



MILDURA LAWN TENNIS CLUB (MLTC) HALL HIRE – ENQUIRY/AGREEMENT

PO BOX 590
MILDURA VIC 3502

(03) 5023 7307

Enquiries as to the availability of the venue should be directed to hire@tennismildura.com.au
Completed documentation to be posted to PO Box 590 Mildura VIC 3502.

FUNCTION HIRE DETAILS

Date of Function	/	/	/	Type of Function *
Name				
Email				Home Phone
				Mobile
Postal Address				
Residential Address				

* 18th and 21st Birthday parties are subject to approval of MLTC Committee

HALL HIRE RATES (Inc GST)	Hire Charge *	Bond
Upstairs Hall Hire Fee	\$500	\$500
Downstairs Social Lounge	\$165	\$500
Courtyard Area	\$110	NIL

* For extended setup time (ie Weddings) hire required a \$50 additional fee will be charged.

- Hire of Courtyard area does not include use of social lounge/kitchen
- Booking is not confirmed until payment has been received via Cheque (Payable to "Mildura Lawn Tennis Club Inc."), Credit/Debit Card or Direct Credit (A/C Name: MLTC, A/C No: 146996004, BSB: 633-000, Reference: Hirer Name)
- Bond to be paid in cash, which will be refunded following satisfactory post function inspection
- Night functions are to be concluded by 1am with all Music off at 12 Midnight.

CANCELLATION POLICY	6 weeks prior to function	6 - 12 weeks prior to function	Up to 12 weeks prior to function
Hire Charge Retention	NO Refund	50% of Hire Charge	\$50 Admin Fee Charged
	Should the venue be booked for the same period a \$25 Admin Fee will apply		

All Hire charge refunds are at the discretion of the Mildura Lawn Tennis Club Inc. Committee.

HIRING PROCEEDURE

- No booking is confirmed until this application form and payment of the hire fee and bond has been received.
- Pending hall hire use, the key will be generally made available 24 hours prior to function date.
- Post inspection will be carried out by 12 noon the following day, unless prior arrangements have been made.
- MLTC reserves the right to retain the full amount of the bond if damage is sustained to the premises, fixtures or fittings including carpets. Breakages of crockery will be charged at an amount of \$20.00 per item.
- Mildura Lawn Tennis Club holds a restricted licence only. **It is the responsibility of the hirer to check on liquor licencing requirements and obtain a liquor licence if appropriate.**
- The hirer is required to provide own glassware, tablecloths, music, decorations and catering.
- It is the responsibility of the hirer to leave the premises in the same condition as it was found. Bins empty, dishes washed and put away, benches and floor cleaned. Failure to do so may result in forfeiture of bond in part or in full.
- The hirer is responsible for the venue until the time the post inspection is completed. The hirer is to ensure that all doors and windows are locked and the premises are secured after use.
- The Club accepts no responsibility for any accidents or injuries that might be sustained by guests at your function.
- The premises is a non-smoking venue. No smoking is permitted in the hall, on the veranda or landing.

I/We accept the conditions of use and agree to abide by the terms and conditions outlined above.

Signed	Date / /
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OFFICE USE ONLY	Date Payment Received	/ /	Total Amount	\$
Lodged in booking register			Date Bond Refunded	/ /