



# Millswood Bowling Club - Private Function

Name:..... Phonenumber:.....

Event:..... Date of Event:.....

Time of event:.....Set up time:..... Number of People Attending: .....

Function Costs	Amount
Venue Hire(inc GST) (\$100 DEPOSIT REQUIRED)	\$450.00
BBQ Hire \$30.00 inc GST/BBQ (2 available)	
Bowling \$5.50 inc GST/person (paid at the end of the event)	
Tab required? Amount \$ (Paid at end of event)	
<b>TOTAL TO BE PAID FOR FUNCTION HIRE</b>	<b>\$</b>
<b>Date Deposit paid:</b>	<b>/ /</b>

## General Information

Our club can hold up to 120 people under our Liquor Licence. It seats 80-100 people inside with heating/cooling available as well as 50 people on the veranda.

It is a condition of hire that you must have a minimum of 30 people attending and 3 hours of hire. Also, one or more of our staff members must be present when hiring the club. If you have over 60 people attending we will ensure we have 2 bar staff. Friday & Saturday club hours are 10am to midnight. Sunday to Thursday hours are 10am to 11pm. Our staff will call last drinks half hour before closing time.

We have a wide range of drinks and snacks available to purchase at our bar (drinks menu can be provided but is subject to change). We do not allow any other alcoholic drinks to be bought onto the premises. If you think any drinks are going to be more popular than others please advise us as we will ensure we have enough stock available. Our kitchen includes an oven/hotplate, microwave, two fridge/freezers, two pie warmers and two fryers. As well as all trays, pans, pots, platters, dishes and cutlery etc for you to use.

Catering: You are welcome to provide your own caterer. We highly recommend Food Man Chew, phone 0421 958 566.

You are welcome to decorate the club and move furniture as required. No Sticky tape or drawing pins etc to be used on walls or woodwork. We have a pool table, dart board, TV, music system and microphone available for use.

Set up can usually take place from 10am the morning of your event. We do not hire the club out if we have a pennant home game that day as this is open to our club members. *\*\*\*Note: members of the club may be around during your set-up and event but will stay well away from your event area.*

NOTE: From mid-October to mid-April our club is not available for hire on Thursday & Friday nights and some Saturday's during the day.

### Conditions of Hire

- Deposit of \$100 has been paid via EFT (Millswood Bowling Club BSB 633-000 Acc 128832235)
- Any cancellations must be made 48 hours prior to your event to receive a refund of deposit.
- The bar must be run by our staff.
- Cleaning of the club must be completed at the end of your function unless otherwise discussed. Cleaning required by you includes removing all decorations and rubbish in bins as well as sweeping the floors. All tables/chairs, BBQs, kitchen equipment, dishes/cutlery must be cleaned and put back how it was originally set up. A cleaning fee of \$200 may be charged if cleaning not completed.
- No high heels or other potential damaging objects are allowed on the greens (Costs may be incurred if damage occurs).
- All decorations must be removed and no sticky tape, drawing pins or nails be used on our paintwork.
- If using our Urn, you must supply your own tea, coffee, sugar and milk.

Please sign and date acknowledgement and agreement of Conditions of Hire:

.....  
Print Name

Signature

Date

Further enquiries please contact the club on 8271 3172 or [millswoodbowlingclub@gmail.com](mailto:millswoodbowlingclub@gmail.com)



**Friday Night Meals at the Club over Summer**  
**\*Meat Tray Raffle \*Kids run free on our greens**  
**\*Weekly Menu Posted on Facebook**