

# PEPPERMINT GROVE TENNIS CLUB - TERMS AND CONDITIONS OF HIRE

## BOOKING GUIDELINES AND PROCEDURES

1. An application for Clubhouse hire, ("Application") must be *fully* completed.
2. Hirers must be aged 18 years or over to enter an Application.
3. Hirers shall be charged hire fees and bonds according to this Application or as agreed in writing between PGTC and the Hirer.
4. PGTC reserves the right to refuse an Application for hire without giving any reason.
5. No booking shall be regarded as confirmed unless confirmed by PGTC in writing.
6. The bond is required as a guarantee that the Clubhouse spaces, kitchen, equipment, grounds, and (if applicable) courts are left clean, tidy and in an undamaged condition.
7. Hire fee to be paid in full 14 days prior to the booking date.

## CONDITIONS OF USE

1. Hiring time includes time needed by Hirer to set up for event and clean up afterwards.
  2. Minimum hire period is 1 hour.
  3. Hirer may only use spaces in Application for the purpose/s shown on Application and approved by PGTC.
  4. Please note that PGTC is first and foremost a tennis club. Players may require access to the Clubhouse kitchen and bathrooms during the Hirer's event. PGTC will endeavour to inform the Hirer in advance of such access.
  5. The Hirer shall leave the Clubhouse and grounds in a clean and tidy condition by the end of the hire period. Cleaning shall include:
    - a. All rubbish must be tidied up. PGTC provides a Containers for Change bin for glass and plastic bottles (only those marked with the 10c symbol), a yellow bin for recyclable items (paper, cardboard and wine bottles) and a red bin for all other items. Hirer must remove waste from clubhouse that cannot be deposited in bins provided by PGTC.
    - b. Wiping all kitchen surfaces.
    - c. Ensuring all floors are left in clean and dry condition.
    - d. Ensuring chairs and tables are cleaned, stacked and placed indoors.
    - e. Ensuring bathrooms are left in a clean condition.
- Any fees for additional cleaning needed post-event will be charged at \$70/hour (exclusive of GST) for a minimum of 2 hours and will be deducted from the bond.**
6. On completion of event, Hirer shall ensure all lights, TV, and heating/ cooling units are turned off; and that Clubhouse is locked, veranda doors and kitchen doors are secured.
  7. Should Hirer find any damages to premises prior to their use, it is the responsibility of the Hirer to report damages to PGTC by email [hello@pgtc.com.au](mailto:hello@pgtc.com.au)
  8. Hirer must return Clubhouse key to mailbox at PGTC no later than 10am the day after conclusion of hire.
  9. Decorations must not be hung from lights or ceiling. Driving nails, tacks or screws into any part of the building, or using adhesive tape, is prohibited.

10. If recorded music is to be played during the hire period then Hirer shall ensure the appropriate licence is obtained from the Australian Performing Rights Association.
11. Hirer acknowledges there is a limited number of items available as listed under 'Details'. Any additional items should be sourced and paid for by Hirer as deemed necessary to meet their requirements. PGTC assumes no responsibility for the return of these items to the hire provider, nor for the payment of costs associated with such hire.
12. Hirer shall take all steps to ensure that noise emitted from the event during hire does not cause annoyance to nearby residents.
13. Smoking within the Clubhouse is prohibited.
14. Hirer is liable for any damage caused to the Clubhouse (including fixtures and fittings), and courts (including fixtures and fittings), whether caused by the Hirer or their guests. Cost of repair of any such damage will be deducted from the bond. Should damage exceed the bond, the Hirer will be invoiced for the difference.
15. Subletting of Clubhouse is not permitted. Should Hirer part with possession of any part of the Clubhouse, then the Hirer will remain liable for any damage caused.
16. Hirer shall ensure the number of people using the Clubhouse shall not exceed the maximum number of people stated on the Application Form.
17. Hirer shall be liable for any loss or injury caused to persons who attend the Clubhouse or the courts or their environs during the function. Please note that PGTC's public liability insurance policy protects PGTC only and does not protect the applicant or any other person against a claim made with respect to the period of the hire. It is strongly recommended that the applicant take appropriate steps to ensure a sufficient public liability insurance policy is in place prior to the commencement of the function.
18. Any security needed shall be arranged and paid for by the Hirer.

### **CANCELLATION OF BOOKINGS**

1. No refund will be made for any cancellation with less than 7 days' notice.
2. Cancellations will only be effected by notice in writing sent by email to [hello@pgtc.com.au](mailto:hello@pgtc.com.au)
3. PGTC reserves the right to cancel any booking.

### **ACCESS AND KEYS**

1. Access to the Clubhouse will only be available from the date and time shown on the Application. Set up and take down time must be included in the hire time.
2. Hirer shall arrange for collection of the key to the Clubhouse. The booking will be cancelled if no contact is initiated by the hirer 1 day prior to booking and 50% of hire fee already paid will be forfeited. The key will only be provided upon sighting of proof of identification.
3. The key to the Clubhouse shall be returned to PGTC in accordance with paragraph 8 under Conditions of Use. Any loss of key must be reported to PGTC on the day of loss. Replacement cost will be deducted from the bond.

### **CONSUMPTION OF ALCOHOL**

1. Should alcohol be consumed on premises, Hirer must first obtain appropriate permission or permit from relevant authorities and ensure any conditions are strictly followed.
2. Kegs will not be permitted.