



HRTC Events policy and procedure

Purpose

This policy outlines the conditions under which functions may be held at the Hobart Real Tennis Club (HRTC) by both Members and non-members.

Applications should be reviewed on merit and assessed against stated and acceptable criteria.

Enquiries to hold functions at the Club by non-members are regularly received, and these should be considered against the guidelines in the Schedule of Fees attached.

Policy

Responsibilities of the Committee for assessing applications for events:

- Our first priorities are to Members enjoying tennis and as custodians of the facility
- Club social events are regularly held for Members to build engagement and camaraderie
- Club functions are organised and sponsored by the Club for the benefit of all Members and have priority over applications for private functions
- Club functions can have a profile-raising role either to promote the Club and tennis, for example to encourage new members or as fundraising activities
- The Club must comply with any Public Health restrictions (due to COVID or otherwise) when assessing any application
- Any application to hold an event either from a Member or non-member must be considered against risk management criteria for example damage, fire, security

Assessment process

Requests to hold a private function are regularly received by the Head Pro.

These should be referred to the Chair of the Events Committee for decision or discussion with the Committee Executive if not straightforward.

The Chair Events Committee will communicate the decision on their application to the enquirer.

Attachments:

Schedule of fees and conditions for hire of Club facilities

Events registration form

Dated: March 2023

Schedule of fees for room hire Hobart Real Tennis Club – Effective from March 2023

(Members are welcome to book the facilities for functions provided there are no Club functions scheduled)

| Function - Member Private # | Facilities | Access | Hire costs |
|--------------------------------|--|---|---|
| Meetings | <ul style="list-style-type: none"> Limit 36 people Self-catering Use of kitchen facilities | <ul style="list-style-type: none"> Trophy Room Disabled toilet Parking not available during day | \$150 day or part thereof \$150 cleaning charge if required |
| Meeting /Lunch | <ul style="list-style-type: none"> Limit 36 seated or 80 standing Self-catering Use of kitchen facilities Alcohol requirements discussed with Professional prior to function | <ul style="list-style-type: none"> 8am to 5pm all days Parking not available during day Trophy Room Disabled toilet | \$150 room hire \$150 cleaning charge if required – pre-paid deposit |
| Cocktail party/dinner | <ul style="list-style-type: none"> Limit 36 seated or 80 standing Self-catering Use of kitchen facilities Alcohol requirements discussed with Professional prior to function | <ul style="list-style-type: none"> Trophy Room Disabled toilet Parking members only in available places if after 6pm | \$150 room hire \$150 cleaning charge if required |
| Booking court | Subject to court availability | Negotiate with the Professional | Normal court charges apply |
| Audio-visual facilities | Screen and Internet connection | Trophy Room | \$200 |

At least one member should be on the premises for the duration of the function and secure the premises at the end.

| Function - Non-member | Facilities | Access | Hire costs |
|--------------------------------|--|---|--|
| Meetings | <ul style="list-style-type: none"> Limit 36 people Self-catering Limited use of kitchen facilities | <ul style="list-style-type: none"> 8am to 5pm all days No on-site parking Trophy Room Disabled toilet Access via external stairs | \$250 per day or part thereof \$150 per day if a fundraising event for a registered charity \$150 cleaning charge if required – pre-paid deposit |
| Meeting /Lunch | <ul style="list-style-type: none"> Limit 36 seated or 80 standing Self-catering Use of kitchen facilities Alcohol requirements discussed with Professional prior to function | <ul style="list-style-type: none"> 8am to 5pm all days No on-site parking Trophy Room Disabled toilet Access via external stairs | \$300 room hire \$250 room hire if a fundraising event for a registered charity \$150 cleaning charge if required – pre-paid deposit |
| Cocktail party/dinner | <ul style="list-style-type: none"> Limit 36 seated or 80 standing Self-catering Use of kitchen facilities Alcohol requirements discussed with Professional prior to function | <ul style="list-style-type: none"> Trophy Room Disabled toilet Parking only in available places after 6pm | \$350 room hire \$200 for member/staff to attend and oversee function * \$150 cleaning charge if required |
| Audio-visual facilities | Screen and Internet connection | Trophy Room | \$200 |

| Function - Corporate | Facilities | Access | Hire costs |
|--------------------------------|--|---|---|
| Meetings | <ul style="list-style-type: none"> Limit 36 people Self-catering Limited use of kitchen facilities | <ul style="list-style-type: none"> 8am to 5pm all days No on-site parking Trophy Room Disabled toilet Access via external stairs | \$250 per day or part thereof \$150 cleaning charge if required – pre-paid deposit |
| Meeting /Lunch | <ul style="list-style-type: none"> Limit 36 seated or 80 standing Self-catering Use of kitchen facilities Alcohol requirements discussed with Professional prior to function | <ul style="list-style-type: none"> 8am to 5pm all days No on-site parking Trophy Room Disabled toilet Access via external stairs | \$350 room hire \$150 cleaning charge if required – pre-paid deposit |
| Cocktail party/dinner | <ul style="list-style-type: none"> Limit 36 seated or 80 standing Self-catering Use of kitchen facilities Alcohol requirements discussed with Professional prior to function | <ul style="list-style-type: none"> Trophy Room Disabled toilet Parking only in available places after 6pm | \$450 room hire \$200 for member/staff to attend and oversee function * \$150 cleaning charge if required |
| Audio-visual facilities | Screen and Internet connection | Trophy Room | \$200 |

* This fee is payable to either a Club member or a staff member who is working out of hours to oversee the function and be on hand for any queries or requests and secure the premises at the end of the function

Venue Hire Agreement



HOBART REAL TENNIS CLUB

Davey Street Hobart

Application Form

| | | |
|------------------------------------|--------------------------|--|
| Hirer's Name | | |
| Member's name | | |
| Hirer's Email | | |
| Mobile | | |
| Function Date | | |
| Function Time | | |
| Function Area | Trophy Room | |
| | Butler Room – on request | |
| | Court – on request | |
| Expected no. of guests | | |
| Description of Function | | |
| Catering | | |
| Use of kitchen facilities | Yes | No |
| RSA name if serving alcohol | | |
| Use of data equipment | Yes | No |
| Cleaning fee (deposit) | Charge | No charge |
| Hire Fee | Member's account | Prepayment 24hrs prior to event plus cleaning deposit |

I agree to the terms and conditions required to hire the facilities at the Hobart Real Tennis Club. The facilities will be left clean and any kitchen items washed and stored. I will abide by any Public Health requirements and ensure all attendees comply. Payment for the hire will be settled within 7 days or charged to Member's account, whichever is appropriate and agreed to prior to the function.

Signed **Date**

Please note:

The HRTC carpark is reserved for Members only

There is no on-site parking for function attendees

There is no disable access to the Trophy Room

Access is limited to just the hired function area

When leaving ensure all heaters and kitchen appliances are turned off and doors securely locked

Payment details

Internet banking preferred

Account Name: Hobart Real Tennis Club

Account BSB: 067 002

Account Number: 2803 4757

Please use your NAME as reference.

Or Credit card