



WEST LAKES SPORTS CLUB Inc
West Lakes Shore Oval, Bartley Tce, West Lakes Shore SA 5020
bar@westlakessportsclub.com

EVENT BOOKING FORM

Contact Details

Club or Group (Hirer):	
Name:	
Email:	
Mobile:	

Event Details

Name of Event:			
Event Description or Type of Event:			
Date/s:			
Approx. Number of Guests:			
Approx Start Time of Event:			
Approx Finish Time of Event:			
<i>Note – all bar service must conclude at 12.00am and the facility closed by 12.30am</i>			
Security Plans:			
Is Bar Service required:	yes, provided by WLSC	no	
Is the Kitchen required:	yes, catered by WLSC	yes, self catering	no

Fees

A Bond of \$500 is payable in cash upon submitting this Form. The Bond is fully refundable, except when the facilities are returned in a condition whereby WLSC need excessive or special cleaning, or to undertake any repairs caused by the event, the Bond will be withheld and used to cover all costs.

Fees are at the discretion of WLSC. A Fee will generally be waived if a minimum bar spend of \$1,000 is likely to be achieved.

WLSC Use Only:

Form received:	Date:	By:	Payment Rec:
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Booking Criteria

All event bookings and the subsequent use of the WLSC facilities will be subject to the following conditions:

1. All applications, including member clubs, for event bookings must be in writing using this Form and are subject to approval by the WLSC Committee.
2. The member clubs will be given priority on event bookings over Hirers not affiliated with the WLSC up to 30 days prior.
3. A Bond must be paid for all event bookings. All Hirers not affiliated with the WLSC must pay the Bond in cash at the time of submitting this form. Member clubs will be invoiced for any excessive cleaning and/or repairs following their event.
4. Agreed Fees will be paid as follows:
 - A 20% deposit within 7 days of submitting this Form.
 - Balance no later than 14 days prior to the event.
5. Refunds for cancellation will be available up to 7 days prior to the event.
6. Hirers must abide by all South Australian liquor licensing laws, WLSC and Council By-laws and understand that we are a [Good Sports](#) Club. Most specifically, this includes:
 - The bar will close by 12.00am and the facility will be closed by 12.30am.
 - All patrons are required to depart the venue quietly and to not inconvenience nearby residents.
 - All liquor must be purchased over the bar. No liquor is to be taken outside past the immediate surrounds of the building. No BYO liquor is to be consumed on the premises.
 - Hirers must adhere to the WLSC Alcohol, Anti-Bullying and Harassment, Cyber Safety and Social Media, Drug, Member Protection, Smoke-Free, and Work Health & Safety Policies (available at <https://westlakessportsclub.wixsite.com/wlsc/>).
7. The use of tacks, nails screws or affixing of adhesive materials, etc into or on any of the woodwork or walls or any part of the building, equipment or fixtures is not permitted, without prior permission of the WLSC. No lights or lighting fixtures are to be interfered with in any way.
8. Any other directions provided by the WLSC Committee at its discretion.
9. Submit booking form via email: bar@westlakessportsclub.com