Terms & Conditions

In order to ensure the success of your event please read the following terms and conditions. Once you are fully aware of these terms and conditions please sign and return the form to the Event team. The completed forms and deposit will be confirmation of your booking.

Membership: The person responsible for the function must be a member of the Club unless otherwise agreed upon with an event coordinator. Tentative Bookings: The Armidale City Bowling Club will tentatively hold any date for seven (7) days without a signed booking form or contract. After the seven (7) days have elapsed the Club will automatically release the date unless the booking has been confirmed. An extension of a tentative booking is determined at management's discretion. If another enquiry for the same date and room is received by the Club within the tentative booking hold time, the client has 24 hours to confirm if they wish to proceed with the booking, otherwise the Club reserves the right to release the tentative hold and offer the space to the new enquirer.

Deposit: A booking will be confirmed only when the Club has received a non-refundable deposit to the value of your room hire along with a signed copy of these terms and conditions. The Club will accept payment in the form of cash, cheque, credit card or direct deposit..

Cancellations: If you wish to cancel your booking, please contact your Event Coordinator. Room hire and catering charges will apply if bookings are cancelled less than 48 hours prior to the event.

Public Holidays and Sundays: Please note that a 15% surcharge will apply to room hire on all functions held on public holidays and Sundays. Closing and opening times may also differ. Please speak to your Coordinator regarding timings. Please also note that there is a separate catering price for events held on Public Holidays and Sundays. Final

Numbers: Final function numbers are required at least one (1) week prior to your booking date and this day will be deemed as your final numbers date. The number provided will be the guaranteed number of which you will be invoiced for. It is your responsibility to notify us of final numbers. Final payment will be based on the guaranteed number. The Club suggests that your RSVP date is prior to the final number date. Any additions after your final numbers will only be accepted on approval from Club Management. The Club reserves the right to not accept additional numbers at late notice.

Payment: Payment is preferred three (3) days prior to your event however the Club can advise if payment is to be received before or after your event.

Accounting: All Events will be invoiced for services rendered. Only with express approval will the Club collect monies on behalf of a client. In the event that the Club is to collect monies on behalf of the client in the form of ticket sales, the purchase of tickets will be non-refundable.

Prices: Whilst every effort is made to maintain prices, they may be subject to change without notice, prior to your event.

Quotes: Quotes are valid for a period of 90 days from the date shown on then quote.

Access: The Club is open from 9am- 11pm Monday to Thursday, 9am- 12am Friday and Saturday and 9am- 9:30pm Sunday. If you require access to the Club outside of these hours please speak with management. Any approved access before 8.00am may incur a $100.00 fee. Functions which continue after midnight will be charged at $150.00 per hour or part thereof and must be approved by management prior to the Event. Please note that any entertainment providers must be packed up and off the premises by 12:30am. Any equipment left without prior approval from management may be disposed of. It is the patron's responsibility to notify any external vendor of these terms and conditions.

Loss and Damages: The patron is to be aware that they will be held financially liable for any loss or damages that the Club sustains as a direct result from hosting the function. You are to be aware that you are also responsible for the behaviour of your invitees/ guests and will be held liable for any damages that they may cause to Club property. The Club holds no responsibility for the loss or damage to items brought into, left prior to, during or after the event by the patron, their guests or outside contractors invited by the patron or any of their guests. The Club does not permit items to be attached or fixed onto/into walls ceilings furniture or glass.

Equipment/ Decorations: All equipment and decorations brought into the Club must have prior permission from management. If choosing to provide your own decorations, access to the Club will only be available on the day of your event, and the time of access will be deemed by your Event Coordinator. Party poppers, confetti & scatters are prohibited and will obtain a cleaning fee if used. Under no circumstances can decorations be attached to the wallpaper or curtains of our function rooms. All decorations must be removed from the premises prior to the conclusion of your Event. All exit doors must be free of blockages and positioning items must be done in consultation with your Event Coordinator. The Club reserves the right to remove any items or decorations if deemed necessary and all decorations or any item brought on to the premises of any kind (eg. boxes and wrapping paper) must be removed from the premises entirely.

Sparklers & Flammable Materials: Sparklers are strictly prohibited at the Club. If lit, they set off the clubs fire alarms and all function guests and club patrons will need to be

evacuated from the club. The Fire Brigade call out fee starting from $1800.00, will be charged to your Invoice. If guests are providing candles, they must be enclosed in a candle holder. The Club reserves the right to remove and dispose of any decoration or item that does not adhere to this policy.

Conduct: The Armidale City Bowling Club is a registered Club and therefore must ensure that certain standards and policies must be upheld. Please be aware that certain rules and regulations will apply to you and your guests concerning conduct, dress, liquor, gaming and so on. The Armidale City Bowling Club is committed to responsible service of alcohol and adheres to this policy at all times.

Smoking: The Armidale City Bowling Club has a non-smoking policy. Smoking or vaping is only permitted on the balcony of the upstairs function room and in the main Clubs designated outdoor smoking areas. Smoking will not be permitted in the main bar, function areas, lounge area, foyer or hallways. Please notify all guests of this requirement.

Other Functions: The Club reserves the right to book other functions into the same function room the day of, the day before and the day after your booking. Additionally, the Club reserves the right to book other functions at the same time as your booking in adjoining function rooms.

Minors: It is a requirement by the Club's Board of Directors that the number of persons under the age of eighteen (18) attending the function must be confirmed with staff. This will be required in a written form addressed to the Board. Minors are NOT permitted in bar areas, must not consume alcohol, enter the Clubs gaming lounge and are required to be with a parent or guardian at all times.

Catering: The Club requires function menus to be selected and finalised one (1) month prior to your booking date. Due to market price fluctuations food payment will only be accepted ninety (90) days prior to a function. Alternatives to this condition may be requested by a written letter to the Clubs Board of Directors. Board decisions are final. Due to Legislative requirements food and beverages are not to be brought onto the Club premises – this includes nuts/chips/lollies etc.

Note: If you supply a celebration cake such as a wedding or birthday cake you agree to take full responsibility for that cake. The Club holds no responsibility for any damages or loss of a cake if left behind. It is the patron's responsibility to ensure that the remainder of their cake is either removed prior to the conclusion of the event or picked up (upon agreement with Event Coordinator) before 9:30am the day after the event. In the event that these times are not adhered to, the cake and all accompanying decorations will be disposed of. It is the patron's responsibility to notify the cake maker of these terms.

Appointments and Meetings: Visits to any members of the Club's function team is preferred by appointment. Unforeseen Circumstances: Due to any unforeseen circumstances or accidents the Club reserves the right to cancel any booking and refund any deposits at any time.

Responsible Service of Alcohol: Due to legislative requirements (Liquor Act 2007) the Club requires all functions, where alcohol is served, to include sufficient food options for function guests deemed by our management. If not all guests are to partake in a set meal, then this must be stated in the Clubs booking form. The Club reserves the right to ensure that there is sufficient food provided for all guests.

Bowls Booking Conditions: As a precaution for the club and your guest's health and safety we have in place the following conditions for the use of our bowling greens for functions.

Before you bowl:

- Ensure you and your guests are wearing flat soled shoes or have bare feet

- Be careful of any known injuries you or your guests may have

- Booking is subject to availability of Greens and approval by the Bowls co-ordinator and management of the Armidale City Bowling Club

- Booking time for the greens will be a 2 hour duration which will commence on the agreed time on your booking form, we encourage you to arrange with your guests arrival beforehand if you wish to maximise the 2 hour of play

- Kids under 12 are not permitted to play bowls, and are not allowed on the greens at any time, minors between 12 - 17 must be accompanied by a responsible adult at all times

- The maximum number of people on each rink is eight (8), teams of four; the minimum required is two(2)

- Children must be supervised by a responsible adult at all times, no running, playing or sitting on the greens

- Food and drinks are only allowed on the banks not on the greens. This is enforced to keep the greens in good condition and helps with your safety and that of your guests

- No running, jumping or any behaviour that is not in the correct manner of the game of lawn bowls or that may harm others or the greens will not be accepted

- All players will be taken through the rules and acceptable behaviour of play before they take to the greens by the club's Bowls Coordinator or a member of our team

- Payment for social bowls must be done at reception or main bar before taking to the greens, payment via invoice can also be arranged prior to event

- If players are seen to breach any of the above conditions they will be asked to terminate play immediately and their money will be forfeited, and a damage fee for the greens may be incurred