



East Fremantle Tennis Centre

HALL HIRE

East Fremantle Lawn Tennis Club Corner Preston Point Rd & Petra St East Fremantle WA 6158
Phone: 0405 663 693 Email: hallhire@eastfreetennisclub.org.au

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

HALL HIRE TERMS & CONDITIONS OF USE

1. Money – Payment of the full amount (incl. GST) is required to secure a booking, unless otherwise arranged. Refunds will not be issued on cancellations made less than 30 days before hiring unless an alternative booking is made.

Payment must be made via electronic funds transfer (EFT) to East Fremantle Lawn Tennis Club, BSB: 066 121, Account: 0090 7204. *Please include your name and date of function for the reference for all EFT transactions.*

The bond of \$1,000 is to be paid via EFT seven days before the function (see bank details above). *Please include your name and "EFLTC Bond" for the reference.* Please ensure your bank details are provided on the Hall 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 following a satisfactory inspection of the Hall and if music and noise requirements, noted below in point 5, and all other terms and conditions have been adhered to.

2. Hall – The hirer is responsible for the behaviour, safety and wellbeing of all persons attending the function and any loss or damage to the Hall or its contents.

No powder of any kind is to be applied to the dance floor. Decorations are to be hung on existing hooks. Tape provided by the Club Manager can be used and this must be removed and returned to the Club Manager following the function. If there is any damage to the paintwork money will be retained from the bond to repair the same.

3. Access – Arrangements for key collection and to review the terms of the hire will be made a week before the function. Access will be provided as follows:

Hire Type	Set-up from	Function Commencement/End	Clean-up by
Friday night	Friday Midday	Friday 7pm to Midnight	Saturday 2am
Saturday night	Saturday 10am	Saturday 7pm to Midnight	Sunday 10am
Sunday night	Sunday Midday	Sunday 7pm to 11pm	Monday 2am
Multi-day	Friday Midday	Friday 7pm to Saturday Midnight	Sunday 4pm

Parties are not to be started before 7:00pm unless prior approval is given.
The key is to be returned in the lockbox provided at the end of your function.

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

When leaving the Hall, please ensure that:

- a) The premises, including the Hall, kitchen, toilets, car park and surrounds are 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.
- b) All Hall lights are turned off.
- c) All windows and doors, including the inside toilet doors are locked.
- d) The oven and burners on the stove are switched off.

5. Music (and other noise).

Hirers are required to keep all outside noise (e.g. when leaving) to a minimum and are required to keep the Noise Control Doors (on the southern entrance) closed at all times.

Music must cease at or before **12 MIDNIGHT (FRIDAY & SATURDAY), 11PM (MONDAY-THURSDAY AND SUNDAY)**. There is a fine of up to \$5,000.00 payable if an Abatement Notice is issued.

Noise must be kept below levels as advised by the Town of East Fremantle;

"A person(s) who on any premises uses or causes or allows to be used any equipment in such a way as to cause or allow it to emit, or otherwise emits or causes or allows to be emitted, unreasonable noise from those premises commits an offence."

Please note if there is any formal complaint of noise, the bond may be retained in full.

6. Curfew – 12 MIDNIGHT (FRIDAY & SATURDAY) 11PM (MONDAY-THURSDAY AND SUNDAY). Alcohol and music must cease at the above times. Guests are required to start leaving the premises and all guests must be vacated by 12:15am.

7. Unruly behaviour, drunkenness or illicit drug taking is not tolerated by East Fremantle Tennis Club at any time.

8. Rubbish - Hirers must ensure that all rubbish is cleared away, including rubbish on the surrounding grounds. If any bottles, cans, glass or any other rubbish is found on the grounds, money will be retained from the deposit. **Please respect the fact that junior tennis players use our facility on Saturday and Sunday mornings, and broken glass, bottle tops, cigarette butts and other rubbish is particularly disconcerting.**

The rubbish bins provided are to be used as directed i.e., the recycle bins (yellow) 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. If the recycle bins are used for rubbish other than what they are designated, money will be retained from the deposit for the rubbish to be removed.

9. Slushy machines are not permitted on the premises

10. Ice Containers – Of any type are **NOT** to be placed on the floor of the Hall. Eskies or tubs can be situated on the concrete floor adjacent to the kitchen or in the kitchen.

11. Hirer's Responsibilities.

- a. Liquor Licences are required when liquor is sold or provided under a door/cover charge.
- b. The Hirer is responsible for the behaviour of all persons attending said function or activity.
- c. Hirers are responsible for the insurance of their own equipment or supplies stored or left at the venue.
- d. Hirers are responsible for public liability insurance in respect to their activity.

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

Upon paying the bond you will be required to provide photo ID. Thank you.



CASUAL HALL HIRE APPLICATION FORM

NAME (HIRER): _____

ADDRESS: _____

SUBURB: _____ POSTCODE: _____

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

MOBILE: _____ EMAIL: _____

TYPE OF FUNCTION REQUESTED: _____

BANK DETAILS: (Required for bond return):

NAME OF ACCOUNT: _____

BSB: _____ ACCOUNT: _____

APPROX NUMBER OF PEOPLE ATTENDING: _____

DATE OF FUNCTION: _____

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: _____