



APPLICATION TO HIRE MANNING TENNIS CLUB VENUE

This form must be submitted to Manning Tennis Club a minimum of fourteen (14) days prior to the date of your event. Please complete *all* sections to assist in processing your application.

Return completed form via email to: Manning Tennis Club at manningtennis@westnet.com.au or to a committee member

Name of Organisation: <i>(if applicable)</i>			ABN: <i>(if applicable)</i>		
Contact person:				Date of Birth	
Address:					
Suburb:				Postcode:	
Phone:			Mobile:		
Email:					
Bank Account details <i>(required to enable to club to refund bond)</i>	Account name:		BSB:		Account No:

Please complete table below in full.

Event Name:					
Type of event (e.g. 30th birthday party):					
Event Date		Start time		Finish time	
Alternative dates (if above is unavailable)					
Estimated number of attendees:					
Bar Facilities required (circle): Y / N					
Additional information:					

Terms and Conditions

Liquor Licensing

- Manning Tennis Club (MTC) is a licensed venue.
- Strictly no alcohol is to be brought onto these premises.
- This is a licensed club and only Bar Managers and Approved Managers are allowed to operate the bar.
- The hirer will incur a cost to have the appropriate bar managers to operate the bar at an event.

Bookings and Payment

- The person hiring the clubhouse must be an adult (18 years or older).
- In order to make a booking request, the hirer should complete this venue hire application form and submit it to the MTC and/or a committee member.
- A venue booking is NOT confirmed until you receive written confirmation from the MTC.
- A 10% deposit may be required in order to secure your booking with the balance payable two weeks prior to the date of the function in order to hold your booking.
- In the event of late cancellation (less than 48hours prior to the event), part or the entire fee may be non-refundable.
- According to the Liquor Licence, there is a maximum of 135 people allowed in the clubhouse and 250 on the premises at any one time. Premises refer to the fenced club facilities - including the clubhouse but excluding the tennis courts.
- Guests must not walk on the courts or place tables and chairs on the courts.
- MTC is a "SMOKE FREE" club – smoking is not permitted in its premises.
- Decorations must be kept clear of revolving ceiling fans.
- The premises are to be left in a reasonable state. Decorations or any signage must be removed upon commencement of hire.
- A cleaning fee of \$100 will be payable for hirer's who do not opt to self clean.
- If self-cleaning the premises are to be left lean and tidy. All food stuffs, empty and half empty bottles and glasses are to be cleared away, chairs stacked, floors swept, mopped and/or vacuumed and tables wiped clean. This needs to be completed prior to 8am (the following morning) unless otherwise agreed. Failure to do so will incur a cleaning fee up to \$100.
- The person hiring the clubhouse is responsible for the cost of repairing or replacing any damages.
- MTC reminds the hirer that its core business is providing tennis facilities to its members and as such should take precedence over external customer booking requests. Hirers should be aware that we might be unable to provide the types of facilities and services that other organisations may be able to.
- Current hire fees:
 - Clubhouse only hire - \$200 (full member) / \$300 (non-member)
 - Additional \$300 fee if bar facilities are used (inclusive of 2 bar staff)
 - Cleaning fee (waived if self-cleaned) - \$100
 - Bond - \$500
- EFT Payment should be made to Manning Tennis Club - **BSB: 066102 Account No: 00903419**. Please make sure you provide your bank account details so we can refund the bond amount post-event.

I declare that the information I have provided is accurate and I have read, understood and accept the terms and conditions as set out by Manning Tennis Club for the hire of the clubhouse.

Name of Applicant: _____
(must be 18 years or older)

Signature of Applicant: _____ **Date:** _____