



Clubhouse Hire

FREQUENTLY ASKED QUESTIONS...

*** Who Can Hire the Clubhouse?**

The Clubhouse is available for hire for any reasonable function.

*** How many people can the Clubhouse accommodate?**

The Clubhouse can easily accommodate around 150 people for a function. There are tables and chairs to seat 80 and a further 4 "standing tables" with 6 high stools each.

*** Can I inspect the Clubhouse facilities?**

Yes an inspection can be arranged by emailing saletennisclub@outlook.com or calling Sonya Stephenson on 0429 934 317.

*** How much does it cost?**

The hire fee is \$1,000 and this will include only *reasonable* cleaning costs. A \$250 bond will also be required as security against any potential damage to the Clubhouse or surrounds during the hire. (This bond is equivalent to our insurance excess.) Current Sale Tennis Club members will be entitled to a \$150 discount on the full fee. The full fee may also be discounted if the Club is providing all of the drinks for the function. Drinks will be charged at normal Club prices.

*** When can I gain access for setting up?**

The keys to the Clubhouse will be available on the day of hire and must be returned no later than the following Monday. When available, extra time can be booked for setting up as outlined below. The key will be provided at a mutually convenient time but not before receipt of the \$250 bond.

*** Can I book extra time so I can set up before my function?**

Yes, if the venue is available. However you should note that the Clubhouse is used most Saturdays during summer and may not be available until between 6.30 and 7.00 pm.

*** How do I secure a booking and when do I pay?**

First email saletennisclub@outlook.com or call Sonya Stephenson on 0429 934 317 to check the availability of dates. Then complete the Clubhouse Hire Agreement Form available from the Club website play.tennis.com.au/saletennisclub

Scan the form to: saletennisclub@outlook.com Also include the hire fee and the bond deposit by way of a direct bank deposit to Sale Tennis Club. The whole of the hire fee and bond is payable before the receipt of the key.

*** Is there a cancellation fee if I choose not to use the Clubhouse?**

There is no cancellation fee payable if a booking is cancelled 30 days before the booking date. After this time a cancellation fee of \$200 is charged.

*** Is there a security bond?**

Yes. A fully refundable \$250 security bond is required on completion of the Hire Agreement and must be paid in full in order for you to receive the key.

*** Alarm System**

We have a back to base alarm system to help protect our Club. You must disarm it on entry and re-arm it on exit. We will provide the alarm code when we provide the clubhouse key.

*** When am I required to return the key?**

By 10.00am the following Monday morning unless prior arrangements are made. However, for evening functions, initial cleaning of the Clubrooms may be required to be completed that night as others may be using the facility the next morning.

*** Is the Clubhouse a non-smoking venue?**

Smoking is not permitted anywhere within the Clubhouse. Furthermore, butts are not to be discarded around the entrance, outdoor areas or the grassed areas.

*** Does the Clubhouse have disabled access?**

Yes our entire facility is wheelchair accessible, including disabled toilet facilities.

*** Am I allowed to decorate the walls and structures?**

Yes, provided that all fixings, tapes, streamers, etc. cause no permanent damage and are completely removed after the event. Failure to remove decorations completely may lead to loss of the bond.

*** Can I hire the Clubhouse for children's parties?**

Certainly! We welcome parties for younger children.

*** Can I hire the Clubhouse for a bucks' or hens night party?**

No, our Clubhouse is not available for hiring for bucks' or hens night celebrations.

*** Is catering available?**

No, unfortunately we do not organise catering. We only hire the space. Caterers you may hire are welcome to use our commercial kitchen.

*** Do we provide a PA system?**

Yes there is a Public Address system in the building. Please make prior arrangements should you wish to use it.

*** How much noise am I allowed to make?**

The Clubhouse is located in a local neighborhood area. Therefore, we discourage hirers who are going to unduly disturb the neighbors. Noise and music are to be kept to moderate levels and contained inside the Clubhouse. Hirers are strongly requested to be considerate toward our neighbors when returning to their car or accessing taxis.

*** Are plates, cutlery and glasses provided?**

The kitchen and bar have glasses and plates and a lot of cutlery but you are advised to check they are suitable of your needs and bring your own for larger groups. (Please verify your requirements during your inspection.)

*** Are tables and chairs provided?**

There are over 20 tables seating 8 and stackable chairs for around 80 people as well as a further 4 “standing tables” with 6 high stools each.

*** Am I required to clean the Clubhouse?**

Yes. For the Clubhouse hire fee you are required to remove all rubbish, clean dishes and cutlery, etc. and leave it as found. All balloons, decorations, etc. must be removed. Any items used must be washed and stored away in the cupboards provided. Tables or chairs should be restacked into their original position. All foodstuffs need to be removed from the kitchen, including from the refrigerator. Floors throughout need to be left clean and mopped where necessary. ***Spilt drinks are to be thoroughly mopped*** as they are very difficult to remove. Toilets to be left properly clean – *strictly no “party mess”*. All kitchen surfaces to be wiped down. Cleaning extends to any litter or cigarette butts that may have been dropped outside the entrance. Failure to do a thorough cleanup will result in the loss of part or all of the bond. The Club cleaner will attend to the final sweeping and the mopping of the floors.

Note: If there is an event or booking on the morning following the hire cleaning **MUST** be completed before 8.00am the following day.

*** Am I required to remove my rubbish?**

Yes, you are required to remove all rubbish from the premises and place it in our wheelie bins. No rubbish is to be left out of the bins or around the entrance or surrounds.

*** What are the Liquor Licensing Conditions Surrounding the Hire?**

Sale Tennis Club has a Renewable Limited Liquor License, meaning that we can serve alcohol to hire groups. Our license is **only valid until 12.00 midnight and no alcohol may be served after this time**. It is possible to obtain a special event license for later times but this will be the exclusive responsibility of the Hirer. (Please note that we have been advised that this special license can take up to 8 weeks to obtain.) There are heavy penalties for license breaches and the Hirer is absolutely responsible for any penalties for such breaches.

*** Can I use the heaters?**

We have a modern gas fireplace that provides a great ambience in winter. We also have reverse cycle air-conditioning throughout the clubhouse. Please ensure that all appliances are turned off on exit.

*** Where can I get a copy of the Clubhouse Hire Agreement?**

You can view and print off a copy of the Clubhouse Hire Agreement form at play.tennis.com.au/saletennisclub or by emailing your request to saletennisclub@outlook.com