



Thank you for your enquiry regarding hall hire for your party.
Sorrento Tennis Club offers a spacious carpeted hall with dance floor, licensed outdoor pergola area, licensed Bar and a fully renovated kitchen for your use.

COSTS

Hire \$650 (7pm – midnight)
Bond \$500 - \$1500 (at the discretion of the Executive Committee)

BAR PRICING*

We are a fully licensed venue, which means you & your guests can purchase beverages on site. We will endeavour to supply beverages of your choice to accommodate your needs, at our low club prices!
\$6 stubbies of full strength & light beers, wine and cider, **\$8** spirits and mixers.

Our bar currently serves stubbies of 7 beers; **\$6**

Corona	One Fifty Lashes
Rogers	Asahi
Little Creatures Pale Ale	Carlton Dry
Hahn Premium light	

2 Ciders; **\$6**
Strongbow
Somersby

Wines; \$25 per bottle)

Red wines (Shiraz and Cab Merlot & Pinot Noir)
White wines (Champagne, Prosecco, White Classic, and Semillon Sav Blanc & Chardonnay)

We can supply a variety of Mixed Cans & Bottles (\$8)

Vodka Cruisers
Jack Daniels
Canadian Club
UDL

Soft drinks (\$2)
Energy drinks (\$4)

There is also a soft drink machine at the club that dispenses a greater variety of soft drinks.
We have a newly refurbished Kitchen to allow for food service, also for your use.
If you have any special requests, you may wish to inform us with your enquiry form to accommodate your choice of Beverages.

I look forward to meeting with you. For more information you can view our website at
www.sorrentotennisclub.com.au

*Prices are subject to review each financial year



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FUNCTION HALL HIRE APPLICATION FORM

ACCEPTANCE OF TERMS AND CONDITIONS I accept the conditions of contract as detailed within this document

NAME (HIRER): _____

ADDRESS: _____

SUBURB: _____ P/CODE: _____

PHONE (H): _____ PHONE (W): _____

MOBILE: _____

EMAIL: _____

TYPE OF FUNCTION REQUESTED e.g., Seminar: _____

APPROX. NUMBER OF PEOPLE ATTENDING: _____

DATE OF FUNCTION: _____

START TIME: _____ FINISH TIME: _____

Please take note of the following Terms & Conditions of Hall Hire:

Hire Fee Inclusions

- Use of premises for designated area booked
 - Use of tables and chairs
 - Glassware
 - Bar tables and bar stools
 - Use of BBQs if hiring alfresco area or full hall or whole club
 - Microphone and speaker system
 - 2 bar staff for up to 80 guests
 - Kitchen & equipment
- Availability of AV equipment should be checked at the time of booking.

Bond

\$500 bond will be requested and refunded after satisfactory inspection of the hall after the function
An additional bond amount of \$1500 will apply to all 21st birthdays.

The Hirer must pay \$200 deposit required to secure booking. The balance of the hire fees must be paid 2 weeks prior to the function date.

Evening Hire Times

Hire times for evening functions are 7pm – Midnight

Bar

Beverages are supplied by The Club and a tab must be opened with your nominated amount and this must be paid for when paying your bond. When your tab limit is almost reached you will be notified by the Manager. It should be noted that the Club is limited by sponsorship in the brand of beverages it can supply. On occasions your preferred beverage brand may not be available. A price and product list can be provided. Provision of bar staff is included in the price of your hire. The number of bar staff is aligned with the anticipated number of attendees. Hirers may not bring their own beverages onto the premises.

Set up and Pack down

The hire fee does not include assistance with set up and pack down for your event. Should you require assistance, we can provide a staff member at a rate of \$50 per hour.

Set up times are by negotiation with the Function Coordinator. Please contact the office 9448 6591

Any personal equipment (AV, tables, decorations etc) must be left neatly stacked at the end of the function and removed by 1230 on the night of the function or no later than 10am the following day. Additional time to pack up will incur a late fee for staff to remain on site to lock up.

Sorrento TC takes no responsibility for goods left on premises.

Entertainment

Live bands, jukeboxes, D.J.'s etc. are encouraged to make your event a success. However music must not be excessively loud and must cease by 12 midnight at the latest. We reserve the right to shut off the power at any time if these rules are broken. Exotic dancers or entertainment which promotes or condones any type of discrimination or harassment are not permitted. Noise levels must comply with The Environmental Protection (Noise) Regulations 1997.

Security

Security is to be provided by the Hirer, be it private, individuals or use of a registered security firm

Hirers are responsible for their guests and must ensure noise levels are not excessive as to disrupt local residents

Cleaning up

All areas must be left clean and tidy (hirers are to provide their own cleaning equipment) and waste placed in the outside bins provided or removed if excessive. Floors should be vacuumed, swept and mopped, tables and chairs wiped down and the kitchen left clean.

Breach of this condition will result in the hirer being charged a cleaning fee of \$50 per hour.

Decorations

When decorating the following is NOT permitted:

- Confetti / Glitter / Rice / Petals and other similarly sized objects,
- Nails, Hooks, Staples and Pins,
- Adhesives, Sticky Tape, Glue etc.

No items may be affixed to walls windows or ceilings.

Liquor License

The Club maintains a liquor license, and hirers are not permitted under any circumstances to bring alcohol or non-alcoholic beverages into, or to remove alcohol from the club. The Licensee is Sorrento TC. No consumption of alcohol is permitted outside of the Hall and Alfresco boundaries. On acceptance of these conditions for hire, the person whose signature appears on the booking form will become a member of Sorrento STC for the duration of the hire contract, and will be responsible to ensure adherence to the Liquor Control Act. Responsible Service of Alcohol Sorrento TC maintains a strict responsible service of alcohol approach. This venue is licensed, therefore:

- No alcohol may be brought onto or taken off the premises.
- No persons under the age of 18 are permitted to consume alcohol on the premises.
- Anyone who appears to be intoxicated will be refused service.
- Anyone acting in an offensive or lewd manner will be ordered off the premises.
- Unruly or offensive behavior by a group will result in the function being stopped, with no refund payable. In this circumstance the bond may also be forfeited.
- All laws relating to the "Liquor Act" must be adhered to

Insurance

Sorrento TC maintains comprehensive public liability insurance. The hirer is responsible for organising their own Personal Accident Insurance, Loss Insurance, Event Insurance and other relevant insurance they feel is required.

HALL HIRE PUBLIC LIABILITY

It is to be acknowledged that the Sorrento Tennis Club has indemnified its members from any negligent act that may result in a claim against members. It is however the responsibility of the hall hirer to indemnify themselves against any negligent act that may result in a claim against them during the period of the hall hire arrangement including any allowed time prior or after the scheduled event in which set up and clean up may occur. Any personal injury to contractors either delivering or collecting goods or persons engaged in the set up or clean-up of the function remains the responsibility of the hall hirer. Should the hall hirer be given prior instructions or have prior knowledge of a potential danger and then choose to ignore or pass on such given warnings or instructions then liability remains with the hirer. The club accepts no responsibility for items that may be found broken or damaged and knowledge of such was not apparent prior to the use of the item or appliance and subsequent injury occurs - common sense is to prevail and the matter brought to the attention of the Club Services Director at the earliest possible occasion.

- The number of people attending must not exceed 150
- Smoking is only permitted in the outdoor alfresco area
- If you book only one area of the Club then it must be assumed that other activities may be taking place in other areas of the premises. Whilst we seek to minimize interruption to all hirers, hiring only one area of the Club does not grant you exclusive use to the remainder. When hiring only one part of the club we are unable to guarantee that noise from other activities will not occur.
- If a key is to be collected from the STC office (members only), arrangements to be made a day prior to the function or at an arranged time
- Hirer must ensure that the Hall is securely locked and the alarm activated upon departure
- The key is to be returned to the STC office the following day at an arranged time or if the function falls on a weekend, by Monday 10am. Bond monies will be returned after a satisfactory inspection
- Access for setup must be negotiated at the time of booking. Hire times must be strictly adhered to
- The Hirer must ensure that guests do not damage any of the club facilities. Any damages will be charged to the Hirer at the Club's discretion
- STC reserves the right to withdraw the offer of hall hire at any time with full refund of any fees paid.

I, _____ acknowledge that I have read the above and understand the ramifications of same. I also take full responsibility of any action that may result in a claim for negligence that may have been prevented by my personal response.

Signed: _____ Date: _____

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