

Sutton Tennis And Squash Club

TERMS AND CONDITIONS OF HIRING

DEFINITIONS

The Hirer	The person actually making the booking and/or any organisation represented by that person, and the person present at the hiring who represent any of the foregoing.
The Club	Sutton Tennis And Squash Club
Staff	Employees of Sutton Tennis And Squash Club
Premises	All land and buildings within the perimeter fence of the grounds of the Sutton Tennis And Squash Club
Hired Facility	The function room, reception entrance lobby, male and female toilets/cloakrooms, and the access corridor to these facilities.
Playing surfaces	All tennis courts and squash courts.
Member	Any member of the Sutton Tennis And Squash Club.

TERMS AND CONDITIONS

In order to keep the Clubhouse and grounds in a safe, clean, and well-maintained condition, to ensure that all Members and other users enjoy the facilities and to enable the administration of client bookings efficiently we have the following Terms and Conditions. Making a booking is conditional on the acceptance of these Terms and Conditions by the Hirer, and the Hirer undertakes to ensure that they and all his/her guests comply with these.

- 1) The following are not permitted:
 - a) Smoking anywhere in the premises except on the patio and designated area.
 - b) The consumption of any alcohol or food other than provided or purchased from the Club's bar.
 - c) Decoration of any part of the premises except with prior agreement by the Club and where allowed they are only to be fixed by blue tack or other non-marking means.
 - d) Possession or use of illegal drugs anywhere on the premises.
 - e) Gaming, raffles, etc., except by prior arrangement with the Club.
 - f) Hirers and their guests including any children must keep within the Hired Facility which has been specifically booked. They are specifically not permitted in or on the following areas:
 - i) All outside and inside playing surfaces, unless accompanied by a hired coach.
 - ii) The flat above the members bar.
 - iii) The management office.
 - iv) Inside the bar, kitchen or stage cupboards.
- 2) The members may still use the bar while being hired, however they will not sit at tables or use area set up for the Hirer and guests.
- 3) The Hirer will be responsible for the conduct of all of their attendees. Staff will refer any matters of concern to the Hirer who shall ensure that these concerns are addressed and corrected.
- 4) The Hirer will ensure all guests comply with the Club's Health & Safety policy and Fire Regulations.
- 5) Children under the age of 18 - Parents/guardians/group leaders of children will be responsible for ensuring that, at all times whilst in the Club premises, the children observe high standards of good behaviour and are properly supervised.
- 6) Bookings and Payment Arrangements:
 - a) Bookings will be confirmed in writing by the Club, subject to the payment of the required deposit (see 5 c) below). Final details, for example, confirmed number of guests, catering requirements, plus payment in full for your catering order is to be received 28 days prior to your event.
 - b) The Hirer is required to read and understand the Terms and Conditions, and to sign the Declaration at the bottom of this document of their acceptance of the Terms and Conditions, at the time of confirming the booking.
 - c) The Hirer will be required to pay the appropriate Deposits and Pre-Payments as follows:

	Main Bar Room Hire Charge Non-Members *members discount available*	Deposit at Booking	Final Pre-Payment 28 days prior to event date
Lunchtime Functions	£200.00	£200.00	
Evening Functions	£250.00	£200.00	
Daytime & Evening Functions	£400.00	£200.00	

Tennis Party Package
1 hour of tennis with an LTA coach 2 hours hire of clubhouse Minimum 12 children and maximum of 25 Parents welcome in clubhouse Tennis Party Bag included Free tea & coffee for parents £25 per child – plus food menu choice as provided by club catering.

- 7) Cancellation policy-Should the function be cancelled the following charges will apply: -
 Within 2 weeks of the event - loss 75% of room hire charge plus any food amounts.
 Within 1 weeks of the event -loss 100% of room hire charge plus any food amounts.
- 8) The Hirer undertakes to ensure that attendees leave the premises in a quiet and well-behaved manner so that local residents are not disturbed. Hirers also undertake, to ask their guests to have consideration for residents by complying with the parking restrictions, and to keep vehicles clear of residents’ driveways.
- 9) Hire and other charges and conditions of hire.
- Any 3rd party contractor for room decoration or music arrangements made by the hirer should be made aware that this can only be done on the day of the room hire unless another arrangement has been agreed with the bar staff prior to the event.
 - The Damages /Breakages Deposit will be refunded, or deducted from the final payment, subject to any deductions for any damage to facilities or equipment, special cleaning costs, disruption of other concurrent activities at the Club and the like. Any additional charges for damage, breakages, or cleaning, in excess of the Damage/Breakages Deposit listed above, will be paid by the Hirer once an invoice has been raised for the excess amount.
 - Members may apply for a discount on the above rates, conditional on the Member attending for the full duration of the function, and accepting the full responsibilities of the Hirer, as defined in these Terms and Conditions.
 - In the event of a cancellation the Booking Deposit is non-refundable.
 - The Club reserves the right to amend the menus in the event of non-availability of produce due to market conditions. The Hirer will be advised of any change.
- 10) Property of Hirer
 The Club will endeavor to protect the Hirer against loss or damage of property and possessions brought to the Premises. However, the Club does not accept responsibility for property or possessions of the Hirer or the Hirer’s guests. The Hirer accepts full responsibility for any items brought into the Premises, including coats, bags, and any other items stored in the toilets/cloakrooms.

DECLARATION

I have read the above Terms & Conditions, and accept the responsibilities as the Hirer.

Signed:.....

Print Name:

Date: