



# PRESTBURY TENNIS CLUB

Bollin Grove, Prestbury, SK10 4JJ

[www.prestburytennis.org](http://www.prestburytennis.org)

LTA registered

## **TERMS & CONDITIONS FOR USE OF CLUB PREMISES**

These conditions apply to use by hirers, occasional or regular, Club members, Associate members or non-members, whether daytime or evening, including children's parties and groups, and whether or not the bar is being used.

### Facilities

1. Tables and chairs are available to hirers, but must be returned to their original positions at the end of the booking. The laying-out for functions is the responsibility of the hirer and access arrangements should be agreed with the Club Secretary for this purpose. (This time will not be charged for, but should be restricted to a reasonable period, typically not more than 30 minutes, so as not to restrict other uses). If the hirer is not a Club member, access arrangements for the function need to be agreed with the Club Secretary.

2. The kitchen is equipped for catering and use of the crockery, cutlery, tea towels, etc. is included in the hire. The number of plates, etc., can be checked with the Club Secretary on booking. There are washing-up facilities and the kitchen must be left in a clean and tidy condition. The hot water heater by the sink may be used, with care, and must be switched off after use. Hirers are asked to ensure that taps are not left running on departure.

3. The Club's tablecloths may be used by arrangement, but must be laundered by the hirer or a laundering charge paid.

4. There is an adjacent car park which can be used by hirers and their guests, but it is a public car park with use shared by others and space cannot be guaranteed or reserved.

5. The Club is heated to a reasonable standard and hirers are requested not to adjust the heating thermostat.

### Hirers' Responsibilities

6. Hirers are responsible for ensuring that the Club is left clean and tidy after use. Any tables used should be wiped clean before storing and care taken in any stacking to avoid scratching of table surfaces. Normally, cleaning up must be done immediately after the function unless arrangements are made with the Club Secretary for access at a later date.

7. Fire exits are clearly marked and it is the responsibility of the hirer to familiarise themselves with the location of emergency exits, fire extinguishers and the fire blanket in the kitchen. Access to the emergency exits must be maintained at all times.

8. No smoking is allowed on the premises, but smoking is permitted in the covered area immediately outside the entrance door. Hirers are requested to ensure safe deposit of cigarette ends in the sand bucket provided in that location.

9. On leaving the building, hirers must ensure that all lights are switched off (including the toilets) and the Clubhouse doors and outer gate are closed. There is an automatic light outside the building to enable

safe departure. Organisers are requested to ensure, so far as possible, a departure causing minimum disturbance to neighbours.

10 Any damage caused to Club property by persons attending a private function is the responsibility of the hirer.

11 A fee may be payable to the Performing Rights Society for functions involving live music or disco.

#### Use of Bar

12 Organisers of private functions (ie not involving approximately 50% members of the Tennis Club) using the bar or involving musical entertainment must complete a notice to be served on the Council (a Temporary Event Notice) and pay the Council fee of £21 in advance (cheque payable Cheshire East Council). The Club Secretary will provide and serve the appropriate form for this purpose, but will require at least one month before the event in order to meet the period for service of the notice.

13 Bar staff will be provided by the Club (although not employees of the Club). Payment for their services is to be made directly to the bar staff at a rate advised at the time of booking by the Club Secretary and should include one hour for setting-up/closing-down.

14 Hirers are not permitted to bring their own liquor onto the premises. Any special bar requirements, such as special wines, should be discussed with the Club Secretary at the time of booking and must be ordered and purchased through the bar. In special cases, eg champagne for a toast, an exception may be agreed and a corkage charge paid.

15 For private functions with bar services, the hirer must nominate on the booking form two male persons attending the function to be responsible with the bar staff for locking and securing the Club premises after the function is finished.

16 The latest permitted bar closing time is 11pm Sunday to Thursday and midnight on Friday and Saturday.

17 The hirer is responsible, as premises user, for adherence with licensing law in respect of the operation of the bar at the function, eg not serving minors, closure of the bar at the stipulated time and the “drinking-up” time (20 minutes).

18 The premises should be cleared half an hour after the bar closes.

#### Hire charge

19 The current hire charge is £18 per hour, including VAT (excluding any additional cost of licensing notices, bar staff, Performing Rights Society fees, cleaning, laundering, etc). There is a 50% discounted rate for functions for charitable purposes. There is no hire charge for members of the Club if using the bar at the function, but the Council charge of £21 for the licensing notice must be paid and the bar staff paid. A cancellation charge of £20 is applicable should a member cancel a booking within 6 weeks of the event. Members' functions not using the bar will attract the full hire fee.

Cheques to be made payable to PVLTC or Prestbury Tennis Club and sent to the Clubhouse Lettings Secretary, Ms Darlene Masters, 8 Little Meadow Close, Prestbury, SK10 4HA, normally 2 weeks before the event.

April 2016