

Oadby Granville Tennis Club – Hire Form

(For Terms please see notes on following pages below)

Name: _____

Address: _____

Post Code: _____

Event Type _____

Expected No. of Attendees _____ Bar required: Yes/No

Booking Date _____ From _____ hrs To _____ hrs

Cost

Total hours booked	=	
Hours Booked x £25 per hour	=£	
Plus £100 booking deposit*	=£	Total cost payable (excluding bar)

Signed: _____ Date _____

Please fill in and send this form to info@oadbytennis.co.uk at least 7 days prior to event.

*The booking deposit will be refunded provided there are no breakages, the clubhouse is left in a clean state and hire times are not exceeded.

By hiring the Clubhouse you agree to the terms below.

Terms of Hire

- The Clubhouse will be made available for the hire period only.
- The hire time includes set up and clean up time.
- The Clubhouse can only be used for the purpose it was booked for.
- The venue booking will not be confirmed until the hire fee has been paid and proof of Public Liability Insurance has been submitted.
- The fee is non refundable, unless otherwise determined by the Committee.
- A maximum of 80 people may be in the premises.
- Fire exits must be kept clear at all times.
- You must keep the Clubhouse in a safe condition. (continued below)

- You will inform us as soon as possible to any damage caused to the Clubhouse , equipment or grounds.
- You will conduct your own risk assessment.
- No equipment or structures of any kind can be attached to the walls without prior consent.
- No Club owned equipment, furniture or fixings are to be removed from the premises.
- We may insist on the removal of any/all attendees from the premises if we consider that the conduct or behaviour is unacceptable.
- You will be given an access fob/card that provides access to the Clubhouse that must be returned after your event has finished.
- If a manned bar is required there will be an additional staffing charge which is payable to the contract bar staff directly.
- We charge a booking deposit which will be refunded provided there are no breakages, the clubhouse is left in a clean state and the hire time is not exceeded.

Notes

Before your Event

- Full payment must be made 14 days before the event day
- A signed booking sheet must be completed and sent to hire@oadbytennis.co.uk

During your Event

- Please do not let Children into the Kitchen or in Bar area.
- Please supervise children at all times whilst on club premises.
- Take care when moving tables and chairs.
- You can access the heating control.
- You can control lights by the panel situated at the back of the bar.
- The premises must be vacated completely by 11pm.
- Please ensure your guests refrain from smoking on the premises.

After your Event

- Please wipe down all tables and surfaces used for food and drink and return the chairs and tables to their original positions.
- Any china, glasses, cutlery and kitchen equipment which has been used should be washed, dried and put away.
- Ensure all ovens, gas rings are switched off (except the oven wall socket).
- Switch of heating and lighting.
- Switch off lights in foyer.
- Shut the front door.
- Return any access cards in an envelope through the kitchen door.