

Te Atatū Tennis Club

Conditions of Hire

1. This agreement covers the hireage of **the building only** and does not include use of the tennis courts.
2. Evening functions **must end no later than midnight** and premises vacated by 1am. Reports of the event continuing beyond midnight **may result in loss of your bond.**
3. The hirer will be charged for the following:
 - Damage, breakage or theft of equipment and furnishings, or to the building
 - Cleaning required to bring the premises back to original condition
 - Locking or securing the building
3. Hire time must include the total time the facility is required for preparation, function and the removal of equipment and cleaning.
4. Hirers are required to ensure that all functions are conducted in a proper and orderly manner in compliance with all the relevant acts and bylaws. The Te Atatū Tennis Club may require the Hirer to engage the services of approved security guards for the duration of the function.
5. The Hirer shall be personally responsible for the conduct of the function and persons at the function inside and outside the premises. Organisers are reminded that they have the right to refuse admission to any person.
6. The maximum number of people the clubhouse is registered to hold is 99 people. This number is a requirement of fire safety regulations – please do not exceed the maximum.
7. Liquor conditions:
 - a. Intoxicating liquor **must not** be brought onto or consumed on the premises by **people under the age of 18 years.**
 - b. Liquor is only allowed on the premises in accordance with the requirements of the Liquor Licensing Laws. If you intend to **sell** alcohol on the premises, a liquor license must be applied for at the District Licensing Agency. An application is available from the Auckland Council.
 - c. If liquor is being **SOLD** on the premises, a license must be sighted before a key will be issued.
8. Setting up and returning all furniture and equipment to its original area in a safe and tidy manner is the responsibility of the Hirer.

9. Smoking is not permitted in any part of the building at any time. Smoking is permitted outside but receptacles must be provided for cigarette butts; they must not be thrown on the ground (this includes onto tennis courts). **Failure to adhere to this may result in the loss of your bond.**
10. Hirers must take reasonable precautions to prevent damage to the building, which must be left secured with all lights, heaters and appliances switched off at the end of the function. The burglar alarm must be set, all windows closed and doors locked.
11. No open fires, BBQs or spits are to be used inside the building. **Accidental or malicious activation of the fire alarm may result in costs being passed on to the Hirer.**
12. Decorations, scenery, etc must be removed after the function. Screws, nails, staples and sellotape must not be used to attach decorations to the wall or ceilings. Decorations must be affixed to the existing hooks on the walls/ceiling, or with drawing pins or Blu-Tack.
13. Fire hose reels and fire extinguishers must only be used for fire fighting purposes.
14. Furniture and equipment must not be removed from the facility and all equipment including electrical services are used at the Hirer's own risk.
15. The Hirer is responsible for ensuring that noise, both inside and outside the building, is kept to an acceptable level in accordance with Council Noise Control requirements.
16. It is the Hirer's responsibility to provide any First Aid supplies that may be required for the duration of the hire.
17. The Hirer needs to make guests aware of any hazards in the building.
18. Hire time includes the total time the facility is required for preparation, function and the removal of equipment and cleaning. The Hirer can access the hall from 1pm, on the day of hire. **Please be aware:** there may be Interclub competition tennis teams (from Te Atatū and other visiting clubs) using the downstairs facilities along with the club coach, until around 5pm on Saturdays.
19. Within the designated time frames, the Hirer will:
 - Remove all equipment, bottles, rubbish, etc from the premises and dispose of it in a legal manner
 - Vacuum and wet mop all areas used – this includes the upstairs and downstairs areas and both toilets. Grounds and car park must be left in a clean and tidy condition.

19. The Te Atatū Tennis Club accepts no responsibility for loss or damage to any property of the Hirer, or any guest, that may be brought to the facility and does not provide insurance cover for such property, including any property which may be left in the storage area, which may be provided.
20. Contravention of the terms and conditions of this Hire Agreement may result in the Hirer being banned from further use of the facility. The Te Atatū Tennis Club reserves the right to vary, cancel or refuse a booking on reasonable notice being given, without assigning any reason. Deposits shall be refunded in this instance.
21. The Te Atatū Tennis Club reserves the right to close any function immediately where the terms and conditions are contravened during a hire period. Any refunds will be at the club's discretion in this instance.
22. In the event of any dispute or difference arising as to the interpretation or meaning of the Conditions of Hire, the decision of the Te Atatū Tennis Club committee shall be final and conclusive. It shall be taken that the Hirer is aware of and understands these Conditions of Hire.
23. The Te Atatū Tennis Club reserves the right to amend the Conditions of Hire from time to time and such amended Conditions shall apply to each and every succeeding hire period notwithstanding that the Hirer may not have received any prior notification.