

GLOUCESTER TENNIS CLUB – CONDITIONS OF HIRE

Event: _____

Event Date: _____

Balance Payable: _____

Due on: _____

BOOKINGS

- All requests for clubhouse hire must be made in writing on the appropriate form.
- The hirer, having signed the form undertakes to comply with the **Conditions of Hire**
- The hirer must be present at the venue for the duration of the function.
- Bookings will not be confirmed unless full payment is received not less than 5 days prior to the function. If payment is not received, staff will assume that the booking has been cancelled.
- A minimum of 2 day's notice of cancellation is required in writing or all hire fees will be retained.

SECURITY DEPOSIT (BOND)

- A security deposit payment (bond) of \$150.00 is required with all bookings, payable either by cash or direct debit.
- Hirers will only be issued with appropriate keys when the security deposit has been paid.
- The security deposit will be returned when the committee is satisfied that the hirer has met the requirements stated in the Conditions of Use.
- The security deposit may be collected two working days after hire but not before 10.00am.

BUILDING ACCESS

- Keys will be issued 24 hours prior to the function and only when the security deposit and the other relevant fees have been paid.
- Keys are to be returned by 10.00am on the morning following the function.

CLEANING AND RUBBISH

- The hiring party must advise the GDTA in advance if they wish the GDTA to engage a cleaner or if the hiring party will be cleaning themselves.
- The hiring party is responsible for leaving the building in a clean and tidy condition.
- All surfaces, including tables, chairs, stove and sinks are to be wiped clean.
- All floors to be swept, mopped and vacuumed as required.
- The barbecue area, if used, must be left clean and tidy.
- All chairs are to be stacked in the storage area after wiping.
- All decorations are to be removed; including all balloons, sticky tape and pieces of string (Blue-Tac is not recommended).
- No decorations are to be placed on light fittings or ceiling fans.
- Confetti and chewing gum are not permitted in the building.
- The clubhouse is a **non-smoking environment**. Should the hirer permit guests to smoke outside the building, it is the responsibility of the hirer to provide adequate disposal units for cigarette butts.
- Failure to prevent smoking inside the clubhouse may result in a fine of \$2,500.00.
- Any breakages or damage must be reported promptly to the Committee so that repairs and/or replacements can be organized.
- Compensation for damage will be required and the security deposit will be forfeited.
- ***If cleaning instructions are not adhered to the bond money will not be refunded.***

ALCOHOL AND DRUGS

- The serving of alcohol at the function is the responsibility of the hirer.
- Gloucester District Tennis Association does not condone the serving of alcohol to minors and insists the liquor laws be adhered to.
- No drugs or illegal substances are to be consumed or brought onto the premises.
- Anyone found to be using or conducting illicit activities will be removed from the facility and reported to the police.