



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 is currently operating under Public Health restrictions due to COVID and these must be complied with when assessing any application (November 2021)
- 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: November 2021

Schedule of fees for room hire Hobart Real Tennis Club September 2021

Members Functions *	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
Lunch/cocktail party/dinner	<ul style="list-style-type: none"> • Limit 36 seated or 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
*At least one member should be on the premises for the duration of the function			
Non-member functions	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"> • 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
Lunch/reception	<ul style="list-style-type: none"> • Limit 36 seated or 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 	\$250 room hire \$150 per day if a fundraising event for a registered charity \$150 cleaning charge if required – pre-paid deposit
Audio-visual facilities	Screen and Internet connection	Trophy Room	\$100 Not available ATM

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

Hire agreement COVID safety checklist – required compliance	All attendees must check in using the Tas Checkin App or record attendance on sign in sheet
	Hands sanitised
	Social distancing
	Tables wiped down after use using sanitiser
	Room limits adhered to

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 the COVID 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