

**DOWNEY PARK CLUBHOUSE  
FOR BWA CLUBS  
GUIDELINES FOR BOOKING FEES**  
*All prices listed includes GST*

<p><b><u>Day Hire</u></b></p> <p>Meetings / Seminars</p> <ul style="list-style-type: none"> <li>➤ 2 Hours</li> <li>➤ 2 - 4 Hours</li> </ul> <p>Day Events - 8am to 5pm (Including set up time from 7am or day before)</p> <p>Affiliated Club Photos</p>	<p>\$40.00</p> <p>\$65.00</p> <p>\$165.00</p> <p>\$45.00</p>
<p><b><u>Evening Hire</u></b></p> <p>Meetings / Seminars</p> <ul style="list-style-type: none"> <li>➤ 2 Hours</li> <li>➤ 2 - 4 Hours</li> </ul> <p>Events - 5.00pm to 12.00midnight (Including set up time during the day if required)</p>	<p>\$75.00</p> <p>110.00</p> <p>\$315.00</p>
<p><b><u>Additional Costs:</u></b></p> <ul style="list-style-type: none"> <li>• Bar Staff – 1 staff per 50 guests</li> <li>• Cutlery, Crockery</li> <li>• Tea &amp; Coffee Station Price includes tea &amp; coffee, sugar, milk &amp; biscuits</li> </ul>	<p>\$25.00 per hour per staff member</p> <p>(Price to be quoted on number of attendees)</p>

Enquiries regarding booking should be directed in the first instance to the BWA Office 3357 9560 or [admin@bwha.com.au](mailto:admin@bwha.com.au) – the details will be forwarded to the BWA Functions Coordinator, who will contact the interested person to finalise details and advise the hire charge.

- BWA Licensed Club - No liquor is allowed to be brought in. Only BWA permitted to open bar.

Licensed Hours:	Sunday to Thursday	10.00am to 10.00pm
	Friday & Saturday	10.00am to 11.00pm

- A bond will be charged for all functions and will be refunded less cost to cover breakages, excessive cleaning, etc after function.

Prices subject to change without notice.

## BWHA FUNCTION ROOM – CONDITIONS OF HIRE

### *Application*

ALL applications for the hire of the Function Room must be in writing on the prescribed form and forwarded on completion to the Booking Secretary, BWHA Clubhouse Committee. The application must be completed by the person proposing to hire, or if the hirer is an organisation, by a person authorised to complete the application.

### *Payment*

- a) All charges or deposits, as the case may be, shall be paid at the time of application. No hiring shall be booked until payment has been made.
- b) The applicant can pay the total hire charge at the time of the application where the period of hire is one day or less. If no payment is paid, you will be invoiced and payment must be completed prior to hire date.
- c) When the period of hire is more than one day, a deposit of at least 10% of the total charge shall be paid at the time of application.
- d) In the event of a cancellation of hire by the hirer, a cancellation fee not more than 10% of the total charge shall be payable.

### *Liquor*

Sale of liquor shall be by BWHA (licensee) only.

The BWHA Clubhouse is a Licenced facility and **NO** liquor is to be brought onto the facility by hirers. BWHA only is able to supply liquor & run a Bar facility. To discuss your functions needs in this area please contact the BWHA Office.

### *Right OF Entry*

The right of entry to the Clubhouse is reserved to members of the Clubhouse Committee, BWHA Management and any police at any time during the period of hire.

### *Good Order*

The hirer shall be responsible for keeping good order in the hired area during the hiring. The Clubhouse committee may, if it sees fit, charge the hirer with any extra expense incurred for engaging a watchman or special constable to preserve order prior to, during or after any hiring.

### *Prohibition*

No bolts, nails, screws or other objects shall be driven into any part of the Clubhouse, nor shall any placards or other articles be fixed thereto.

The cost of removal of any such items or rectification of any damage however caused during the period of the hire shall be payable by the hirer.

### *Cleaning*

The hirer shall at the expiration of the period of hire leave the area in a clean and orderly state. If the Clubhouse Committee deems cleaning necessary, it shall recover the cost of the same from the hirer.

### *Electrical Fittings*

No additional lighting or extensions from existing electrical fittings shall be used without previous consent of the Clubhouse Committee.

### *Use of Clubhouse*

The hirer undertakes to use the Clubhouse only for the purpose for which the application is made. The hirer will, in any advertising or other publicizing of the function for which the Clubhouse is being hired, indicate the purpose of the hire and the identity of the hirer only in the terms appearing in the application.

### *Loss and Damage*

- a) The BWHA shall not be responsible for any loss due to breakdown of machinery, failure of supply of electricity, leakage of water, fire, governmental restrictions or Act of God which may cause the Clubhouse to be temporarily closed and the hiring interrupted or cancelled.
- b) The hirer shall indemnify BWHA against any claim which may arise out of the hiring or which may be made by any person resorting to the Clubhouse during the hiring in respect of any such loss, damage or injury.

### *Subletting*

The hirer shall not sublet any part of the Clubhouse.

### *Flags and Other Decorations*

No flags, emblems or other decorations shall be displayed outside any part of the Clubhouse without the prior consent of the Clubhouse Committee.

### *Removal of Decorations*

The hirer shall remove any flag, emblem or other decoration displayed inside the Clubhouse if in the opinion of the Clubhouse Committee it is deemed to be unseemly or expose the Clubhouse to undue risk of fire, or in the opinion of the Clubhouse Committee, is likely to lead to disturbance or a breach of the peace.

### *Commercial Operations*

Any proposed sale or other commercial operation must have the prior approval of the Clubhouse Committee.

### *Noise*

Council regulations state that all noise must cease at 12 Midnight.

### *Lock up Time*

The premises must be vacated by 12.30am. The Security Company will secure the Clubhouse at this time.