any or all of the guests attending an event at its sole discretion, without liability.

Behaviour from guests that is improper will not be tolerated.

DBBC will take all reasonable care, and will not accept responsibility for damage or loss of items before, during, or after a function.

No responsibility will be taken for personal belongings, gifts, equipment, or decorations brought onto the premises.

All patrons, including children, must wear shoes and be appropriately attired at all times (except for barefoot on the GREENS!).

***We are in a residential area, so please be considerate when leaving the premises and keep noise to a minimum.***

## SPECIAL DIETARY REQUIREMENTS

Our kitchen will take care in preparing menu items. However, some food products may contain allergens that individual guests may be allergic to. Given notification prior to an event, DBBC (and/or its caterers) will try to accommodate special dietary requirements, and will let you know what steps have been taken.

# **DECORATIONS**

No confetti (either synthetic or food type) is allowed on premises, including but not limited to glitter, little table confetti, rice, paper, plastic or metallic small spreadable decoration. If you are in doubt about whether any decoration is allowable, please speak with the function manager prior to the event.

All decorations must be removed by the client on the conclusion of the function or at a time that has been agreed by the club.

Decorations must be approved by the club prior to the event. DBBC reserves the right to remove any offensive (or otherwise unacceptable) decorations.

Clients will be financially liable for any damage sustained to the clubhouse, surrounding property, or patrons. The cost for repairs or replacement to any damage that occurs will be passed on to the client.

# **ENTERTAINMENT**

The club will allow for functions to book entertainment upon approval.

With approval from DBBC's function manager, you can organise pre-approved DJs, live acts, and trivia hosts for your event upon request. DBBC's function manager can assist with this.

If you wish to book entertainment yourself, then the details of the act must be provided to DBBC's function manager for approval prior to the booking. The function manager will then let you know of any particular requirements that pertain to the entertainment that you would like to arrange. Diamond Bay takes no responsibility for client-arranged entertainment.

All entertainment costs are to be covered by the client.

DBBC takes no responsibility for any entertainer's equipment or material.

# **SOCIAL (“BAREFOOT”) BOWLS**

Our staff are happy to provide instruction if you want.

Roll the bowl – don't throw it (deliver it “low and slow”), and don't drop it.

No drinks or glass or food is allowed on the green.

You need reasonably flat, soft soles on your shoes (little or no tread, and no heels)– or else bowl in your socks or barefoot.

# **CHILDREN – AND CHILDREN’S PARTIES – ON THE GREENS**

Children of all ages are welcome at Diamond Bay. HOWEVER,

- The bowling greens are for bowling – no other games or activities are permitted.
- The bowling greens are not multi-purpose sportsgrounds – they are for lawn bowling only.
- If children aren’t big enough to handle bowls, we have tennis balls available.
- While on the green, children must be under close and immediate supervision.
- Rink numbers, boundary markers, and other paraphernalia around the bank of the greens must be left in place.
- No food or drink is permitted on the green.