BUNINYONG BOWLING CLUB Incorporated

FACILITY HIRING POLICY

Facility description:

- Large heated / air-conditioned function room (with seating for 120 people)
- Fully equipped kitchen and servery
- Bar facility (to be run by BBC staff when service of alcohol is required)
- Sound system including microphone and music capability
- Large TV with media presentation capability
- Male, female and disabled toilets
- Parking area with direct access to function room (including disabled access)

Hiring applications:

- All facility hiring applications must be made via the club's web site http://buninyongbowlingclub.com.au/ or directly to the club's facility Booking Officer
- All applications are subject to Board approval.
- The facility **will not** be hired for 18th and 21st birthday functions.

Availability:

Time	Availability
Mondays	Generally available except for **1.00pm – 5.00pm April – August** (indoor bowls)
Tuesdays	Not available **6.00pm onwards April** – **August** (Men's indoor bowls) Not available **8.00am – 5.00pm September to March** (Pennant bowls)
Wednesdays	Generally available except for **1.00pm onwards September** – **March** (bowls practice)
Thursdays	Available all year round
Fridays	Generally available until **1.00pm**. Because of bowls activities after this time, there will be limited access to set up for Saturday functions, but **alternative arrangements can be negotiated by contacting the Secretary Lyn Treweek** (**Email: buninbc@gmail.com or Mobile**: **0438 773 710**).
Saturdays	Available April – August
Sundays	Available except for club tournament days (see club website for details)

Bar Facility Policy:

- All functions requiring alcohol must use the club licence / bar. No BYO alcohol is permitted.
- Bar staff will be provided.
- Under Liquor licencing provisions, no alcohol can be served after 11.30pm. Patrons are required to vacate the premises by 12.00am.
- **No extension to the licence will be available.**

Maximum booking numbers: 120

General:

- The club reserves the right to make decisions regarding hiring of the facility based on availability and function suitability

- It is expected that the facility will be cleaned by the hirer and left in the state that it was presented
- The club reserves the right to retain part or all of any bond monies to cover cleaning costs if required
- Patrons are not permitted access to any part of the bowling greens area – any damage to playing surfaces may result in loss of bond and/or additional charges
- No sticky tape, pins or other adhesives may be used on any surfaces throughout the facility
- The relevant BBC staff will advise patrons as to what form of decorations will be permitted for functions

Hiring Fees:

Private groups (No Bar)	$150 (+GST)
Private groups (With Bar)	$250 (+GST)
Community groups (No Bar)	$100 (+GST)
Community groups (With Bar)	$200 (+GST)
Commercial / Business groups – Half-day	$200 (+GST)
Commercial / Business groups – Full-day	$250 (+GST)
Tea / Coffee	$10.00 (+GST) per person
Any function where food is brought to the event, however, Club Members are required to serve food and clean up after the event	$10 (+GST) per attendee
Cleaning – all functions	$80 (+GST)
Bond (returnable – subject to the conditions listed above (under General) *Note: Bond is to be paid 7 days prior to function* Function with Bar Meeting / Function without Bar	 $200 (+GST) $100 (+GST)

Policy Review

This policy will be reviewed as required and any review will take into account any increases in costs.

Approved By: *Board of the Buninyong Bowling Club*

Endorsed By: *BBC Board meeting, 8th June, 2026*

Date for Review: *June, 2027*