

THE LEICESTERSHIRE LAWN TENNIS CLUB LIMITED (“the Club”)

CONDITIONS OF HIRING THE CLUBHOUSE

4 WESTERNHAY ROAD, LEICESTER, LE2 3 FH (“the Premises”)

(If the Hirer is in any doubt as to the meaning or intention of the following, please seek clarification from the General Manager)

Maximum Occupancy Capacity

The maximum occupancy capacity for the clubhouse is 150 people.

Catering

Catering may be arranged through the Club or using external caterers. Permission for the use of external caterers is at the discretion of the Club and must be granted by either the Bar Manager or the General Manager.

Discos

Discos may be arranged through the Club or using external sources. Permission for the use of external sources is at the discretion of the Club and must be granted by either the Bar Manager or the General Manager. **Please note:** Under no circumstances will “smoke screening” be permitted as it will activate the smoke alarms.

Smoking

Smoking is not permitted indoors anywhere on the Premises or on any of the court areas.

Alcohol

It is illegal for Under 18s to drink or buy alcohol anywhere on the Premises. These acts could result in prosecution of members of staff, or members of the Committee, and could lead to the loss of the Club’s licence to sell alcohol. The Club reserves the right, at any time, to request proof of age of any person drinking or buying alcohol on the Premises.

Personal Items

The Club accepts no responsibility for any liability, loss, claim, damage, cost, expense or injury arising out of the Hirer (or the Hirer’s guests) leaving any item/s or property on the Premises. All items or property are left on the Premises entirely at the owner’s risk.

Parking

Guests must park responsibly in the car park and emergency access must be maintained at all times. Parking on the public highway should be in a manner courteous to the Club’s neighbours. The Club accepts no responsibility for any liability, loss, claim, damage, cost, expense or injury arising out of the Hirer (or the Hirer’s guests) leaving any vehicle/s or property in the car park. All vehicles and property are left in the car park entirely at the owner’s risk.

General disclaimer

Save for the death or personal injury caused by the negligence of the Club, or anyone for whom the Club is responsible, the Club accepts no responsibility for any liability, loss, claim, damage, cost, expense or injury howsoever arising at the Premises.

Indemnity Clause

The Hirer agrees to indemnify the Club in respect of all liabilities, costs and expenses suffered or incurred by the Club, arising from any act or omission of the Hirer during the period of hire.

How to book

Booking enquiries should be made to the Bar Manager or the General Manager.

Any member or private individuals over the age of 18 can request to book the Premises for a private function. However, the Committee reserves the right to refuse any booking without explanation.

The Committee has made a decision that the hire of the Premises with licenced bar will not be available for 18th or 21st birthday parties or events deemed to be of a similar nature.

All bookings shall be subject to these Conditions of Hire and a booking form shall be completed and signed to confirm agreement of the terms. Submitting a booking form does not guarantee the booking will be accepted.

Additional Conditions of Hire

1. Hire of the Premises is limited to use of the clubhouse and car park only. Tennis courts and the squash court building may be hired by separate arrangement.
2. Any disbursements relating to the hire of the Premises (e.g. a special licence) will be borne by the Hirer.
3. The Premises cannot be used for any purpose other than that described in the Hire Declaration.
4. Children must be properly supervised at all times.
5. The Club reserves the right of entry at all times to any area by its staff or any person duly authorised.
6. Alcoholic beverages not purchased from the Club will not be permitted without prior authorisation from the General Manager.
7. Animals (with the exception of care or guide dogs) are not permitted on the Premises.

The Hirer shall:-

- Be responsible for the behaviour of those attending the event.
- Ensure that the clubhouse is properly supervised at all times.
- Not sub-let the Premises.
- Not allow the Premises to be used for any unlawful purpose or in any unlawful way.
- Not bring on to the Premises anything which may endanger guests or invalidate the Club's insurance policies (e.g. flammable or explosive substances). **Please note:** This includes all open flame items such as candles, oil lamps etc.
- Agree with the Club any planned decoration of the Premises for the event before carrying out any such decoration.
- Not permit any advertising material to be displayed or distributed on the Premises during the period of hire, unless authorised in advance.
- Ensure that the Premises are left in a clean condition. Any costs for cleaning following hire shall be borne by the Hirer.

Hire Charges (excluding the use of tennis and/or squash courts)

£ 75 + VAT
£150 + VAT

Members
Non-Members

(These rates apply for events up to 5 hours duration. For longer events,

	or events scheduled beyond midnight, an additional 50% will be charged).
£50	Deposit
£100	Refundable cash deposit to cover any damages.
Staffing Levels	The bar closes at 8 p.m. at the weekend. Therefore, it may be necessary to have additional staff to support the event.
Licence Extension (Optional)	If an event requires use of the bar after midnight, a licence extension must be applied for at least 3 weeks prior to the event at a cost of £25. The Hirer has to submit an application to the council, together with the application fee.
Wine (Optional)	If wine is brought in by the Hirer, a corkage charge of up to £4.50 per bottle will be made.

The Hirer is deemed to have agreed to all the above charges and options. Any alterations to the Hire charges must be fully discussed and agreed with the Club Manager at the time of booking.

Cancellation of Bookings

The Committee reserves the right to refuse any booking without explanation, and to cancel any booking upon reasonable grounds at any time prior to the event. In this event, written notice will be given by the Club to the Hirer and any fees already paid will be refunded, or alternative dates offered. The Club shall not be liable for any loss which may be sustained by the Hirer as a result of such cancellations.

If the Hirer wishes to cancel the booking before the date of the event payment shall be due as shown below:-

Cancellation Charge	Amount of cancellation charge (shown as a % of total contracted)
More than 6 weeks	Deposit
4 – 6 weeks	50% or deposit if greater
1 week or less	100% or deposit if greater

The Club may, at the discretion of the Committee, waive all or part of these charges.

Jurisdiction Clause

1.1 This agreement and any dispute or claim arising out of or in connection with it or its subject matter or formation (including non-contractual disputes or claims) shall be governed by and construed in accordance with the law of England and Wales.

1.2 The parties irrevocably agree that the courts of England and Wales shall have exclusive jurisdiction to settle any dispute or claim that arises out of or in connection with this agreement or its subject matter or formation (including non-contractual disputes or claims).

THE LEICESTERSHIRE LAWN TENNIS CLUB LIMITED

HIRING AGREEMENT FOR THE USE OF THE CLUB FACILITIES

Please complete in **BLOCK CAPITALS**

Name of Hirer:	
Membership No:	
Address: (including post code)	
Telephone No.	
Mobile No.	
Email Address:	
Emergency Contact Details:	
Purpose of Hire:	
Date of Hire:	
Is the event primarily for club members, tennis players/ squash players friends etc?	
Time and Duration of Event:	
Approx. Number of People:	
If proposing to organise own Disco, please give name and contact details:	
If proposing to use own Caterers, please give name and contact details:	
Any special conditions or requirements? Please list clearly	
I understand and agree to the booking conditions and hire conditions. Signed:	
Date:	
Requests for booking will not be considered without the deposit being paid:	
Amount of Deposit received:	
Signed for the Club	