

WEST HARBOUR TENNIS CLUB

www.whtc.co.nz

West Harbour Tennis Centre, Piccasso Drive, West Harbour

Conditions of Hire of West Harbour Tennis Function Centre –Licensed functions

Facilities Available to Hire

The clubrooms has the following:

Seating:

- * 6 round tables each seating 8 and 48 chairs
- * 6 square tables each seating 8 and 48 chairs
- * 2 bar leaners and 12 stools
- * 6 couches

Kitchen:

- * Full Kitchen Facilities including Oven, Hob, Microwave, Pie warmer and Fridge
- * **No** eating utensils, plates or cutlery are available.

Bar:

- * The bar has approx 120 wine glasses and 50 beer glasses.
- * The bar will be staffed free of charge. Drink prices are: beers \$5.00 (and \$6 for Premium beers eg Heineken, Stella, Carona), wine (glass) \$6.00, RTD's \$6.00. You may run a tab by arrangement with bar staff.

Conditions of Hire

When hiring the facility you agree with the following:

- * Alcohol may not be brought into the premises. Alcohol must not be taken off the premises or consumed in the car park.
- * No glasses or bottles are to be taken on to the dance floor.
- * The hirer is required to leave the clubrooms tidy. After the function, the hirer will need to remove ALL rubbish, wipe down tables and return tables and chairs to their original positions.
- * Inside the building is **SMOKE FREE**
- * Bar will close at 11.30 pm by law.
- * Music/Disco must stop at 11.30pm. It is important to keep noise (particularly bass levels) to a reasonable level to respect the residents in the neighbourhood.
- * Premises must be vacated by 12:30am.
- * Clubrooms are available from 5.30pm onwards. You may come in earlier to do some preparations on agreement with the hall manager.

Costs

- * Hire fee for licensed functions is \$400 if less than 100 guests or \$500 if 100 or more guests. The hire fee includes the council license application fee and cleaning costs.
- * A bond of \$500 is required for all functions. This will be refunded after the function providing that the premises are left as they were before the function and there is no damage or lost property.
- * A deposit of \$100 is required to secure your booking at least 5 weeks before the function.
- * There is a minimum bar spend of \$1000. You may run a bar tab with partial payment for drinks (eg \$2 off per drink) and/ or only selected drinks (eg not spirits). The bar tab must be paid in advance by cash or EFTPOS. If you choose to operate a cash bar, you will need to make a \$1000 payment in advance by cash or EFTPOS. If we do not take \$1000 over the bar, only the portion we take will be refunded.

* The Hire fee and bond are to be paid at least 1 week prior to the function- refer Hireage Contract for payment details.

* Should there be any damage to the property caused by the function eg carpet stains, broken windows, the cost for the cleaning/repair will be deducted from the bond. Also if there is any fine from Noise Control, for not following warnings to reduce noise, the hirer is responsible for the payment of this fine.