



**HIREAGE CONTRACT FOR KOHIMARAMA TENNIS
CLUBROOMS**

**30 Melanesia Road
Kohimarama**

Name of Hirer: _____

Address: _____

Contact numbers: _____

E-Mail: _____

Date of Function: _____

Type of Function: _____

What type of food will you be providing: _____

Will you be providing door security (if so by whom): _____

Estimate of number attending: _____

Start Time: _____

Estimated finish time, will an extension after 11pm be required: _____

General comments and requirements: _____

I hereby agree to the conditions of hireage as provided by the Kohimarama Tennis Club.

Hirers signature: _____ Date: _____

Payment can be made either by cheque to Kohimarama Tennis Club, Eftpos/Credit at the Club or internet banking to: ASB 12-3027-0270514-00

If paying by internet banking, please enter bank account details for the refund of bond

Bank: _____

Account name: _____

Account Number: _____

Hire charge Paid: _____

Bond due: _____

Special Licence fee: _____

Bar staff: _____

Paid: Returned:

Paid:

Paid:

Total due: _____

The above hire charge is payable to the club at least 14 days prior to the event, or 30 days in the event that a special licence is required.



CONDITIONS OF HIRE FOR KOHIMARAMA TENNIS CLUBROOMS

30 Melanesia Road
Kohimarama

Facilities available to hire

- 6 round tables seating 8 per table

Lounge

- 4 trestle tables
- 80 chairs
- Additional chairs and tables can be arranged on request

Kitchen

- Full kitchen facilities including 2 ovens, 2 hobs, microwave, Zip water heater, crockery, dishwasher

Bar

- The bar can be staff by either a Club Duty Manager if Club member can arrange or in the event of non-members a Bar Manager must be used.

Conditions of hire

When hiring the facilities, you agree to abide by the following conditions:

- Alcohol may not be brought into the premises
- No smoking is permitted anywhere within the confines of the Club, including outdoor space. No naked flame or candles are permitted within the Clubhouse.
- Bar will close at 11pm unless an extension has been arranged
- The hirer is required to leave the Clubrooms tidy. Tables wiped down, all crockery washed and returned to cupboards. Tables cleared and chairs stacked to the side of the room. The floor must be vacuumed ready for use the following day. All decorations must be removed. A charge of \$60 will be deducted from the bond if additional cleaning is required.
- All rubbish must be removed from the premises. Failure to comply will incur the cost of rubbish removal. A minimum of \$50 will be deducted from the bond.
- Club rooms are generally available from 5.30pm for set up and decoration. You may come earlier by arrangement.
- The hirer is responsible for any damage, breakages or breaches of security during the period of hire agreed upon.
- All lights and electrical equipment must be switched off before leaving the premises.
- Use of the garden area must cease at 10pm and any amplified music to be restricted after 10pm.
- When leaving, hirers must do so promptly and with minimal noise.
- Please note that at times the front lounge area of the Club house will be in use as will the courts during hire periods.

Charges

Members

- Club Rooms \$30 ph
- Bar Manager \$25 ph or by arrangement with Club Bar Duty Managers

Non-members

- Event Hire \$140 ph includes 2 bar staff, room, kitchen, garden, special licence
- Off peak room hire \$50 ph
- Refundable bond: \$250

Non-members will require a special licence for the supply of alcohol. The club can arrange the licence however a minimum of 20 days is required to lodge the application with Auckland Council. The charge for this is \$65.