



Kohimarama Bowling Club Terms and Conditions of Hireage

KBC Facilities on Offer

- Club rooms
- Tables and seating for 80 people
- A 19M*5M outdoor deck
- All-weather surface bowling greens
- Ramp access but no wheelchair accessible toilet
- Bar with licence
- Extensive off-street parking
- Boom box with blue tooth connection
- Well equipped kitchen including plates and cutlery
- Dish sterilizer for glasses, plates and cutlery
- Barbeque
- White boards, no A/V equipment.
- Stunning outdoor setting
- No catering service.
- You are welcome to arrange a food truck or undertake your own catering

Kitchen/Catering

Apart from bar snacks, the Club [Kohimarama Bowling Club/KBC] does not offer a catering service. You are welcome to bring your own catering and/or use the Club's kitchen or BBQ.

If you using the kitchen, plates, cutlery or BBQ, the Hirer is required to leave the kitchen and items in a clean and tidy condition prior to departure. Any leftover food and related food rubbish is to be removed.

The Hirer agrees to operate all kitchen equipment in a safe and responsible manner.

No deep fryers are permitted onsite.

Cleaning

Before vacating, the Hirer is responsible for ensuring the venue is left in a tidy state both in and outside including collection of all rubbish.

Any pre-agreed decorations which have been erected, are to be removed and chairs and tables returned to their original locations

Noise Management

The club is located in a residential area and so we ask that due care and respect be shown to neighbouring properties. Hirers are responsible for managing noise levels during the event. Noise from amplifiers and loudspeakers must be kept to a moderate level at all times.

Failure to comply with this condition particularly occasions which result in a visit buy Council Noise Control, may result in the early closure of your function. Such a cancellation does not exempt the Hirer from paying the entire hireage fee and bar tab.



Parking

Significant off-street parking is available. Please do not park in the yellow marked parking areas. Car security is encouraged.

If the carpark is full, we recommend parking on Melanesia Rd or Speight Rd and using the intersecting walkway. Please do not park in the neighbouring tennis club grounds.

Alcohol

Our club licence does not permit BYO alcohol. You are permitted however to bring non-alcoholic drinks such as orange juice [but not soft drinks] with the prior approval of the Club Venue Hire Coordinator [CVHC].

Our bar prices are extremely competitive and significantly lower than most commercial establishments.

Only alcohol purchased from the Club Bar is permitted to be consumed and cannot be removed from the premises. The Club reserves the right to confiscate any alcohol which does not comply with this condition. It will be returned to the Hirer at the completion of the event.

Smoking and Vaping

The clubrooms and grounds are a smoke and vape free area.

Due to sensitive smoke sensors, we cannot allow smoke or snow machines within the clubhouse.

Health and Safety

The Hirer is responsible for the health, safety and wellbeing of all people attending their function or activity.

At the start of your session, the Hirer must explain the Fire Evacuation method to all people in attendance.

In the event of an emergency, please evacuate to the designated area between Green 1 and Green 2 and one person of your group must report to the Club Venue Hire Coordinator [CVHC].

If you see a Health and Safety problem anywhere on the Club grounds, please report this to the CVHC as your safety is of prime importance to us.

A defibrillator is provided and is located on the wall in the hallway leading to the men's toilets at the rear of the hall – northern side.

All accidents and injuries must be reported to the CVHC.

Exits must not be blocked by the Hirer's attendees.

No candles or naked flames are to be used on the premises or within the clubhouse.

Attachments or Decorations

Decorations, ornaments etc may be hung with prior approval of the CVHC. They must be removed by the Hirer prior to vacating the building. The Hirer is responsible for any resulting damage.



Use of the Bowling Greens

If bowling is included as part of your function, then can you ensure all bowlers:

- Wear either soft or flat soled shoes, jandals or bare feet on the greens – NO HEELS ALLOWED.
- Bowls are not to be dropped on the greens other than as part of the bowling delivery
- Driving the jack [i.e., bowling with excessive force] is discouraged as it is likely to result in injury to unsuspecting neighbouring rink bowlers if the bowl ricochets
- No food or drinks are permitted to be consumed or taken onto the bowling greens. Damage caused by drinks or food may result in a loss your deposit/bond.
- No activities including dancing, running, throwing of the jack or bowls etc other than part of normal bowling, are permitted on the greens.

Our charge for rink hire includes use of the bowls equipment and introductory instructions on how to play. This can be arranged at the beginning of your event or at the time you plan to start bowling.

Unacceptable Behaviour

The Club reserves the right to stop any function and ask the Hirer's party to vacate the venue early due to unacceptable behaviour such as excessive noise, drunkenness, fighting, drug use or any other behaviour that risks club members or the facilities.

Loss or Damage

The Hirer agrees the Club accepts no responsibility for any loss or damage to any property of the Hirer or injury to any hireage attendee.

Bookings

The Hirer is required to complete and sign a Booking Form for the event hireage. This includes completion of all details pertaining to the Individual or Business undertaking the hireage.

For Corporate or Business bookings, the Hirer must supply a purchase order or proof of authorisation via a company letterhead or an email from the appropriately authorised person, that the Corporate or Business accepts responsibility for paying the final hireage and bar tab` invoice. If this authorisation is not received, the Hireage will be treated as a Private Hireage and a Deposit/Bond will be required to accompany the booking.

In the event of an event cancellation, the Hirer agrees to pay the Cancellation fee as outlined herein.

Deposit/Bond

Subject to the conditions above, a deposit/bond of \$500 is required for all non-business bookings. If payment receipt is not received within 48 hours of our booking confirmation email to the Hirer, KBC reserves the right to accept a replacement booking.

Once the booking has been accepted by the Club, in addition to use as part of the Cancellation policy below, the Deposit/Bond may be used towards cost recovery for:

- any damage to the premises, greens, furniture or equipment



- extra cleaning and rubbish removal.
- staying beyond the contracted time @ \$200 per hour or part thereof.
- disturbance to adjoining properties.

If no adjustments are made thereto in respect of the above, the full value of the Deposit will be offset against the final invoice for the Booking.

Cancellation of Bookings

Events booked for November and December cannot be cancelled without forfeiture of the Deposit/Bond as this is a high demand period and such cancellations are likely to result in the Club being unable to resell the booking time-slot. Refer cancellation due to weather below.

For all other periods, when cancellation of a booking is advised at least 10 days in advance of the booking date, any deposit will be refunded in full subject to the condition below:

Cancellations less than 10 days ahead of the booking will have only 50% of the deposit refunded.

For customers who have not been asked to pay a deposit/bond, the cancellation charges as outline above will apply and you will be invoiced accordingly.

A cancellation due to bad weather will **not be charged a cancellation fee** and the full monies refunded.

Payment

Upon completion of the event, for approved corporate/business customers an invoice will be raised on the Hirer for hireage of the facilitates and any bar tab. It will be sent to the Hirer of the event.

It is requested payment be received within 7 days of invoice via direct debit to the Club's bank account as shown on the invoice.

For non-business customers full payment of the hireage and bar tab will be required upon completion. The club offers a PayWave payment service.

Other requests

Kohi Bowls is keen discuss with you any requirements you may have which are outside these stipulated guidelines in order to see if we can accommodate your needs.