

Lincoln Bowling Club Incorporated

Established 1946

162 North Belt
Lincoln 7608

Phone No.: 325 2289
Website: www.lincolnbowlingclub.com

CLUBROOMS HIRE AGREEMENT

The Lincoln Bowling Club Inc. (the Club) has a policy of making its clubrooms available for responsible community use.

The external hire of the facilities will be subject to:

Prior Club approval of the facilities being used for the proposed event;

The signing of the bookings confirmation for hire of clubrooms agreement and prepayment of a non-refundable deposit;

Arranging a Special Licence for the bar if required, the cost of which will be paid by the hirer. (Please note: a licence must be applied for no later than 20 working days before the event. Compliance with the licence provisions is a condition of hire.)

The following hire conditions will apply:

1. Groups intending to use the Club's greens must ensure that players wear flat-soled and no black-soled footwear, sneakers, jandals, sand-shoes, etc are acceptable, as long as there are no raised heel or sharp and exaggerated tread. It is perfectly acceptable for those without flat-soled footwear to bowl in socks, stockings or bare feet.

Groups playing bowls are asked to follow all directions given by those club members assisting. Only people involved in pre-arranged bowls will be allowed on the green.

2. Where bar facilities are required, all supplies (including supplies beyond the normal range carried by the Club), shall be ordered through and dispensed by the Club. The consumption of liquor outside the clubrooms will be restricted to areas advised by the Club/Bookings Manager. Such approved areas do not include the Club's car park.

Costs incurred across the bar are separate from hire costs and must be settled at the conclusion of the function on a cash only basis. Where the hirer chooses to run a dry till, a deposit is required and any unpaid balance must be paid at the conclusion of the function.

Under the conditions of the Club's lease and liquor licence, the selling of liquor must stop at **midnight**, and the clubrooms must be vacated by **1.00am**.

3. The hirer is responsible for setting up the tables and seating unless otherwise arranged. Capacity is restricted by building regulations with a total capacity of 200 persons.

The hirer must comply with all the regulations and requirements as to meet the health and safety objectives of the Club. The hirer undertakes to read and understand building evacuation procedures as displayed in the Club's premises, and in the event of a fire to act as Fire Warden if no club member is available. If an accident occurs, an Accident form is to be completed (located in the office) and it is to be reported to the Manager as soon as possible. The Club has a defibrillator located in the equipment room, and basic first aid supplies located in the office.

4. Smoking is not permitted anywhere inside the clubrooms or on the greens. Smoking is allowed only in designated areas outside the building providing use is made of the ashtrays provided.
5. Music and other loud noise from the function shall be controlled so that unreasonable disturbance is not caused to neighbouring residents.
6. The Club's kitchen facilities, including crockery and cutlery, will be available to the users or by a chosen commercial caterer.
7. The hirer will be responsible for cleaning the clubrooms after the function and returning it to the same state in which it was presented to them. This will include removal of any decorations or displays erected. The facilities must be available, in a thoroughly clean state, for the use of club members the following day at a time to be agreed with the Club's Bookings Manager.

Bookings Manager: Dave Kelly, phone 027 281 4945, email: dkandck@xtra.co.nz

9 September 2022