



Leongatha Tennis Club Inc.
ABN 96 990 142 426
65 Roughead Street, Leongatha
Club President – Warren Littlejohn, 0408 773 796

Helpful Information and Terms & Conditions

Please read the following details that set out the requirements for booking, payment, set up and clean up for the hire of the Leongatha Tennis Clubhouse. If you have any queries, you can contact the **Club President – Warren Littlejohn on 0408 773 796** or Email: Leongathatennis@gmail.com.

Booking Details and Payment

- **Please complete and return the Booking Form** on the reverse side with your payment. The Club President or a member of the Committee will be in touch to go through the details and any questions you may have. They will also provide you with a key to access the building.
- The person's signature on the hire form is financially responsible for any damages incurred and repairs to the Clubhouse, its contents, tennis courts and surrounds during the function.
- Payment is to be made prior to the event, banking details are provided on the Booking Form, cash can also be accepted.

Use of Kitchen

- The Leongatha Tennis Club Inc. takes no responsibility for any food prepared at or delivered to the complex for consumption at private functions. Should professional caterers be used they are required to be registered under the current Food Act 1984.
- Cleaning of the kitchen is the responsibility of the hirer and **must be done on the night** of the function prior to departure.
- The remainder of the clean can be completed by 12noon the following day.

Set Up

- We recommend that you make an appointment to have a look at the Clubhouse, so that you can work out how you would like to set up and put your decorations and so forth.
- Please contact the Club President or Committee contact to **collect your key from 12noon on the Saturday of your event**. However, if the Clubhouse is in use during the day, the Club will try and work in with you to make it available at the earliest time available, not later than 4pm.

Conduct & End of Evening

- Please note that Leongatha Tennis Club will not be responsible, or take liability for any injury or illness caused by the consumption of alcohol on the premises during any tennis or social activity.
- Any injuries or illness resulting in an insurance claim will be the responsibility of the individual impacted.
- No underage drinking will be permitted.
- There is a no smoking policy in the venue.
- All guests are asked to have **vacated the premises by 12:30am**.

Pack Up and Cleaning

- The remainder of the cleaning can take place the following day, the Clubhouse is to be vacated **by 12noon**.
- The Clubhouse and toilets must be cleaned and left in the condition that you found it.
- The key is to be returned to the drop box in the wall of Clubhouse near the front door.



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CLUBHOUSE BOOKING FORM - TAX INVOICE

Name (Hirer)			
Address			
Contact Number			
Type of Function		Date of Function	
Venue Available From			
Vacate Club Rooms by			

PAYMENT DETAILS

Hire Cost	
Account Name	Leongatha Tennis Club Inc.
BSB	633000
Account	107727901

Please sign and return this Form to the Club with your payment.

I/We agree to the Terms & Conditions of the Leongatha Tennis Club Inc. on the reverse side of this Form.

Signature	
Name <i>(Print)</i>	
Date	