

SORRENT

TENNIS CLUB

40 Warwick Road, DUNCRAIG WA 6023
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Email: sorrentotennis@westnet.com.au

ABN : 16 824 280 014

CASUAL HALL HIRE APPLICATION FORM

NAME (HIRER): _____

ADDRESS: _____

SUBURB: _____ P/CODE: _____

PHONE (H): _____ PHONE (W): _____

FAX: _____ MOBILE: _____

EMAIL: _____

TYPE OF FUNCTION REQUESTED e.g., Seminar: _____

APPROX. NUMBER OF PEOPLE ATTENDING: _____

DATE OF FUNCTION: _____

START TIME: _____ FINISH TIME: _____

Please take note of the following Terms & Conditions of Hall Hire:

a \$500 bond will be requested and refunded after satisfactory inspection of the hall after the function,

an additional bond amount of \$500 to \$1500 will apply for certain birthday parties (for ages 13 to 25)

the Hirer must pay hire fees in advance to secure the booking,

all areas must be left clean and tidy (hirers are to provide their own cleaning equipment) and waste placed in the outside bins provided or removed if excessive. Floors should be swept and mopped, tables and chairs wiped down and the kitchen left clean. Breach of this condition will result in the hirer being charged a cleaning fee.

Smoking is not permitted inside the buildings

- Decorations are to be removed after the function,
- Security is to be provided by the Hirer, be it private individuals or use of a registered security firm,
- Hirers are responsible for their guests and must ensure that noise levels are not excessive as to disrupt local residents,
- The number of people attending must not exceed 150,
- If a key is to be collected from the Sorrento Tennis Club Office, arrangements to be made a day prior to the function or at an arranged time,
- Hirer must ensure that the Hall is securely locked up and the alarm activated upon departure,
- The key is to be returned to the STC Office the following day at an arranged time or if the function falls on a weekend, by Monday 10 am. Bond monies will be returned after a satisfactory inspection,
- If access is required to setup the Hall this must be negotiated at the time of booking. Hire times must be strictly adhered to,
- If alcohol is to be served then STC must staff the bar- **no BYO is permitted. The service of alcohol must be** negotiated at the time of booking,
- No alcohol to be consumed outside the Hall
- the Hirer must ensure that guests do not damage any of the club facilities. Any damages will be charged to the Hirer at the Club's discretion,
- STC reserves the right to withdraw the offer of hall hire at any time with full refund of any fees paid.

DECLARATION

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

Name _____

Signature _____

Date _____ Phone _____