

## KDNA CLUBS

### DALES PARK PAVILION FUNCTION ROOM BOOKING

<b>OPTION 1 MEETING ROOM - CLUB COMMITTEE / COACH MEETINGS.</b> <b>6 Long tables &amp; Seating 20 people</b> <ul style="list-style-type: none"> <li>Access to Kitchen for Hot water, mugs, platters.</li> <li>Access to glasses &amp; Mugs</li> <li>Access to HDMI cable for monitors / whiteboard</li> <li>Access to Level 1 amenities.</li> <li>Clubs to provide all consumables, tea, coffee, milk, sugar, serviettes and refreshments.</li> <li>All furniture to be wiped down</li> <li>All Mugs &amp; platters to be washed and put away</li> <li>Facility to be Vacuumed if required</li> <li>Rubbish bin to be emptied and bin liner replaced</li> <li>Cleaning equipment in cleaner's storeroom.</li> </ul>	No Charge
<b>OPTION 2 FUNCTION ROOM: CLUBS MEETINGS</b> <b>6 Long tables &amp; Seating 120 persons</b> <ul style="list-style-type: none"> <li>Access to seating in furniture store</li> <li>Access to Data projector, monitors, HDMI cable, wireless and/or lapel microphone</li> <li>Access to Level 1 amenities and ground floor public amenities</li> <li>Access to Kitchen for Hot water, platters, fridge / freezer</li> <li>Clubs to provide all consumables, tea, coffee, milk, sugar, cups, plates, serviettes, and refreshments</li> <li>All furniture to be wiped down and stacked away in storeroom</li> <li>Facility to be vacuumed and kitchen floor mopped if required</li> <li>Rubbish bin to be emptied and bin liner replaced.</li> <li>All fridges emptied.</li> <li>Cleaning equipment in cleaner's storeroom.</li> </ul>	No Charge
<b>OPTION 3 FUNCTION ROOM: CLUBS PASSIVE EVENTS</b> <b>Floor space</b> <ul style="list-style-type: none"> <li>Access to Data projector, Screen, HDMI cable, Wireless and/or lapel Microphone</li> </ul>	No Charge
<b>OPTION 4 FUNCTION ROOM: CLUB PRESENTATIONS / SOCIAL EVENT</b> <b>10 round tables seat 12 persons per table + 6 Long tables for Presentation / food service</b> <ul style="list-style-type: none"> <li>Access to furniture storeroom.</li> <li>Access to tablecloths and platters. To be washed and returned to KDNA by the following week.</li> <li>Access to data projector, monitors, HDMI cable, wireless and/or lapel microphone, CD audio.</li> <li>Access to Kitchen; Hot water, fridge / freezer, gas stove, gas oven, dishwasher</li> <li>Clubs to provide all consumables</li> <li>Clubs to organise glasses, crockery &amp; cutlery</li> <li>Clubs to organise liquor license with Council if applicable</li> <li>All furniture wiped down and stacked away in store</li> <li>Rubbish bins to be emptied and bin liners replaced</li> <li>All fridges to be emptied.</li> <li>Cleaning equipment in the cleaner's storeroom.</li> </ul>	\$50.00
<b>OPTION 5 GAS BBQ AREA: CLUB FUNDRAISER / CATERING</b> <ul style="list-style-type: none"> <li>Access to portable tables in KDNA Storeroom</li> <li>Access to fridge / freezer in KDNA Storeroom to store food</li> <li>Access to BBQ utensils in KDNA storeroom</li> <li>Clubs to provide all consumables</li> <li>Club to ensure area and equipment are left clean and lock trellis gate.</li> </ul> <p><b><i>The \$200 deposit is fully refundable upon inspection of BBQ's to ensure their cleanliness once your Function has finished. All Cleaning supplies are under the sink in the cupboard in the BBQ area.</i></b></p>	\$40.00 + \$200 refundable deposit

**Key for function room and furniture store will be placed in club letterbox**  
**Key to be returned to Admin letter box at conclusion of event**  
**Pavilion to be Locked and Alarmed**

**Clubs are liable to cover the cost of replacement for any breakages or damage.**  
**Additional cleaning cost charged if left in an unsatisfactory state.**

Point of contact in relation to this booking or cancellations: KDNA Admin Officer [kingstonnetballoffice@gmail.com](mailto:kingstonnetballoffice@gmail.com)

Name of Club:	Contact Person:	
Mobile:	Email:	
Date:	Start Time:	End Time:

**Please Highlight Request/s**

<b>Option 1 MEETING ROOM - CLUB COMMITTEE / COACH MEETINGS.</b>	No charge No of people..... max 20
<b>Option 2 FUNCTION ROOM: CLUBS MEETINGS</b>	No charge No of people.....
<b>Option 3 FUNCTION ROOM: CLUBS PASSIVE EVENTS - Floor space</b>	No charge No of people.....
<b>Option 4 FUNCTION ROOM: CLUB PRESENTATIONS / SOCIAL EVENT</b>	Cost: \$50.00 No of people..... max seating 120 <span style="color: red;">OR</span> max standing 200
<b>Option 5 GAS BBQ AREA: CLUB FUNDRAISER / CATERING</b>	Cost: \$40.00 plus \$200.00 refundable deposit to be paid before the day.
<b>Key Card for Pavilion access.</b> Deposit is fully refundable upon return of Key Card (Nominated account for deposit refunds - fill out banking details on next page.)	Cost: \$30 refundable deposit
<b>Total Cost</b>	\$

Once booking form is submitted, a KDNA representative will be in contact to confirm Date, time and payment if applicable. Payment required to confirm booking within 10 days prior to event for Booking Options 4 & 5.

Please forward payment to: Kingston & Districts Netball Association  
Bendigo Bank direct deposit – BSB 633 000 Account # 163906472

**Additional request: (Please Highlight )**

Do you require Tablecloths?	<div style="border: 1px solid black; padding: 2px; display: flex; justify-content: space-between;"> <span>..... Round Tables</span> <span>..... Long Tables</span> </div>	No
Do you require Data Projector?	Yes	No
Do you require HDMI Cable?	Yes	No
Do you require Monitor Screens?	Yes	No
Do you require Wireless Microphone?	Yes	No
Do you require Lapel Microphone?	Yes	No
Do you require training for use of equipment?	Yes	No
Do you require access to Ground Floor Public amenities ?	Yes	No
Do you require Rubbish Bins for BBQ area	Yes	No

***Payment Details:***

<b><i>Club Name:</i></b>	<b><i>Date of Booking:</i></b>
<b><i>Date of Payment:</i></b>	<b><i>Payment Amount:</i></b>
<b><i>Receipt Number:</i></b>	

***Bank Account details for Deposit Refunds:***

<b><i>Name of Bank:</i></b>	<b><i>BSB:</i></b>
<b><i>Account Name:</i></b>	<b><i>Account Number:</i></b>

***Please note that this paperwork will be shredded/deleted upon completion of this refund.***