



**APPLICATION FOR HALL HIRE
HENSMAN PARK TENNIS CLUB**

Please submit applications two weeks prior to event date to managerhptc@gmail.com

Contact Name

Name of Organisation

Contact Phone

Contact email

Type of Event

Event Date

Alternative Date

Start Time

Finish Time

Recurring event details

Number of Guests

Bar facilities required?

Furniture required?

(please tick)

Chairs (80)

Trestle Tables (12)

1m² Tables (12)

Microphone

TV access

Kitchen access

Additional Information

TERMS AND CONDITIONS

Booking and Payment

- Persons applying for Hall Hire must be 18 years of age
- Applications should be received by the Club Manager at least 2 weeks prior to the requested date of event
- Confirmation of booking will be in the form of email from the Club Manager
- A 20% deposit will be required for all one-off events to secure booking, this fee is to be paid at the time of booking confirmation
- A fee may apply if the event is cancelled within 48 hours of the scheduled start time
- Hall hirers are expected to leave the venue in orderly condition. Furniture is to be returned to its place of storage and kitchen is to be left clean and tidy
- The venue is licenced for 120 people
- The hirer is responsible for the cost of replacing or repairing any damages occurred
- Payment can be made to the following account:

Hensman Park Tennis Club (CBA)

BSB: 066000

Account Number: 13145494

Please use the Contact Person's surname as reference.

Liquor Licencing

- Hensman Park Tennis Club is a licenced venue under a Club Restricted Licence
- Hiring of the Bar will incur a fee for which HPTC will provide one staff member
- Trading hours are to be in accordance with Section 98E of the Liquor Control Act
- No private alcohol is to be brought onto the premises
- The sale of liquor for consumption off the licenced premises is prohibited.

Club Function Rules

- Hensman Park Tennis Club is a strictly smoke free venue
- Alcohol will be served only to those over the age of 18. Anyone deemed intoxicated will be asked to leave the venue
- Guests will respect the Club rules and not walk on, or take food or alcohol onto tennis courts.

*Hensman Park Tennis Club reserves the right to adjust conditions if required to comply with Liquor Licencing and/or Employment Laws.

I declare that the information I have provided is accurate, and I have read and accept the terms and conditions set out by Hensman Park Tennis Club.

Name of Applicant _____ Date _____

Signature of Applicant _____