**Hire Agreement for [Insert club name and Logo]**

**This Hire Agreement ("Agreement") is made and entered into on this Date \_\_\_\_\_\_\_\_\_\_ by and between:**

|  |  |
| --- | --- |
| **Bowling Club** | **Hirer** |
| **Name:** |  | **Name:** |  |
| **Address:** |  | **Address:** |  |
| **Contact Person:** |  | **Contact Person:** |  |
| **Phone Number:** |  | **Phone Number:** |  |
| **Email:** |  | **Email:** |  |

|  |
| --- |
| Event Details |
| Date of Event: |  |
| Time of Event: |  |
| Type of Event: |  |

**1. Payment and Bond**

1.1. The hire fee for the club rooms and greens is $­­\_\_\_**.**

1.2. A bond of $\_\_\_ is required to cover any damages or additional cleaning costs and will be refunded within 7 days after the event, provided no damages or additional cleaning are necessary.

1.3. Full payment of the hire fee and bond is due upon signing this Agreement.

1.4 if your event required a minimum spend on the bar and this is not met, the balance owing will be deducted from the bond refund.

**2. Alcohol Policy**

2.1. Alcoholic beverages are not permitted to be brought onto or removed from the property by you or your guests, including the bowling greens and car park.

2.2. The Club will comply with the conditions of its Club licence or any Special licence that is in effect, adhering to all legal requirements under the Sale and Supply of Alcohol Act 2012.

2.3. If a Special Licence is necessary for your event, the Club requires at least 20 working days to obtain it from the Auckland Council. The cost of the Special Licence will be charged to the Hirer. If the licence cannot be obtained in time, the event will not be able to proceed.

**3. Food and Kitchen Facilities**

3.1. The Hirer may use the kitchen facilities for an additional fee of $\_\_\_\_\_\_\_\_\_\_.

3.2. The Hirer agrees to operate all kitchen equipment in a safe and responsible manner and to comply with the Health & Safety Act when using the kitchen facilities and equipment. The equipment available for use includes [insert equipment here]

3.3. The Hirer is responsible for providing all crockery, utensils, and cleaning products.

3.4. The kitchen must be left clean and tidy, with all rubbish and left over food removed.

**4. Cleaning**

4.1. The Hirer is responsible for cleaning the club rooms and any used spaces after the event. Included areas around the greens.

4.2. All rubbish must be removed and disposed of properly in the provided bins.

4.3. The premises must be returned to their original condition.

**5. Noise and Pack Up**

5.1. Noise levels must be kept to a reasonable level to avoid disturbing the neighbours.

5.2. All events must conclude by \_\_\_\_\_\_\_\_ PM.

5.3. Pack up and cleaning must be completed by \_\_\_\_\_\_\_\_ PM.

**6. Decorations**

6.1. No decorations are to be attached to the walls, ceilings, or any surfaces with Sellotape or any other adhesive tape.

6.2. Only Blu-Tack or similar adhesive putty may be used for decorations.

6.3. The use of candles or any open flames is strictly prohibited.

**7. Care of Greens**

7.1. Only flat-soled shoes are to be worn on the greens. Jandals, sandals and bare feet are acceptable. Any heels may damage the green.

7.2. The Hirer is responsible for ensuring all guests comply with this requirement.

**8. Cancellation Policy**

8.1. Cancellation by the Hirer must be made in writing.

8.2. If the Hirer cancels the booking more than 14 days before the event, a full refund of the hire fee and bond will be given.

8.3. If the Hirer cancels within 14 days of the event, 50% of the hire fee will be refunded, and the bond will be fully refunded.

8.4. The Bowling Club reserves the right to cancel any booking due to adverse weather conditions affecting the greens, with a full refund provided to the Hirer.

**9. General**

9.1. The Hirer is responsible for the behaviour of all guests and ensuring compliance with all terms of this Agreement.

9.2. The Bowling Club is not liable for any loss, damage, or injury to persons or property during the event.

9.3. Any damage to the premises or equipment must be reported immediately, and the cost of repairs will be deducted from the bond.

9.4. This Agreement constitutes the entire agreement between the parties and supersedes all prior negotiations, representations, or agreements, either written or oral.

Bowling Club Representative Hirer
Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name:­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­­\_\_\_\_\_\_
Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_