



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.

### Hire fees

<b>Day-time Hire - Casual</b>	\$60 per hour
<b>Regular Hire bookings (eg, weekly)</b>	\$40 per hour
<b>Evening Event Hire (5 hours - 7pm to 12 midnight)</b>	\$400 for the night Discount for current Club Members- \$100
<b>Bond</b>	\$500 - \$1500 (at the discretion of the Executive Committee)
<b>Deposit</b>	\$200 at the time of booking

### Additional Charges – where applicable

<b>Bar – if required to be open</b>	\$40 plus the cost of the bar staff* Please note: a bar tab must be set up for functions
<b>Security</b>	Security staff are usually required when the bar is open. Security will be on-charged at cost (approx. \$57/hr, per guard)
<b>Bar Staff required</b>	1 for up to 40 guests 2 for up to 90 guests 3 for up to 150 guests
<b>Bar staff cost</b>	Monday to Friday - daytime \$34.82/hr Monday to Friday from 7pm \$37.85/hr Saturday \$41.78/hr Sunday \$48.75/hr Public Holiday \$69.63/hr

**All prices exclusive 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 TV screen as required
- Use of the Kitchen & equipment
- Availability of Audio Visual equipment should be checked at the time of booking.

## Bond and Deposit

A \$500 to \$1500 bond will be requested and refunded after satisfactory inspection of the hall after the function and payment of any outstanding fees due. A **bond of \$1,500** will apply to all 21<sup>st</sup> birthdays. No birthday parties from 15 to 20 years old will be accepted.

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. Alternate times can be negotiated at the time of booking.

Bar staff will attend 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 12.30am 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 Tennis Club 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 STC. The cost will be provided to you once times are confirmed.

## 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 Tennis Club. 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 an associate member of Sorrento Tennis Club for the duration of the hire contract, and will be responsible to ensure adherence to the Liquor Control Act.

Sorrento Tennis Club 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 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 as outlined above.

## Bar pricing\*

### Beers at \$7 per stubbie/can

Example of beers stocked- Corona, One Fifty Lashes, Rogers, Asahi, Little Creatures Pale Ale, Carlton Dry, Hahn Premium Light

### Ciders at \$7 per stubbie/can

Example - Strongbow, Somersby

### Wines at \$7 per glass / \$26 per bottle / \$8 per piccolo bottle

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

### We can supply a variety of alcoholic Mixer Cans & Bottles at \$11

Example- Vodka Cruisers, Jack Daniels, Canadian Club, UDL

Soft drinks: **\$3.00 per can**

Energy drinks: **\$5.00 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

The Hirer is responsible for their own Public Liability Insurance, Personal Accident Insurance, Loss Insurance, Event Insurance and other relevant insurance they feel is required for their hire. The Hirer waives any rights to sue the Sorrento Tennis Club for any incident, injury or damage that takes place during the period of the hall hire arrangement and any time whilst having access to the premises.

## 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.

## Additional Conditions of Use

- The number of people attending must not exceed 150 or as otherwise 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 you can assume 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
- The Hirer must ensure that the Hall is securely locked and the alarm activated upon departure
- The key is to be returned by placing it into the Club letterbox or returning it to the Club 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: \_\_\_\_\_