



APPLICATION FOR VENUE HIRE

FUNCTION DETAILS

Date of Hire _____ Time of hire _____
Type of Function _____ # of guests _____
Name _____
Business Name _____ ABN _____
Email _____
Mobile _____

FEES, DEPOSIT & PAYMENT

Hire Fee _____ Bond \$250 (payable on booking confirmation.)
Bond _____
Total _____
Payment Details **EFT Acct:** St. Anthony's Tennis Club **BSB:** 083 152 **Acct No:** 537 610 378
Please nominate Event Name in reference section of transfer.

HIRE OVERVIEW

- No booking is confirmed until this application form is approved and payment of the hire fee and bond has been received.
- A cancellation fee of \$100 will apply in the event of a cancellation being made with less than 7 days' notice.
- STATC reserves the right to retain the full amount of the bond if damage is sustained to the premises, fixtures or fittings including carpets.
- It is the responsibility of the hirer to leave the premises in the same condition as it was found. Failure to do so may result in forfeiture of bond in part or in full.
- The Club accepts no responsibility for any accidents or injuries that might be sustained by guests at your function.
- The premises is a non-smoking venue. No smoking is permitted in the clubhouse or veranda area.
- Liquor licensing requirements of the club must be observed. Consumption of liquor is restricted to the Clubhouse. If alcohol will be served, a copy of the Hirer's liquor licence will be required to be provided to the club.

Please see Terms and Conditions for details of our hiring policy.

I/We have received and read the terms & conditions relating to the hire and use of the St Anthony's Club facilities and agree to abide by these terms and conditions.

Hirer Signature _____ Date _____
STATC Signature _____ Date _____

VENUE HIRE TERMS AND CONDITIONS

TERMS AND CONDITIONS OF USE

TERMS & INTERPRETATIONS

- i. "STATC" shall mean St Anthony's Tennis Club, and its related corporations and their respective staff and volunteers.
- ii. "Hirer" shall mean the Hirer named on any quote, invoice, purchase order, or any other documentation produced in relation to this agreement, or any person acting on behalf of and with the authority of the Hirer.
- iii. "Hire Fees" shall mean the cost of the Goods and or Services as agreed between the Owner and the Hirer of this contract.
- iv. "Venue" shall mean the room, or rooms named on the Venue Hire Agreement.
- v. "Goods" shall mean all Goods supplied by the Owner to the Hirer and includes Goods outlined on the Hire agreement, Quote, or any other documentation produced in relation to this agreement including any recommendations and advice.
- vi. "Hire Period shall mean the duration of the hire period as outlined in the Hire Agreement.
- vi. All sound, electrical and lighting requirements must be approved by St Anthony's Tennis Club prior to the Event. Interference with, or alteration of any of the electrical installations, lighting, sound systems, or other property is prohibited.
- vii. No sparklers or smoke machines are to be lit in the facilities as they may set off the smoke alarm.
- viii. Venue set-up for a function is only available for 2 hours prior to the commencement of the function unless agreed prior to booking.
- ix. Any request for a 16 to 21 year old parties will be referred to the STATC Committee.
- x. For emergencies on the day please phone 0419 530 159.

BEHAVIOUR

- 1. Behaviour of Guests and noise level of the function must be kept to a reasonable and acceptable level in consideration for our neighbours and other Club users. Loud amplified music is NOT to be played under any circumstances

BOND & CLEANING

- 1. Premises must be left clean and tidy in the manner in which they were presented for hire. This requires all rubbish to be placed in bins, any club crockery to be washed and put away, the kitchen to be cleaned, furniture to be returned to its original position, the tiled floors swept and mopped and carpet vacuumed.
- 2. In addition to costs of hire, the Committee will request a refundable bond of \$250 to be payable as a condition of approval of any requested hire. The bond will be returned to the hirer who paid the bond following the event provided Management is satisfied there has been no damages/breakage or additional clean up required.
- 3. The cost of any damages/breakages or additional clean up required are to be paid from Bond monies (if held) by Management. If insufficient bond held or no bond is held by Management, then costs of damages/breakages or additional clean-up must be met by the Hirer.
- 4. The hirer shall ensure adequate security measures are in place whilst the premises are being used. Any damages to the facilities or equipment must be reported as soon as possible.

CANCELLATION

- 1. A cancellation fee of \$100 will apply in the event of a cancellation being made with less than 7 days' notice.
- 2. Either party reserves the right to terminate the Agreement on the following terms:

GENERAL HIRE

- 1. The hirer must be in attendance and accept responsibility for the use of the facility.
- i. STATC will not accept any responsibility for damage or loss of items left in the premises prior, during or after the function. It is recommended organisers arrange their own insurance and/or security.
- ii. With the room hire agreement you get access to the booked room and the kitchen area. The back office area is reserved for STATC staff and is not to be used.
- iii. Hirers are asked to arrive and leave on agreed times, factoring in up to an hour for cleaning at the end of the function.
- iv. Nothing is to be nailed, screwed, stapled or adhered to any wall, door or any other surface or part of the building. Organisers are financially responsible for any damage sustained to STATC or its equipment by the organiser's guests or subcontracted labour, invitees or person attending the function, whether in the room or any part of STATC's premises. Any breakages, additional cleaning fees or damages will be charged at cost.
- v. Decorations may be used, however they must be removable without damage to Club facilities. Use of tape and glues must be controlled to prevent damage. Hirers should seek Club Management guidance if they are unsure of decoration suitability.

VENUE HIRE TERMS AND CONDITIONS

- i. If the Hirer terminates the Agreement more than thirty (30) days prior to the event through no fault or breach of the Agreement by St Anthony's Tennis Club, the Hirer will forfeit 50% of the full Hire Fee for that event.
- ii. If the Hirer terminates the Agreement less than thirty (30) days before the event through no fault or breach of the Agreement by St Anthony's Tennis Club, the Hirer will forfeit 100% of the full Hire Fee for that event.
- iii. If St Anthony's Tennis Club terminates the contract through no fault or breach of the Agreement by the Hirer, St Anthony's Tennis Club will refund all monies received from the Hirer for that event.
- iv. St Anthony's Tennis Club may terminate this Agreement immediately upon giving notice to the Hirer if; the Hirer breaches any material provision of this Agreement; the Hirer substantially alters the purpose for which the Venue is hired without the prior written consent of St Anthony's Tennis Club; or St Anthony's Tennis Club becomes aware of conditions under which the holding of the function for which the Venue is hired could jeopardize public safety, public order or involve an unacceptable risk of personal injury or damage to property.

HIRER FEES

- i. The Hirer agrees to pay the Owner, the price of the Hire, within the agreed time for payment.
- ii. The Price will be determined by the quote given to the Hirer from the Owner, at the time of the Hire.
- iii. Full payment is due 1 (one) week prior to the event. STATC reserves the right to cancel a booking where payment is not made by the due date. All prices are subject to change without notice due to availability of venues.
- iv. STATC's quoted price will be binding for STATC for a period of thirty (30) days after the date of the quotation.
- v. Any applicable GST will be added to the price, and shown on the invoice.
- vi. Payment will be made by direct deposit, or by any other method as agreed to between the Hirer and STATC.
- vii. Should the Hirer fail to pay any invoice when due, the Hirer will be responsible for any additional costs associated with recovery of the outstanding amounts, including but not limited to the cost of a solicitor, and any cost incurred by STATC nominated collection agency.
- viii. Interest on overdue invoices will be charged from the date when payment becomes due and will be charged at a rate equal to the rate charged by the STATC's financial institution for the provision of credit, and shall

accrue at such a rate until payment in full is received from the Hirer

WARRANTY

- i. STATC gives no warranty that the Venue or any of its facilities, equipment or services will be suitable for the purpose for which the Venue is intended to be used by the Hirer and the Hirer agrees that it will satisfy itself as to these matters. St Anthony's Tennis Club will not be liable to the Hirer for any loss suffered by the Hirer as a consequence of the Venue or the facilities, equipment or services not being adequate for the Hirer's purposes.

LIMITATION OF LIABILITY

- i. The liability of STATC to the Hirer for any reason related to the performance of the Venue in relation to this agreement shall be limited to the amount paid by the Hirer to the Owner pursuant to this agreement.
- ii. STATC accepts absolutely no responsibility for any personal effects, equipment, or any other items supplied by the Hirer in relation to this agreement.
- iii. It is the responsibility of the Hirer to obtain and keep current insurance against such liability during the term of this Agreement and ensure that all contractors under their direction are similarly insured.
- iv. Any goods, properties or materials brought in by or on behalf of the Hirer, are the responsibility of the Hirer. St Anthony's Tennis Club accepts no responsibility for damage or loss of goods or materials left at the Venue prior to, during or after the Event. All deliveries or collections for Events must be arranged with and approved by St Anthony's Tennis Club prior to delivery or collection.
- v. In no event shall St Anthony's Tennis Club be liable for loss of profit or consequential damages, whether based on breach of contract, warranty or otherwise.

ALCOHOL & SMOKING

1. Liquor licensing requirements of the club must be observed. The consumption of liquor shall be in accordance with the Club's Liquor Licence. No liquor shall be served to individuals under the age of 18 years old.
2. Consumption of liquor is restricted to the Clubhouse.
3. If alcohol will be served, a copy of the Hirer's liquor licence will be provided to the club.
4. St Anthony's Tennis Club is a strictly a smoke free environment.