



LYNFIELD TENNIS CLUB

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LYNFIELD  
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### LTC Hall Hire Agreement

This Agreement is between Lynfield Tennis Club Inc (LTC) and The Hirer. 'The Hirer' means the organisation or individual booking the Lynfield Tennis Club clubrooms (the facility) at 18 The Avenue, Lynfield.

Purpose of function :- \_\_\_\_\_ Number expected: \_\_\_\_\_  
(maximum 80)

Date required \_\_\_\_\_

Start time (including set up time) \_\_\_\_\_ Finish time (including clean up time) \_\_\_\_\_

### Hireage Charges

<b>Non Members</b>	
Clubrooms:	\$55.00 per hour
Flood Lights:	\$20.00 per hour
Courts:	\$15.00 per hour
(minimum charge \$200)	
<b>Members</b>	
Clubrooms:	\$35.00 per hour
Flood Lights:	\$10.00 per hour
Courts:	\$10.00 per hour
(minimum charge \$100)	
(for all hirers)	
Refundable Bond:	\$500.00
Sunday events must finish at 10:00 pm	(All prices quoted include GST)

The hireage fee and refundable bond is to be paid in advance. The bond will be returned within 5 working days hours after the event, subject to the conditions below being satisfied.

In exchange for this payment you will be allowed to use the property floor space, toilets, kitchen, fridge and normal property furnishings (with the exception of tablecloths and tea towels).

**FIRE SAFETY** - Every hirer must check all means of leaving the building on entering the venue. Please familiarise yourself with the 'Fire & Evacuation' procedures, which can be found on the wall above the telephone on the kitchen servery, and appoint someone responsible to be the warden.

#### The hirer agrees:

- Not to use the premises other than for the purpose of the function advised.
- To leave the premises in a satisfactory and clean condition and if not, to pay LTC a fee (deducted from the bond) to have it made satisfactory. (You will need to bring a vacuum cleaner.)
- To remove all rubbish. Failure to comply will incur the cost of rubbish disposal, minimum of \$50, to be deducted from the bond.
- Not to remove anything owned by LTC from the facility.

## LTC Hire Agreement (cont)

- To lift (not drag) anything moved within the facility and to return to its original position.
- To do no damage to the facility, its furniture and furnishings, accessories or environs and to report to LTC any loss of, or damage to, property, and to pay for its repair or replacement.
- Not to permit smoking within the facility. No naked flames or candles are permitted.
- To accept responsibility for the safety and personal possessions of the guests.
- To switch off all lights and other electrical equipment before vacating the facility.
- To secure windows and doors, and reset the alarm, on vacating the facility and return all keys in the manner and time agreed.
- To restrict the function to within the time agreed.
- During the period of hire, to create no nuisance either by way of noise or otherwise so as to inconvenience adjoining owners or occupiers.
- The hirer is responsible for any damage, breakages, or breaches of security during the period of hire agreed upon.

If you wish to operate a cash bar, you may apply for a special licence which allows for 'the sale of alcohol at a private function in a public venue'. The application must be filed through Auckland Council at least **20 working days** before the event. The cost is \$63.25 (GST inclusive).

The facility is alarmed, and a number is required to be entered into the number pad of the alarm panel. Each hirer is given their own access code, which can be monitored.

Alarm code: \_\_\_\_\_

Cancellation – either party has the right to cancel the agreement up to 24 hours before the designated date without penalty. Keys and alarm codes may be collected 24 hours before the date of the event.

Hire of the facility is subject to this agreement being signed by both parties:-

Name of hirer : \_\_\_\_\_

Address : \_\_\_\_\_

Phone home : \_\_\_\_\_

Phone business : \_\_\_\_\_

Phone mobile : \_\_\_\_\_

Date: \_\_\_\_\_

Bank account number  
(for bond refund) \_\_\_\_\_

Signature: \_\_\_\_\_

Signed on behalf of LTC \_\_\_\_\_

Name : \_\_\_\_\_

Position in Club : \_\_\_\_\_