



Reabold Tennis Club

CLUBROOM HIRE

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

Thank you for your recent enquiry about 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. Fees – 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 30 days prior to the event. Payment can be made by bank transfer or by EFTPOS at the club. An invoice will be sent once you have confirmed the booking and signed the hiring agreement.

Details for Bank transfer are - Reabold Tennis Club, BSB: 126-577, Account: 23437071. *Please use your name and date of function for the reference on any bank transfers.*

The bond of \$1000.00 is to be paid by bank transfer - 30 days before the function and will be included on your invoice. *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 this. 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 – If you would like to view the venue before the event, please contact the club manager to arrange a suitable time. At the end of the event, once all cleaning and tidying up is completed and you have removed all your gear, the bar staff will see you out and lock and alarm the premises. The bar staff will contact the club manager after the event to report on the event and any issues.

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 \$30 per hour to be paid in cash to bar staff at the end of the event and all staff will be RSA qualified.

RTC operates under the 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 the 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. This is to be done by the Bar Staff provided by Reabold Tennis Club.

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.

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 organizer 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: _____

FOR BOND REFUND ONCE APPROVED PROVIDE US WITH 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: _____