



(ABN 54089031207)
Incorporated No. A0018972Z

PO Box 2379, Eildon Parade, Rowville, 3178, Ph. 9764 1109

www.eptc.org.au

CONTRACT FOR HIRE OF TENNIS CLUB FACILITIES – Application:

Date(s) Required: _____ Time From _____ To _____

Description of Event/Function: _____

Estimated Number of People: _____

Hirers Name: _____

Organisation: _____

Hirers Contact Details :

Mobile: _____ Email: _____

Hirers Address: _____

For Bond Return Purposes:

Hirers Bank Name: _____ Account Name: _____

BSB: _____ Account Number: _____

If the Hirer is not a Club Member, provide details of the referring Club Member (CM):

Club Member: _____ CM contact number: _____

Introduction:

This document applies to the hire of Eildon Park Tennis Club (EPTC) facilities.

Facilities:

The following club facilities are available for hire:

- Tennis Courts
- Clubhouse – including licenced bar and kitchen area
- BBQ facilities
- TV, Public Announcement system, display projector and display screen
- Coaching program engagement (separate to this agreement)

Hirers:

The EPTC facilities may be hired by:

- Members of the Club and immediate family members (provided the Club Member is in attendance and responsible at all times)
- Members of the public, introduced by a Club Member
- Corporate Groups
- Special Interest Groups (e.g. Schools)

(Please note - the Clubhouse cannot be hired for 18th or 21st Birthday parties)

Application/Approval:

All applications are subject to the approval of the EPTC Committee.

Eildon Park Tennis Club Inc reserves the right to refuse any application without providing any reason.

All requests for hire must complete the attached application form, including confirmation of acceptance of the Terms and Conditions of use.

Requests for variations to this policy or the Terms and Conditions must be referred to the EPTC Committee for approval prior to the event/function booking being confirmed.

Applications are to be received by EPTC a minimum of 30 days prior to the function to allow time for consideration.

Eildon Park Tennis Club (EPTC) Obligations:

EPTC Committee is responsible for the following:

- Advising the applicant if the hire is approved or not approved
- Refunding all application monies in the event that the application is not approved
- Upon approval of the function, invoice the hirer the full amount of the hire
- Ensure that a signed Contract of Hire is held by the Committee and that applicable fees and Bond have been paid before the function/event
- Brief all approved hirers on the use of the facility, including access to and use of approved equipment
- Make the premises available in a clean and tidy state
- Maintain first aid supplies
- Provide contact details in the case of an emergency

Facility Hire Rates:

Tick Required Facilities	FACILITY:	RATES:	
		Non Members	Members
	Clubhouse and Terrace	\$400	\$300
	BBQ	\$50	Included
	TV/PA and/or Projector Display Screen	\$100	Included
	Court Hire (specify number)	Discuss with the Club	Discuss with the Club
	Coaching Program Assistance	Discuss with Coach	Discuss with Coach
	Bond	\$400	\$300
	TOTAL FEE:		

Terms and Conditions of Use/Hire:

1. The hirer must be in attendance for the entirety of the function (including set up and clean up) and accept responsibility for the use of the facility.
2. The behaviour of guests and noise levels associated with the function in both the club environs and the car park must be kept to a reasonable and acceptable level in consideration of our neighbours and other club users.
3. The premises must be left clean and tidy, in the manner in which it was presented for hire. This requires all rubbish to be placed in external Council supplied bins, any club crockery or kitchen items used to be washed and put away, the kitchen to be cleaned if used to prepare food, decorations to be removed, carpet to be vacuumed and furniture to be returned to its original position. Cleaning Checklist (attached) to be completed and provided to EPTC prior to consideration of Bond return.
4. The nominated refundable bond is payable at the time of confirmation of the booking. The bond will be returned to the hirer within 7 days of the event, provided EPTC is satisfied that there has been no damage/breakage or additional clean up is required.
5. The cost of any breakages/damages or additional clean up required are to be paid from Bond monies held by EPTC. If insufficient bond is held, then additional costs for breakage/damage or additional clean up costs must be met by the hirer.
6. The hirer shall ensure that adequate security measures are in place whilst the premises are being used. Should security be required, the hirer is responsible for these costs.

7. Liquor Licencing requirements of EPTC must be complied with. They include:
- Consumption of liquor is restricted to the clubhouse and surrounding area a identified by the “Red Line” plan supplied to the hirer. No alcohol is to be taken onto the courts.
 - No alcohol is permitted to be bought onto the premises.
 - EPTC will provide alcohol at published Club prices. Specific requirements and arrangements for the responsible serving of alcohol are to be agreed with EPTC prior to the function.
 - Liquor may only be consumed on the premises in accordance with EPTC’s Liquor Licence during the following hours:

Monday, Tuesday, Wednesday and Thursday	Friday	Saturday	Sunday
7:00pm to 10:30pm	7:00pm to 12:00 midnight	12:00 noon to 12:00 midnight	12:00 noon to 10:30pm

8. Eildon Park Tennis Club is a smoke free environment.
9. No Black chairs are to be taken outside the clubhouse. Only Green and White plastic chairs are to be used outside the clubhouse.
10. Decorations may be used, however they must be removable without damage. Use of tape and glues must be controlled to prevent damage. Hirers may seek EPTC guidance if they are unsure of decoration suitably.
11. Hirers must provide a certificate of insurance covering their public liability insurance (minimum \$10million cover and property insurance cover \$300,000) to the EPTC no later than 7 days prior to the function. EPTC Inc must be disclosed on the policy document as having an insurable interest in the policy.
12. The Insurance policy must cover the day before and the day after the function period.
13. Full payment is due 7 days before the function. EPTC reserves the right to cancel a booking where payment and ALL require documents have not been provided by the due date.
14. A cancellation fee of \$50 will apply in the event of a cancellation being made with less than 7 days notice. This fee will be deducted from the Bond.
15. Any request for an 18th or 21st Birthday Party will be refused.
16. Gambling or gambling equipment is not permitted.
17. For any functions over 80 people please contact EPTC to discuss capacity options.
18. Venue set up for functions is only available 2 hours prior to the commencement of the function. The set-up period is a transition period. It is probable there will be tennis players using the facility at the same time. EPTC can provide more details for specific functions.
19. Requests for variations to this policy or the Terms and Conditions must be approved in writing by EPTC prior to the event/function booking being confirmed. Only variations issued in writing by EPTC will be recognised.

Signature:

I/We have read and accept the Terms and Conditions relating to hire and use of Eildon Park Tennis Club facilities.

I/We agree to abide by the Terms and Conditions and agree to be responsible for any breakages, missing items and the condition of the venue after the function:

Applicant Name:	
Applicant Signature:	
Date:	
Forward Completed application to:	Eildon Park Tennis Club Inc PO Box 2379 Rowville 3178 <u>OR</u> email to: secretary@eptc.org.au



Cleaning Checklist

Date of Hire: _____

Time of Hire: _____

Name of Hirer: _____

Cleaning Task	Completed by Hirer	Checked by EPTC	Notes/Observations
All bins emptied: - Kitchen bin - Hall bin(s) - Bins in toilets - Outside bins			
Bin lids wiped			
New bin liners inserted in all bins			
All floors (kitchen, hall, toilets) cleaned and vacuumed			
Kitchen and toilet floors mopped with detergent			
Benches and tables wiped			
Glasses, cutlery and dishes cleaned and putaway			
Oven wiped out			
Stove top wiped			
Fridge emptied			
Toilets cleaned			
Toilet hand basins wiped			
Chairs stacked and stored			
Tables placed in normal arrangement			
Front area swept			
Empty mop buckets and mops rinsed and hung out			
All lights, fans, heaters oven, TV etc turned off			
All doors and gates locked and secured			

Full Bond to be returned – Yes/No

If no – Reason: