



### **Myrtleford Lawn Tennis Club**

*Lewis Avenue, Myrtleford 3737*

*Clubhouse: 03 5752 2414*

*Email: [info@myrtlefordtennis.com.au](mailto:info@myrtlefordtennis.com.au)*

*Website: [www.myrtlefordtennis.com.au](http://www.myrtlefordtennis.com.au)*

## **CONDITIONS FOR HIRE OF MCGEEHAN PAVILION / GRASS COURTS**

### **MANAGING AUTHORITY**

The Myrtleford Lawn Tennis Club (MLTC) Committee is the managing authority for the hire of the McGeehan Pavilion / Grass Courts. The MLTC Committee will appoint a Booking Officer each year at their AGM. The Booking Officer has the authority of the Committee to take and approve applications for hiring the Club's facilities. Applications do not need to be presented and or ratified by the Committee unless there is a request for later opening times.

### **HIRING OF THE FACILITIES**

All bookings must to be made to the MLTC Booking Officer on the official Application form. The form can be found on the Club's website. Completed forms should be emailed to [info@myrtlefordtennis.com.au](mailto:info@myrtlefordtennis.com.au). Applications requesting later opening times need to be lodged with the MLTC Booking Officer, for ratification with the Committee, one month prior to the date of requested hire. (Note: The Committee only meets on the first Wednesday of each month.)

### **PERMITTED USE**

The hirer must only use the facilities for the use specified in the application form and not for any other purpose. The hirer shall be entitled to use only those parts of the facility specified in the application form. The hirer shall be responsible for supervising the departure from the facility within 30 minutes of the close of the function or activity, of patrons, caterers, band members and any other persons. A charge will be levied if the facility is not vacated on time. The Committee reserves the right to revoke the use of the facilities to the hirer at anytime. They also reserve the right to not hire the facility upon application.

### **TIMES OF USE**

The facility will close at 10.00pm on weekdays and no later than 11.30pm on weekends. The facility must be vacated no later than 30 minutes after closing times advertised above.

Grass courts are available for hire after 10.00am.

The hirer must only use the facility between the hours specified in the application form,. If the facility is used, by the hirer beyond those times specified, the MLTC Committee may charge an additional fee to the hirer or deduct the additional fee from any payment made by the hirer to the MLTC Committee.

### **UNDER AGE FUNCTIONS (Under 18 years of age)**

All functions MUST be in the name of an adult and any person under the age of eighteen (18) years is to have an adult as guarantor who must complete the application in their name. The applicant must be aware that the person who signs the document is legally responsible for the condition of the facility and any damage that may occur. Supervision of the activity must be undertaken by adults over the age of eighteen (18).

## **PAYMENT OF FEES AND CHARGES**

All fees and charges for the use of the facility are to be paid by the hirer before the date of hiring. Payment can be made by cheque, cash or bank transfer.

Cheques should be posted to: The Treasurer, MLTC, PO Box 7, Myrtleford 3736

Cash should be delivered to: Booking Officer, prior to (or at the time of) collection of the keys.

Bank transfers can be made to: Myrtleford Lawn Tennis Club

BSB: 013 749

ANZ Account: 290 414 382

The Committee reserves the right to cancel the booking should this condition not be observed. Non-payment of hire fees and charges may result in the hirer being excluded from future use.

## **BONDS/SECURITY DEPOSIT**

The security bond shall be held as security against damage and cleanliness of the facilities being hired, including furniture and or accessories, and as a guarantee for the fulfilment of the conditions herein contained.

If the facility is left in an unclean condition or damage is caused by the hirer, the Committee retains the right to withhold part or all of the security deposit towards any costs and if required the hirer will be charged for the amount in excess of the security deposit.

If there is no breach of the conditions of usage or damage to the building or any fittings and furniture therein, or abnormal cleaning, the deposit will be returned within two weeks of the use of the premises.

## **INSPECTION OF FACILITY**

It is the responsibility of the hirer to inspect the condition of the facility, immediately prior to occupation and determine whether it is fit for its intended use. If deemed unsafe, the facility must not be used and any unsafe conditions reported to the Booking Officer immediately. The MLTC will respond to any concerns made by the hirer of unsafe or dangerous equipment, buildings or facilities. Contact phone numbers are located at the end of this document.

## **SIGNS AND NOTICES**

The hirer must not erect any signs or notices in the interior or exterior of the facility without the Booking Officer or Committee's prior consent.

## **PROTECTION OF FLOORS**

Hirers shall carry out such directions as may be issued by the Booking Officer for the protection of floors from stains or damage.

## **FOOD HANDLING**

The hirer is responsible for providing all of their own tea and coffee making requirements. Any use of the Club's supplies will be charged to the hirer.

## **LIQUOR**

MLTC has a limited Liquor Licence that allows for the supply of liquor to members and guests of members. No BYO alcohol is allowed. When the hirer has requested the use of the bar facility, a MLTC

member must be present at the function. The bar facility will be operated by a MLTC member who holds a current Responsible Serving of Alcohol (RSA) certificate.

### **OTHER LICENCES AND PERMITS**

The hirer must ensure that no games of chance are played, raffles conducted, tickets sold, or any other activity is conducted at the facility without the appropriate permits, licenses or approvals having been obtained.

### **BEHAVIOUR OF USERS**

The hirer of the facility is responsible to ensure that the behaviour of all those attending, participating or spectating for the duration of the hire are respectful of the right to quiet enjoyment of neighbouring property. School groups must be under the effective supervision of a school teacher at all times and sports users must provide effective adult supervision of U18 players. There is to be no consumption of alcohol of the grass courts during the period of hire.

### **KEYS AND ACCESS**

Access to the facility is to be arranged through the Booking Officer. Keys will only be given out upon receipt of payment. Under no circumstances are keys to be copied or given to another party without the permission of the Committee.

### **HIRER'S OBLIGATIONS AT THE END OF THE FACILITY HIRE**

Before the hirer vacates the facility, the hirer must:

- a) Leave the facility and surrounding areas, including car parks, in the same condition they were prior to the hiring date including: cleaning the facility (including kitchen, bathrooms and toilets) and removing all rubbish, food scraps, papers, bottles and general litter and anything belonging to the hirer, caterers or other persons at the facility. If the facility is deemed to be in an unsatisfactory condition, it will be cleaned at the hirer's cost and future usage may be refused.
- b) Ensure to lock and secure the facility prior to leaving. This includes the sliding glass doors and windows and both doors to the McGeehan Pavilion. The court nets should be removed at the end of play and returned to their hanging position on the fences.
- c) Turn off all lighting (except Security Lighting) and switch off all heaters or air conditioning units and electrical equipment prior to leaving.
- d) Return the keys as directed by the Booking Officer. The hirer will not be permitted to have access to the facility on the day following the hiring date unless such access has been agreed to by the Booking Officer.

### **VEHICLES AND PARKING**

Any motor vehicle driven or parked in the confines of the facility is entirely at the owners' risk and no responsibility is accepted by the Committee for any theft or damage. Parking is only permitted in designated parking areas.

### **INSURANCES**

The MLTC has insurance cover that includes Public Liability Insurance for \$30,000,000 held with the Sportscover, Tennis Victoria under the Clubs Insurance Program.

## **DAMAGE TO PROPERTY**

The hirer is responsible for all damage caused to any person or property by any user, spectator or attendee of the event for which the facility is being hired. Any damage is to be reported to the Booking Officer immediately.

## **FIRE EXTINGUISHERS**

Fire extinguishers are provided at the facilities. This equipment is for emergency use only. Should the extinguishers be stolen or tampered with during the hire period, the hirer will be liable for cost of replacement or damage, as a direct result from this infringement. All costs are the responsibility of the hirer.

## **SUBLETTING**

No other person or organisation has use of or access to the facility without the permission of the Booking Officer (ie subletting or hiring out by the hirer is prohibited).

## **SMOKE FREE POLICY**

MLTC has a smoke free policy which is to be observed at all times. There is to be NO SMOKING in any of the facilities: buildings, courts or on the surrounding grounds (ie NO SMOKING within the fence line).

## **DISPUTES**

In the event of any dispute or difference arising as to the interpretation of these conditions or of any matter or thing contained therein, the decision of the Committee shall be final and conclusive.

## **EMERGENCY TELEPHONE NUMBERS**

In the case of an emergency occurring during the period of hire please contact the appropriate and relevant Emergency Service by dialling 000. The Booking Officer should be contacted as soon as reasonable after the emergency has passed.

**FAILURE TO OBSERVE THE ABOVE CONDITIONS MAY RESULT IN CANCELLATION OF ANY FUTURE BOOKINGS.**

## **CONTACT DETAILS:**

Booking Office                      Vicki Moore                      0408 521 687

Email: [info@myrtlefordtennis.com.au](mailto:info@myrtlefordtennis.com.au)

Website: [www.myrtlefordtennis.com.au](http://www.myrtlefordtennis.com.au)