

For Hirers

Facilities:

The following Club facilities are available for hire:

- Tennis Courts
- Full Clubhouse – includes bar and kitchen areas and outside garden area. The main Clubhouse is to be hired to the public with bar included ie we will not hire out the space only.
- Bar end of Clubhouse – includes outside garden area
- Southern Pavilion – self-contained with a fridge, microwave, kettle, tables, chairs and disability toilet but no alcohol is to be served at that facility.
- BBQ

Applicants:

The Club facilities may be hired by:

- Members of the Club and immediate family members (provided the club member is in attendance and responsible for the booking)
- Special Interest groups, community groups
- Corporate groups, and
- Members of the Public.

Hire Charges (includes GST) - Effective 1 January 2019

On booking, a deposit of 50% of the bond must be paid.

During **Competition and Tournament Times:**

- The Full Clubhouse will only be available for bookings on Saturday and Sunday nights from 6.00 pm for set up and 7.00 pm for functions.
- The Bar end of the Main Clubhouse will be available for bookings from Midday until 4.30 pm or after 6.00 pm on Saturday and Sunday.
- The Southern Pavilion will not be available when southern end courts are allocated for competition or tournament matches.

Monday to Friday bookings

- The Full Clubhouse and/or Bar end of the Main Clubhouse will be available for bookings from Midday until 4.30 pm Monday to Friday except if there is competition play or tournaments that clash with the requested booking times.
- Southern Pavilion will not be available during coaching, competition and tournament sessions.

Court hire

Refer to the Club's website - royalparktennis.com.au for current court hire rates. When using the courts, players must water before and after each set and bag the courts from fence to fence after each set.

BBQ only hire rate

If the BBQ is used and not returned clean a charge of \$30 will be taken out of the bond.

Charges are subject to change as approved by the RPTC Management Committee from time to time

CONTRACT FOR HIRE OF TENNIS CLUB FACILITY

Terms & Conditions of Use:

1. The hirer must be in attendance and accept responsibility for the use of the facility.
2. Behaviour of Guests and noise level of the function must be kept to a reasonable and acceptable level in consideration for our neighbours and other club users. Loud amplified music is NOT to be played under any circumstances.
3. Premises must be left clean and tidy in the manner in which they were presented for hire. This requires all rubbish to be placed in bins, any club crockery to be washed and put away, the kitchen to be cleaned, furniture to be returned to its original position and the vinyl floors swept and mopped.
4. In addition to costs of hire, the Committee will request a refundable bond of \$400 to be payable as a condition of approval of any requested hire. The bond will be returned to the hirer who paid the bond following the event provided Management is satisfied there has been no damages/breakage or additional clean up required. The Bond may be varied at the discretion of the Club's Committee.
5. The cost of any damages/breakages or additional clean up required are to be paid from Bond monies (if held) by Management. If insufficient bond held by Management, then costs of damages/breakages or additional clean-up must be met by hirer.
6. Any damages to the facilities or equipment must be reported as soon as possible.
7. The hirer shall ensure adequate security measures are in place whilst the premises are being used.
8. For children parties, the ratio of supervision must be one adult for every 8 children.
9. **Liquor licensing requirements** of the club must be observed.
 - The consumption of liquor shall be in accordance with the Club's Liquor Licence.
 - No liquor shall be served to individuals under the age of 18 years old.
 - Consumption of liquor is restricted to the Clubhouse and surrounding garden areas only.
 - No alcohol is permitted to be brought onto the premises
 - Liquor may only be consumed on the premises during the following hours: unless special permit applications have been granted.

Mon to Thurs	5.00pm to 11.00pm
Fri	5.00pm to 11.00 pm
Sat	12.00pm to 11.00 pm
Sun	12.00pm to 11.00pm
10. Hirers are asked to arrive and leave on agreed times, factoring in up to an hour for cleaning at the end of the function.
11. No sparklers or smoke machines are to be lit in the facilities as they set off the smoke alarm.
12. Royal Park Tennis Club is a smoke free and pet free environment.
13. Decorations may be used, however they must be removable without damage to Club facilities. Use of tape and glues must be controlled to prevent damage. Hirers should seek Club Management guidance if they are unsure of decoration suitability.
14. Full payment is due 1 (one) week prior to the event. RPTC reserves the right to cancel a booking where payment is not made by the due date.
15. A cancellation fee of **\$100** will apply in the event of a cancellation being made with less than 7 days' notice.
16. For emergencies on the day please phone
17. Any request for a 16 to 21 year old Parties will be referred to the Management Committee.
18. Staffing ratios - Minimum of 2 staff for up to 50 attendees, 3 staff 50 - 100, 4 staff 100 - 150. These ratios can only be varied with the approval of the Management Committee.
19. A minimum booking period of 4 hours will apply on Sundays and Public Holidays
20. Venue set-up for a function is only available for 2 hours prior to the commencement of the function, with the exception of competition tennis seasons where no set-up is available before 6pm. **The set-up period is a transition period and it is probable there will be tennis players using the facility at the same time.**
21. **Charges are subject to change as approved by the Management Committee from time to time.**

CONTRACT FOR HIRE OF TENNIS CLUB FACILITY - Application:

Applicant name:						
Contact details:	Phone		Email			
Event Date		Start time		End time		
Description of Event:						
Special Requirements:						
Facilities Required:	Full Clubhouse	YES / NO	Bar End of Clubhouse	YES / NO		
	Southern Pavilion	YES / NO	BBQ	YES / NO		
	Court Hire	YES / NO	Estimated Number of people			
	Number of Tennis Courts		Court hire times Start:	Finish:		
Total cost :	Facility & Staff Hire Total =	Set-up Total =	Court Hire Total =	Cleaning Service @-\$150ph =	Bond = \$400 OR =\$30*	TOTAL COST # =

Please note that for all credit charge payments the hirer **will be charged the relevant credit card fee**

* \$400 bond for facilities hire and \$30 bond for BBQ only hire.

Signature

I/We have received and read the terms & conditions relating to the hire and use of the Royal Park Tennis Club facilities and agree to abide by these terms and conditions.

Applicant Signature:	
Date:	
Applicant Address:	
Forward completed application to	Member Services Manager 333 The Avenue, Parkville, 3052 or Email: msm@royalparktennis.com.au

Applications are to be received 30 days prior to the function to allow time for approval.

Charges are subject to change as approved by the Royal Park Tennis Club Management Committee.