

Alexander Park Tennis Club (inc)
Club Facility Hire – Terms and Conditions

1. Fees applicable to the hire of the premises are detailed on the attached sheet. A refundable bond of 50% of the hire fee is payable two weeks prior to secure your booking. A booking sheet must be completed. Early access is available for decorating.
2. All functions must be finished by 12.00midnight. Last drink sales at 11.45 pm. All patrons must vacate the premises by 12.30 am (except those cleaning or removing equipment).
3. The facilities shall be left in a clean and tidy condition at the conclusion of the function.
4. All music is to be turned off at midnight.
5. It is the responsibility of the hirer to ensure no person behaves in a disorderly manner, or causes a nuisance or annoyance. The hirer must ensure order and decent behaviour is maintained, both inside and outside the function room, before, during and after the function. Hirer and / or guests are not permitted on the grass court areas.
6. The Club has full kitchen facilities. It is air-conditioned and has heating.
7. Full bar facilities are available. The Club has a fully licensed bar and as such **NO BYO alcohol is permitted**. Negotiations can be made with the Club Manager to run a bar tab (hirer pays), or alternatively guests may purchase their own drinks.
8. Written cancellation of hiring can be made up to 14 days prior to the function without charge. If notice is less than 14 days, the bond may be forfeited.
9. The bond/deposit will be credited against the total costs provided the premises are left cleaned and no damage has occurred. The hirer is responsible for cleaning and damage costs if they are in excess of the bond.
10. Guests are required to abide by the club’s “No Smoking” regulations and the “The Liquor Licensing Act 1988” requirements.

Equipment included in Hire Fee:

Function room with tables and chairs	Bar and bar area
Kitchen area – all appliances	Patio/verandah area
Off road parking	Normal heating, lighting, air-conditioning
Men’s/Ladies toilets/restrooms	Barbeque

TO BE COMPLETED BY THE HIRER

I accept the terms and conditions for hire of the Alexander Park Tennis Club premises as stated above.

ALEXANDERPARK TENNIS CLUB
PREMISES HIRE
SCHEDULE OF FEES

FACILITY HIRE RATES – (INCLUDES GST)

1.	Full night hire 4pm – midnight Base Hire Fee	\$350.00
2.	Part/Short term Hire (eg; Hall and kitchen only)	TBD by Club Manager
3.	Bar staff – per hour/per person.	\$ 30.00
3.	Security staff – per hour/per person (If required)	\$50.00
4.	Booking Deposit / Bond (Refundable)	50% of hire fee

ALEXANDER PARK TENNIS CLUB
BOOKING SHEET

Function Name _____ **Date** _____

Hirer's Name _____

Address : _____

Phone Number _____ Mob: _____

Type of Function _____ Start Time _____ Finish Time _____

No. of People _____

Beverage / Bar Requirements _____

Equipment Requirements _____

ALEXANDER PARK TENNIS CLUB CHECK LIST

Club Captain advised ----- Social Director advised ----- Security firm advised -----

Bar diary noted-----

Hirer's membership verified----- (If hirer is not a member please complete the appropriate membership application form)

Bar staff rostered -----
(names)

Bond fee received \$-----

Barbeque checked ----- Video/DVD checked ----- Kitchen equipment checked -----

ALEXANDERPARK TENNIS CLUB
PREMISES HIRE - TAX INVOICE
ABN: 62 947 569 721

Date : _____

To : _____

Facility Hire Fee \$ _____

Bar staff \$ _____

Security staff \$ _____

Liquor Purchases \$ _____

SUB TOTAL \$ _____

Less Deposit / Bond \$ _____

BALANCE PAYABLE \$ _____

Thank you for choosing to use Alexander Park Tennis Club. We hope to be your venue of choice again soon.

How to pay

In Person/Mail If cash/cheque to the Club Manager or post a cheque to The Club Manager APTC PO Box 95 Mt Lawley 6929

Direct Credit Using Internet banking credit the club's Bank West account, number 306-089-4150253.
Remember to include your name in the transfer details.