



## Herne Bay Ponsonby Rackets Club Facility Hire

Welcome to the Herne Bay Ponsonby Rackets Club. Our clubrooms are located in the heart of Herne Bay surrounded by parks and gardens. We have a large open space for your next event, with lots of parking, outdoor decks and a bar with reasonably priced beverages.

We hope you have a success event and please let us know if you have any special requests. Please use the booking form below or contact [service@hernebayrackets.co.nz](mailto:service@hernebayrackets.co.nz) / 09 376 0681

Facilities Required (Please tick box):

- |                                    |  |
|------------------------------------|--|
| <input type="checkbox"/> Club Room | <input type="checkbox"/> Tennis Courts           |
| <input type="checkbox"/> Bar       | <input type="checkbox"/> Squash Courts           |
| <input type="checkbox"/> Kitchen   | <input type="checkbox"/> Tennis/Squash equipment |
| <input type="checkbox"/> BBQ       | <input type="checkbox"/> Table Tennis Table      |

Contact Name	
Contact Address	
Telephone	
Email	
Date Required	
Time & Duration	
Setup Time	
Expected Number of Attendees (120 maximum)	Please provide a guest list to allow guests to be visitors of the club.
Late Licence Required? (10:00pm-12:30am)	Y / N - Please attach a menu if applying for a late license.

	<b>Member Rate</b>	<b>Non-Member Rate</b>
Club Room	\$250 – up to 5 hours \$100 per hour for longer	From \$500 – up to 5 hours \$100 per hour for longer
Duty Manager	\$40 per hour	\$45 per hour
Cleaning Fee	\$165	\$165
Late Licence	\$80	\$100
Tennis Courts	\$40 per hour per court	\$40 per hour per court
Squash Courts	\$40 per hour per court	\$40 per hour per court

## **i. Terms and Conditions of Hire**

### **Conditions of use**

HBPRC is entitled to impose conditions on the use of the Herne Bay Ponsonby Rackets Club. Facility booking hire refers to any significant use of the clubrooms, its space or equipment as determined by management.

To simplify this document we refer to the facility as ‘the club’ and the community group / organisation or individual hiring space, equipment or facilities as ‘the hirer’.

### **1. Bookings**

1.1 All booking requests must be made on the appropriate booking form which is available from the club.

1.2 The hirer will ensure that all sections of the booking form are completed and returned to the club before the booked activity takes place.

1.3 Regular bookings will be for a period no longer than a year. All regular bookings are subject to review and further agreement by the club and will need to be booked for each subsequent year.

1.4 Receipt of the booking form by the club does not constitute acceptance of the booking.

1.5 No booking is confirmed until the club has received a 50% deposit to secure the date of the function and the duty manager.

1.6 The hirer is expected to include in their booking time any set-up, break-down and warm-up time requirements.

1.7 The hirer will not sub-lease any part of the booking to another group or organisation without prior written consent from the club.

### **2. Payments**

2.1 Casual bookings must be paid for at the time of booking. Payment should be made at the club by eftpos or by direct credit.

2.2 Event and regular hirers will be invoiced in line with the club's standard terms and conditions of credit which are available on request.

2.3 The hirer must pay all invoices by the due date indicated.

### **3. Alterations and cancellations**

3.1 Booking alterations or cancellations must be sent to the club's booking coordinator in writing. A fee may be charged for any amendments to a booking.

3.2 Failure to provide notice for any cancellation, postponement or reduction in the hire period of a booking may result in the following fee: The full amount if within 10 days of the hire period. If a special liquor licence has been lodged you will be responsible for the entire cost of the lodgement.

3.3 The club reserves the right to alter or cancel a booking at any time provided it gives the hirer one month's written notice.

3.4 The club may cancel the booking if it considers that the management or control of the booking is deficient or inadequate and / or the behaviour of those attending could lead to danger or injury to any person or material damage to any property, including the club.

### **4. Liability**

4.1 The club is not liable for any loss or expense the hirer incurs if the centre is not able to make the facilities available as a result of fire, flood, earthquake, Civil Defence measure, failure or any other event beyond the centre's reasonable control. In such cases, the centre will refund any booking fees.

4.2 The club is not liable for any indirect or consequential loss arising under or in connection with the booking's terms and conditions. The extent of the club's liability to the hirer for any loss, damage, claim or expense (whether due to club negligence or otherwise) is limited to the booking fee.

### **5. Health and safety and standard of behaviour**

5.1 The hirer will take all practicable steps to ensure that the provisions of the current Health and Safety at Work Act are met at all times.

5.2 The hirer will ensure that all participants, coaches, instructors, team managers, officials and spectators obey the club's rules at all times. This includes not entering any part of the facility that is not included in the booking.

5.3 The hirer will ensure that no one enters the booked space before the booking's start time unless otherwise arranged.

5.4 The staff member on duty at the time of the booking has the final decision-making authority regarding any health and safety matter concerning the booking.

5.5 For events, the hirer will provide marshals to ensure the orderly behaviour of participants at all times. All marshals are to be made aware of the club's relevant emergency policies, procedures and practices. The centre will provide the hirer with this information at the time of booking.

5.6 The hirer is responsible for providing their first aid requirements.

5.7 The walkway on the mezzanine level must be kept clear at all times.

## **6. State of the premises**

6.1 The hirer may be required to participate in the inspection of the hired facilities either before or after the booked activity takes place.

6.2 The hirer is responsible for the cost of repair or replacement of equipment or facilities, if damage is caused by the hirer's misuse.

6.3 The hirer agrees that if the facility is not left in a similar state to that in which it was found in terms of tidiness an additional cleaning fee may be charged.

## **7. Food and drink**

7.1 Catering is the hirer's responsibility. Enough food for guest must be provided for the Liquor Licence Act.

7.2 No food or drink except water bottles are to be bought onto the sports courts.

7.3 All alcohol must be purchased from the onsite club bar.

## **8. General**

8.1 Photography and Filming - Unless otherwise notified, the club reserves the right to film and / or photograph any booking for its own historical records and for publicity purposes. The club will seek your permission for publication of images.

8.2 Storage - No storage of equipment is permitted without prior approval. If approval is provided, the hirer acknowledges that they store or use their own property at the club at their own risk.

8.3 Compliance - The hirer must comply at their own expense with all applicable statutes, regulations, bylaws, payment, consents and the club's policies and procedures relating to the club's use, occupation, safety and security.

8.4 Variation - The club reserves the right to vary the standard terms & or to impose further conditions in addition to those specified at any time.

*Failure to comply with any of the “Terms and Conditions of Hire” may result in the cancellation of all or part of your booking.*

**ii. Date and Times of Use**

# of Bookings:	Expected #:	Starting:	Ending:

Facility/Equipment	Day	Start date	Start time	End date	End time	Fee	Tax	Total

**iii. Other Information**

The undersigned has read and on behalf of the hirer agrees to be bound by this Rental Contract and the Terms and Conditions contained herein. The conditions in this contract will apply for all bookings for this calendar year.

Hirer:	
Signed:	
Date:	
Phone:	
Email:	

Club:	
Signed:	
Date:	