



## Venue Hire Rates July 1<sup>st</sup> 2008

	<i>Full Day</i>	<i>Half Day</i>	<i>Capacities</i>					Banquet
			Theatre	Board Room	Cocktail	U-Shape	Workshop	
Hopman Cup Room	\$350.00	\$200.00	100	30	100	30	60	60-80
Swan Room	\$200.00	\$140.00	30	10	-	10	-	-
Tournament Room	\$155.00	\$105.00	20	10	-	10	-	-
Presidents Lounge	\$155.00	\$105.00	-	6	-	-	-	-
Open Deck	\$350.00	\$200.00	200	-	200	-	-	100
Café	\$155.00	\$105.00	40	-	60	-	-	40
	<i>Full Court</i>	<i>Half Court</i>						
Show Court	\$1300.00	\$800.00	Full - 800 Half- 350	-	Full - 800 Half -350	-	-	Full-600 Half-300

**Note:** If the venue is required for 5 hours (including set up for Weddings/large events) or longer, the full day rate will apply. If the venue is required in excess of 9 hours, then an additional rate may apply.

## Equipment Hire Rates

The State Tennis Centre has a wide range of quality audiovisual equipment and conference aids to suit any style of function. Any additional equipment not listed is available on request.

6' Screen	\$ 45.00
8' Screen	\$ 55.00
Whiteboard	\$ 45.00
Flipchart & Paper	\$ 40.00
Overhead Projector	\$ 45.00
Compact Disc Player	\$ 55.00
48 cm Television & DVD/VHS Video Unit	\$100.00
Roving Microphone –Handheld	\$ 60.00
Video/Data Projector	\$250.00
Internet Access (per day)	\$ 50.00
Lectern & Mic	\$ 65.00
Pin Up Board	\$ 30.00
6' Trestle Tables	\$ 7.95
8' Trestle Tables	\$ 9.95
Pick up and Delivery	\$ 45.00

### Linen Charges

Functions requiring table set up will incur additional charges for standard white linen on all tables. Where the State Tennis Centre supplies catering, buffet table linen will be complimentary.

Trestle & Rounds tablecloths: \$6.95ea

**All prices include GST**

## Directions to the State Tennis Centre



The State Tennis Centre is now accessible via the Graham Farmer Freeway - take the off ramp from the Freeway for the Belmont Racecourse, Burswood Golf and Tennis Centre, and follow Victoria Park Drive (previously Burswood Rd) around to the left and the State Tennis Centre is on the left.

We can also be accessed by taking Victoria Park Drive from Great Eastern Highway, and following this road around the back of the Burswood Dome, we are on the right before the Burswood Golf Course.



## State Tennis Centre Information & Terms and Conditions

### **1. Venue Hire**

- 1.1 Facilities are available to any user as deemed appropriate by the Management of the State Tennis Centre (STC). Priority will be given to STC usage, related sporting-community organisations and STC sponsors.
- 1.2 The venue hire fee is inclusive of standard tables and chairs, lighting, air conditioning, normal cleaning (dusting and vacuuming) and ample free parking. If the building is left in an unclean state and extraordinary cleaning is required, all costs incurred will be included in the invoice or a cleaning surcharge of \$110 (Incl. \$10 GST) will be applied. (Additional charges may apply for furniture, crockery & cutlery, lighting hire for Show Court).

### **2. Booking Venues**

- 2.1 Venue space will be held for 10 days for enquiries inside 30 days prior to event. For enquiries inside 30 days of the event, venue space will only be held for 3 days or up to 48 hrs prior to the event which ever comes first  
A Deposit amount of \$500.00 will be requested along with a signed copy of the Confirmation Letter

### **2.2 Big Top / Marquee Bookings**

Please note that the Big Top/Marquee is a unique venue and as such requires extra facilities to be added to your requirements to make your function successful. This includes but is not limited to extras such as portable toilets, fencing as per Liquor License requirements and Security, these charges will be on charged to the client, Please speak with your Functions Manager re costs

### **3. Final Attendance & Payment**

- 3.1 Final payment representing the total cost less the deposit is due 3 full working days prior to the event unless alternative arrangements have been made with STC by ways of credit card guarantee or credit facilities
- 3.2 Should the client wish to pay by cheque the client also agrees to pay the full amount 6 working days prior to the event. In the event where the function is less than 5 working days the client agrees to supply a credit card as a guarantee.

**Direct Debits are to be made payable:**

**Tennis West**

**Bank: CBA**

**BSB: 063010**

**A/C no: 11355631**



#### **4. Public Holidays**

- 4.1 Full day venue hire rate applies for Friday, Saturday and Sunday night bookings and a 25% labour surcharge applies on public holidays.
- 4.2 An additional charge of \$165 (Incl. \$15 GST) per hour is applicable where functions continue after midnight

#### **5. Cancellation Policy**

##### **5.1 Notice of 60- 30 Days**

50% of the full deposit will be reimbursed

##### **5.2 Notice of 30 Days or Less**

Due to costs incurred unfortunately no refund can be made

##### **5.3 Notice of 10 Days or Less**

Due to cost incurred, unfortunately no refund can be made. A further cancellation fee equal to 50% of the total value of the event will be made

##### **5.4 Notice of 3 Working Days or Less**

In the event of the cancellation made as late as 48 hours prior to the function the organizer will be charged the total quoted price of the function

#### **6. Catering**

- 6.1 Final numbers must be confirmed at least 5 working days prior to the function/event date. This number may be increased up to 24 hours prior to function, but cannot be decreased when catering has been ordered, once final confirmation has occurred
- 6.2 Service staff is required for functions where catering is ordered. Service staff will be charged at \$35.00 per hour
- 6.3 Should catering numbers be confirmed under 10 persons a surcharge of \$100.00 will apply.



## **7. Self Catering**

- 7.1 Self catering is available. A fee of \$150 will apply for bookings requiring the use of the kitchen area to provide private catering. (price includes use of kitchen. crockery, cutlery and glass wear).  
Should the client require the STC to hire in extra of any of the above all costs involved will be paid for by the client.
- 7.2 Clients who chose to provide their own Tea and Coffee supplies including milk and sugar, will be charged the following hire rates:
- Urn - \$25, Cups & Saucers - \$1.50 per person (for 50 people or less),  
Urn - \$25, Cups & Saucers - \$2.00 per person (for 50 people or more).

For clients who are providing the above but require a room set up by the STC a room set up fee of \$50.00 will apply

## **8. Decorations and Signage**

- 8.1 All decorations, signage, exhibits, equipment and displays for the Event / Function (the "Material") must be approved by STC Management before being brought to the facility. All Material brought into the Facility by the Client or the Client's Associates shall be at their sole risk and must only be brought into and taken from the Facility and the Function Room at entry and exit points.
- 8.2 For all events plans must be approved by the Functions Manager in all matters of deliveries, set up and break downs.

## **9. Beverage Arrangements**

- 9.1 As alcohol will be consumed under the provisions of the Liquor License that is attached to the State Tennis Centre and under our management, all liquor and other beverages can only be purchased through the State Tennis Centre. A comprehensive range of beer, wine, soft drinks and juices are on offer and management will make every endeavour to cater for individual requirements.
- 9.2 Service staff is required for bar service. Number of beverage staff depends on type of service required. Service staff will be charged at \$35.00.00per hour



## **10. Responsible Service of Alcohol**

- 10.1 The Client acknowledges that the State Tennis Centre (STC) practises the responsible serving of alcohol in accordance with its obligations under its general liquor license. The Client agrees to comply and procure the compliance of its guests and invitees with the conditions of such liquor license and any request from STC Management limiting the serving and/or consumption of alcohol.
- 10.2 The Client also agrees to comply with and procure the compliance of its guests and invitees with the STC guidelines and protocols for the responsible use of alcohol, including those contained in the STC RSA Mission Statement and Protocol for private functions.

## **11. Responsibility for Persons Attending Event**

- 11.1 The Client uses and occupies the Function Room at its sole risk and assumes full responsibility for conduct of the Clients Associates and all persons attending the Event and shall ensure that the event is conducted in an orderly manner. The client shall ensure that the Clients Associates and persons attending or associated with the Event will :-
  - (a) comply with all applicable laws and all lawful directions given by STC Management (including compliance with non-smoking requirements)
  - (b) strictly comply with the Agreement (where applicable)

## **12. Indemnities and Insurance**

- 12.1 The Client releases and indemnifies the State Tennis Centre, its employees, officers, contractors and agents from and against any loss, claim, demand, liability or damage whatever however arising (including liability or damage caused by any negligent act or omission) in connection with the Event (including, without limitation, in connection with the Theming and the Theming Equipment), except to the extent that such loss, claim, demand, liability or damage is caused by the STC.
- 12.2 If, in the opinion of the State Tennis Centre, the Client's proposed use of the Function area or any activity or matter in connection with the Event poses any particular, special, unusual or increased risk, STC Management may require the Client to take out and maintain public liability insurance (for a minimum amount as determined by the STC Management). In any case, STC Management strongly recommends the Client take out public liability insurance in connection with the Event.



### **13. Security and Charges**

- 13.1 For functions that continue after 6.00pm and involve the consumption of alcohol, there may be a Security Surcharge of \$45.00/hour for every 30 persons for the duration of the function (at the discretion of STC Management).
- 13.2 If an event is booked and confirmed at 100 persons or more and alcohol is to be consumed then Security will be required, requirements are as follow :-  
First 100 persons – 2 x Security, 1 x Security for every 100 per after,  
please note that Security are required to be in attendance 30 minutes prior to commencement of function and 30 minutes after completion of function.
- 13.3 All charges for security will be charged to the client

### **14. Equipment Hire**

- 14.1 The State Tennis Centre has a range of audiovisual equipment and conference aids for hire and can organize the hire of any additional equipment if required.
- 14.2 The hirer is responsible for any damage of equipment (including all hire equipment) and property of the State Tennis Centre.

### **15. No Smoking Policy**

- 15.1 The State Tennis Centre and grounds are a smoke free environment. Users of the facility are not permitted to smoke cigarettes or any form of tobacco product within 20 metres of the Facility.



## Function Room Booking Sheet

**Applicant :** \_\_\_\_\_

**Contact Person(s):** \_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_ P/Code: \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Mobile:** \_\_\_\_\_

**Fax:** \_\_\_\_\_ **Email:** \_\_\_\_\_

### Hire Details:

#### Date(s) of Hire:

##### Times:

Monday:	__/__/__	_____	to	_____
Tuesday:	__/__/__	_____	to	_____
Wednesday:	__/__/__	_____	to	_____
Thursday:	__/__/__	_____	to	_____
Friday:	__/__/__	_____	to	_____
Saturday:	__/__/__	_____	to	_____
Sunday:	__/__/__	_____	to	_____

#### Type of Function: (Please circle)

Conference, Small Meeting, Seminar, Dinner, Cocktail Party, Corporate Tennis Day, Business Luncheon, Other (Please specify): \_\_\_\_\_

#### Choice of Venue(s): (Please circle if known)

Hopman Cup Room, Swan Room, Tournament Room, Open Deck, Swan Room, Presidents Lounge.

#### Number of persons: \_\_\_\_\_

(Please confirm final numbers no later than 3 working days prior to function date)

(Please circle)

#### Layout/Seating:

Theatre - Classroom - U-shape - Boardroom - Cocktail - Workshop – Round Tables.

#### Catering Required: Yes/No

**Menu Requested:** \_\_\_\_\_

[Please see Menu Options](#)

**Refreshment Break Times: M/T** \_\_\_\_\_ **Lunch:** \_\_\_\_\_ **A/T:** \_\_\_\_\_

**Equipment Required: Yes/No - Please specify:** \_\_\_\_\_

**Foyer Board Notice:** \_\_\_\_\_

**Alcohol Beverages Required:** (Please circle) **Yes/ No / Post Function**

If Yes – Hourly Beverage Package \_\_\_\_\_ Beverages on Consumption Yes/No



## LETTER OF CONFIRMATION

Please complete the following details on this page and following page and mail or fax with your deposit- Fax (08) 9361 1500

Company Name: \_\_\_\_\_

Name of Event: \_\_\_\_\_

Event Contact: \_\_\_\_\_

Phone: Home: \_\_\_\_\_ Work: \_\_\_\_\_ Mob: \_\_\_\_\_

Fax: \_\_\_\_\_

Time of Event: \_\_\_\_\_

### AGREEMENT

**I / we understand all conditions set forth under these Terms & Conditions**

**I / we accept all of such conditions as being the Terms & Conditions**

\_\_\_\_\_

**NAME: ( Please Print)**

**SIGNATURE:**

Office Use Only – Confirmation Number



**PAYMENT FOR EVENT**

Date of Event: -----Name of Event: -----

**CLIENT DETAILS:**

Name: -----Company: -----

Address: -----

Suburb: -----Postcode: -----

**DEPOSIT AMOUNT: \$** \_\_\_\_\_  Credit Card as guarantee. Terms & Conditions Apply

Credit Card information

Credit Card Type:  VISA  MASTERCARD  AMERICAN EXPRESS

**Please Note: Diners Cards are not accepted**

Issued By.....(Name of Bank)

Card Holders Name.....  
(Exactly as appears on credit card)

Card Holders Signature.....

CREDIT CARD NO:

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EXPIRY DATE:  -  C/W

(CW IS THE LAST 3 DIGITS OF NUMBERS PRINTED ON THE REVERSE SIDE OF THE CREDIT CARD)

**BALANCE OF PAYMENT: \$** \_\_\_\_\_

- Same as Credit Card above
- Invoice post event (For companies with existing credit arrangements only)
- Electronic Funds Transfer (Due 6 working days prior to function)  
**Bank: CBA BSB: 063 – 010 A/C no: 11355631**
- Cash (Due 3 working days prior to function)
- Bank / Personal or company cheque (Due 6 working days prior to function)
- Other Credit Card (Due 3 working days prior to function)

**Please Note: There is a 1.5% Surcharge on both Visa and MasterCard payments over \$1,000**

**All American Express Payments incur a 3.5% Surcharge**

Authorised by:

Name \_\_\_\_\_ Signature \_\_\_\_\_  
(Please Print)