



# Reabold Tennis Club

## CLUBROOM HIRE

Reabold Tennis Club  
Corner Howtree Place and Oceanic Drive, Floreat Western Australia 6014  
Phone: 0421 137 250 Email: admin@reaboldtennis.com.au

*Thank you for your recent enquiry of our clubroom for your function. Set out below are the conditions of use to ensure that you are fully aware of your obligations when using the clubroom and to ensure that all goes smoothly and without conflict. After reading the conditions please fill out the attached Clubroom Hire Agreement Form and return it via email (see contact details above).*

### CLUBROOM TERMS & CONDITIONS OF USE

**1. Money** – Cancellations made less than 30 days will incur a cancellation fee of \$100.00, unless an alternative booking is made.

To secure the booking payment of the full amount (Inc GST) for the function must be made. Payment can be made via cash, cheque or EFT. All cheques are to be made payable to **Reabold Tennis Club Inc.** Details for EFT are: Reabold Tennis Club, BSB: 306-127, Account: 0006044. *Please use your name and date of function for the reference for all EFT transactions.*

**The bond** of \$500.00 is to be paid by EFT (7 days before the function), cash or cheque (when you pick up the key the day before the function). *For EFT payments please use your name and RTC Bond for the reference. Please make sure your bank details are provided on the Clubroom Hire Agreement Form so your bond can be refunded after the function.*

The bond will be retained as a cleaning, damage and noise deposit and will only be refunded after hiring following a satisfactory inspection of the clubroom and all other terms and conditions have been adhered to.

**2. Clubroom** – The hirer is responsible for the behavior, safety and wellbeing of all persons attending the function. Reabold Tennis Club (RTC) does not accept responsibility for damage or loss of any goods left at the venue prior to or after the function.

The parquet floor has been prepared for dancing and NO application other than warm water and vinegar is to be used on the surface. Spillages and broken glass are to be cleaned up immediately. Decorations are permitted but with the use of blu tack. Please note that no items are to be sticky taped, nailed, screwed, stapled, or adhered to any surfaces in the venue. If there is any damage to the paintwork money will be retained from the bond to repair the same.

The clubroom, kitchen and toilets are to be left clean and tidy and the hirer is responsible for the correct securing and locking of the premises, ensuring that all lights have been turned off. If carpet cleaning is required after an event (at the discretion of the club manager) an extra \$250 will be charged.

**3. Security** -Certain functions may require security personnel to be in attendance. Management reserves the right to apply this condition as seen fit. The cost of security personnel will be the responsibility of the Hirer.

**4. Access** – After payment of the clubroom fee, arrangements to pick up the key may be made by contacting the undersigned. After the function the key is to be put through the slot in the manager’s door unless alternative arrangements are made with the club manager prior to your event.

**5. Bar** – It is a condition of hire that the club bar facilities are used (if function requires the bar). RTC will provide bar staff at the cost of the hirer and all staff will be RSA qualified.

RTC operates under principles of the Responsible Service of Alcohol.

**6. Departure – Clean up to be completed on the night unless prior arrangements are made.**

When leaving the clubroom please ensure that:

- a) The premises, including the clubroom, kitchen, toilets, car park and surrounds to be left in a clean and undamaged state. Money will be retained from the bond if the premises are left untidy or damaged in any way. If the damage exceeds the bond, hirers are responsible for the expense.
- b) The dance floor and carpet has been vacuumed and any spillages on the floor have been cleaned up.
- c) All clubroom and kitchen lights are turned off. Please leave sensor light switches on.
- d) All windows and doors are locked.
- e) The oven and burners on the stove are switched off.
- f) Premises are to be secured by activating the alarm, on kitchen wall next to door, on completion of function. Press “Away” & hold until “On” appears on panel to set the alarm.

**7. Rubbish** – Hirers must ensure that all rubbish is cleared away. The rubbish bins provided are to be used as directed i.e. the recycle bins (yellow and located by the tennis hitting wall) must only be used for recycling material such as glass, paper, plastic and cans. The green bins are to be used for all other rubbish and then emptied into the large mobile bin at the rear of the clubroom (near the tennis hitting wall).

**8. Smoking** – smoking is prohibited in the clubhouse.

**9. Tennis courts** – are **NOT** to be used as part of the function unless authorized to. It is the responsibility of the event organiser to make sure their attendees do not trespass on the courts.

**Please complete the attached Clubroom Hire Agreement Form to confirm your booking.**

**Thank you.**



**CASUAL CLUBROOM HIRE APPLICATION FORM**

NAME (HIRER): \_\_\_\_\_

ADDRESS: \_\_\_\_\_

SUBURB: \_\_\_\_\_ POSTCODE: \_\_\_\_\_

PHONE (H): \_\_\_\_\_ PHONE (W): \_\_\_\_\_

MOBILE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

TYPE OF FUNCTION REQUESTED: \_\_\_\_\_

APPROX NUMBER OF PEOPLE ATTENDING: \_\_\_\_\_

DATE OF FUNCTION: \_\_\_\_\_

*IF BOND PAID BY EFT PLEASE FILL IN BANK DETAILS:*

ACCOUNT NAME: \_\_\_\_\_

BSB: \_\_\_\_\_ ACCOUNT: \_\_\_\_\_

START TIME: \_\_\_\_\_ FINISH TIME: \_\_\_\_\_

WHERE DID YOU HEAR ABOUT US? \_\_\_\_\_

**DECLARATION**

*I have read and understood the above Terms and Conditions and agree to uphold them for the term of the Hall hire agreement.*

NAME: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_