



LYNFIELD TENNIS CLUB

President : Mr Noel Parris 817-8133
 Secretary : Ms Lindsay King 817-9199
 Treasurer : Mrs Elwin McPhillips 626-5130
 Club Captain Mr Peter Patterson 627-7425
 Bar Manager : Mr Nick Taylor 817-4828
 Clubhouse : 626-3229

Lynfield Tennis Club
 The Avenue
 PO Box 163005
 Lynfield
 Auckland 1443

LTC 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 :- _____ No. Expected : _____
 (Maximum 80)

Date and time required :-
 (a minimum of 3 hours) _____

Hireage Charges

Non Members	
Evenings 6pm – 12pm: *	\$55.00 per hour
Flood Lights 6pm – 10pm:	\$20.00 per hour
Daytime:	\$35.00 per hour
Courts:	\$15.00 per hour
Members	
Evenings 6pm – 12pm: *	\$35.00 per hour
Flood Lights 6pm – 10pm:	\$10.00 per hour
Daytime:	\$25.00 per hour
Courts:	\$10.00 per hour
Refundable Bond:	\$300.00
*10pm on Sunday nights	(All prices quoted include GST)

The hireage fee and refundable bond is to be paid in advance, and will be returned within 48 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.
- To remove all rubbish.
- Not to remove anything owned by LTC from the facility.
- To lift (not drag) anything moved within the facility and to return to its original position.

- To do no damage to the facility, it's 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.

Music – there is a CD player available.

Is alcohol required to be served? Yes No

**If yes, a cash bar and bar staff must be provided by LTC for an additional cost of \$20 per hour per barman. (This is a requirement under the terms of the Sale of Liquor Act.)
Minimum hireage 3 hours.**

No liquor may be consumed on the premises unless an LTC appointed bar person(s) is present to serve alcohol, i.e. hirers are not permitted to bring their own alcohol, however the supply of softdrink is permissible.

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: _____

Signature: _____

Signed on behalf of LTC _____

Name : _____

Position in Club : _____