



FERNTREE GULLY BOWLING CLUB



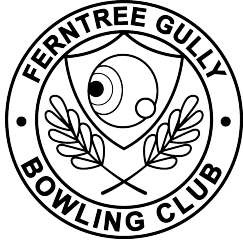
**2A Glenfern Road
Ferntree Gully,
Vic 3156**

Tel: (03) 9753 5888

Fax: (03) 9758 2703

Email: functions@ftgbowls.com.au

www.ftgbowls.com.au



Ferntree Gully Bowling Club

"Function Application"

Name of person for who celebration is being held:

Name of person authorised to act for function:

Address: _____

Phone: Home: _____ Mobile: _____

Email: _____

Function Date: _____

Approx. number of guests: _____

Times required: From: _____ To: _____

Type of function: _____

Note: A \$200.00 deposit is required to secure your function booking. Bookings are considered tentative until the deposit is received. A cancellation fee of the full deposit amount will be charged for cancellations made within one month of function date.

Please read the "Conditions and Requirements" of Functions package before signing this application.

I acknowledge and accept having read and understood the above information and retain a copy for my records.

Signed: _____ Date: _____

Accepted by: _____

Function Co-ordinator

"Conditions and Requirements"

Thank you for choosing Ferntree Gully Bowling Club for your function. We will endeavour to assist you in every way possible to ensure your event is a success.

Tentative bookings will be held for 2 weeks. If a deposit confirmation is not received within this time the booking will be released.

ROOM HIRE / DEPOSIT

- Room hire is \$150.00 and weddings are \$300.00.
- We require a \$200 deposit to confirm your booking.
- Please be advised that customers and their guests are responsible for any loss sustained to the venue including damage to the premises, its fittings, equipment and its grounds.
- Room hire includes general cleaning of function room (or BBQ area). Additional cleaning charges may be incurred if a function has created cleaning requirements considered to be above normal general cleaning.

CONFIRMING FUNCTION DETAILS

- Entertainment, equipment or additional requirements must be confirmed 2 weeks prior to your function.
- Food selection and any extra requirements must be confirmed at least 2 weeks prior to your event.
- ***Final guest numbers and full payment is required 1 week prior to your function. No refunds will be made after full payment has been received***

BEVERAGES

- You can run a drink tab on any of the products we stock. The most popular is the range of standard beers on tap, house wine and champagne, soft drink, juice. Bar tabs must be pre-paid on the day of your function.
- At any time throughout the function you can acquire your drinks balance by asking the bar staff or management.
- No doubles or shots permitted during functions.
- A coffee/tea station is available.

FINGER FOOD

- Food selection must be confirmed 2 weeks prior to your function.
- Finger food is served by our staff on platters.
- Food is served at our discretion as the demand dictates.
- Menu options and prices are on the following pages.

SIT DOWN MEALS

- We can cater for up to 50 guests in our function area or 120 guests using the function area and sports bar.
- We offer flexibility through our menu choices: guests may select their own meals from a limited a la carte menu or meals can be served 50/50 from a pre-selected menu. A sample menu and prices are on the following pages.
- Vegetarian and Gluten free meals are available. Please discuss this option with your event co-ordinator.
- We are more than happy to tailor menus to suit your specific function.

FOOD ALLERGIES

Please be aware that whilst all care is taken when catering for special requirements, within the premises our staff handle seafood, seeds, nuts, wheat flour, eggs, meat, funghi and dairy products. To the best of our ability customer requests will be catered for but the decision to consume a meal is the responsibility of the diner.

DECORATIONS

We are able to arrange anything that is required to decorate the room. Decorating of the room can be arranged prior to your function: please consult function coordinator for venue access times and any relevant restrictions.

- We do not allow glitter or confetti in the venue. Thank you for your co-operation.
- Nothing is to be nailed or screwed to any wall or other surface.
- Signage must be approved by the coordinator and kept to a minimum.

ENTERTAINMENT

We are able to arrange many types of entertainment or you can organise your own. Please liaise with the function coordinator if you organise your own.

We have a flat screen TV in the function area with USB & HTML connections. If you would like the use of the TV please check that your presentation is compatible in the week prior to your event.

SECURITY

For the safety of all guests, security is a requirement for each function. The cost for this is \$150 per security guard.

METHOD OF PAYMENT

Cash, eftpos, VISA, Mastercard. Functions must be paid in full one week prior to your event. Bar tabs must be pre- paid on the day of the function.

LEGALITIES

- Our Liquor Licence requires all alcohol must be purchased on premises. We **DO NOT** have a B.Y.O licence. Any guest found bringing alcohol on to the premises will have it confiscated and returned to them on departure. Proof of age will be requested if we deem necessary. Please read the attached Responsible Serving of Alcohol policy.
- Alcohol will not be served to minors. Any guest supplying alcohol to a minor at any time will be asked to leave the premises along with the minor.
- ***The Food Safety Regulations also state that food is not to be brought onto the premises to be consumed.*** Birthday cakes are permitted. We do not charge for cake cutting.
- Security is required for all 21st Birthday bookings. We reserve the right to request security for other functions depending on the number of guests expected and the type of function.
- Please read the attached By Laws to familiarise yourself with Club policies prior to your event.

FUNCTION DURATION

- Functions must be completed by midnight.
- Last drinks will be called at 11.30 p.m. and entertainment must cease at 11.30 p.m.
- Room must be vacated by 12.30 a.m.

SUNDAYS AND PUBLIC HOLIDAYS

A surcharge will be added to functions for any bookings on a Sunday or Public Holiday.

Sunday charge:	\$2.00 p.p.
Public Holiday:	\$3.50 p.p.

Responsible Service of Alcohol Policy

Our venue is committed to the responsible serving of alcohol because we:

- Aim to provide a safe and friendly environment for our guests and staff
- Want to abide by our legal obligations under the Liquor Control Reform Act 1998

Staff are trained in the Responsible Serving of Alcohol (RSA). We seek the co-operation of patrons to assist us in achieving our aim to provide the best possible experience for you and your guests.

Therefore, we adopt the following RSA practises for functions:

- Whilst the final decision in respect to RSA issues will at all times be the responsibility of the venue, we require you to nominate a responsible person to assist our staff with any issues regarding liquor service at your function.
- Minors will be required to be identified and will not be served alcohol during the function.
- Water and non-alcoholic beverages will be readily available at all times.
- Guests will be asked before glasses are topped up with alcoholic drinks.
- We reserve the right to limit the quantity of alcohol consumed by any guest.
- We reserve the right to stop the supply of alcohol to the function guests, or any particular guest/s if it becomes apparent at any time (even prior to scheduled finish) that the guests are intoxicated.
- We reserve the right to close the function if the behaviour of the guests becomes unacceptable.
- Guests who are intoxicated will not be served any alcohol and will be required to leave the premises.
- All guests are encouraged to ensure they have safe transport from the function. Staff will offer to call a taxi for any guest/s they consider should not be driving.
- We respect our neighbours and encourage our customers to leave the premises in a manner that does not disturb the venue or our neighbours.

We know that you will agree with the sentiments of this policy and it is understood when you book your function. Your co-operation with the objectives set out above is a term of the contract between us. We will not be liable for any loss experienced by you or your guests by the implementation of any elements of this policy.

Again, we thank you for considering our establishment for your event.

By Laws

Club Trading Hours

Monday to Sunday 10.00 a.m. till late

Dress Regulations

*Neat and casual attire is required at all times. Work attire (with the exception of overalls) is permitted until 7.00 p.m. on the provision it is not ripped or soiled. No sporting attire (including tracksuit pants) after 7.00 p.m. unless participating in a sporting event within the club. **NO caps or headgear is allowed.** The committee/management reserves the right to refuse entry.*

Behaviour

Members and guests will behave in a proper manner without causing any inconvenience to other members and guests. The term "behaviour" is to include dress, language, actions or any annoyance, which in the opinion of the Committee/Management is detrimental to other members and the reputation of the club. Members and guests are solely responsible for their own behaviour. Failure to comply with proper behaviour will result in members/guests being asked to leave the premises and a subsequent report will be lodged with the Committee. Their determination of the infringement may result in suspension or expulsion for the member involved. Persons leaving the premises late in the evening will be expected to leave the property in a manner that does not unduly disturb neighbouring residents.

Visitors

Every visitor is required to enter their name and other particulars in the Visitors Book located in the foyer. The Committee/Management reserves the right to refuse entry of any visitor with justification.

Children

It is the sole responsibility of the member/guest to ensure the proper conduct of their children (minors) and if in the opinion of the Management the behaviour is not satisfactory, the guest will be asked to leave the premises with the minor. Children are allowed to attend the club under the strict supervision of the parent or guardian whilst visiting the club. Minors are restricted to the Bistro, Sports Lounge, Function Room and BBQ area only.

Proof of Age

Any person under 18 years may not enter or remain in the Gaming Room for any reason. Alcohol will not be served to minors.

Smoking

Smoking is permitted in designated areas only. Smoking is not permitted anywhere inside the venue.

Extra Options:

White Linen Table Cloths	\$6 per cloth
House DJ including lights 7.30pm – 11.30pm	\$300
Tea & Coffee Station -	\$1 per person to a maximum of \$50
Decoration Package Includes table cloths, helium balloons both table clusters and floating	\$150

Sample Beverage Pricing

(subject to change without notice)

Soft Drink	\$3.40 pot
Heavy Beer	\$4.80 pot
Light Beer	\$4.40 pot
House Wine	\$5.80 Glass
Champagne	\$5.80 Glass
Mixed Spirit	\$7.00 Glass
	\$10.50 approx per bottle / can