

Thank you for your enquiry regarding hall hire for your event.

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

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| --- | --- |
| **Day-time Hire -Casual**  | **$60 per hour** |
| **Regular Hire bookings (eg, weekly)** | **$40 per hour** |
| **Evening Event Hire (7pm to 12midnight)** | **$400 for the night** **(or $300 for members)** |
| **Bar Staff**  | **$30 per hour per barperson required** |
| **Bond** | **$500 - $1500 (at the discretion of the Executive Committee)** |
| **Deposit** | **$200 at the time of booking** |

**\*(Prices inclusive of GST)**

# 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

# Use of the Kitchen & equipment

# Availability of Audio Visual 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 staff will need to be hired from 6.30pm to 12.30am to allow for opening and closing.

**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 12.30 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.

**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.

**Entertainment**

Live bands, jukeboxes, D.J.’s etc. are welcome. 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.

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

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.

**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.

Any breakages, damage or reparations will be charged to the hirer.

**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 licensed area.

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

**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. Hirers may not bring their own beverages onto the premises.

Provision of bar staff is added to the cost of your hire. The number of bar staff is aligned with the anticipated number of attendees.

# 1 bar staff for up to 40 guests

# 2 bar staff for up to 90 guests

# 3 bar staff for up to 150 guests

**Bar pricing\***

Beers at **$7 per stubbie**

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

Ciders at **$7 per stubbie**

* Strongbow
* Somersby

Wines at **$7 per glass / $28 per bottle / $8 per piccolo bottle**

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

We can supply a variety of alcoholic Mixer Cans & Bottles at **$9**

* Vodka Cruisers
* Jack Daniels
* Canadian Club
* UDL

Soft drinks: **$2 per can**

Energy drinks: **$4 per bottle**

\*Please note that prices are subject to review.

If you have any special requests, you may wish to inform us with your enquiry form to accommodate your choice of Beverages.

**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 bought to the attention of the Club Services Director at the earliest possible occasion.

**Additional Conditions of Use**

* The number of people attending must not exceed 150 or as directed under the Covid Safe guidelines
* 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.

**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:

Mobile:

Phone (h): phone (w):

Email:

Type of function requested e.g., seminar:

Approx. Number of people attending:

Date of function:

Start time: finish time:

Your Bank details for refund of bond:

|  |  |
| --- | --- |
| Name of account: |  |
| BSB: |  |
| Account number: |  |

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: \_\_\_\_\_\_\_\_\_\_\_\_\_