



MTC CLUB ROOMS HIRE

April 2016

Background

The Club Committee has been receiving requests for hiring out the club rooms for social functions both to members and non-members.

This document outlines the process for hiring MTC club rooms and also provides a booking form.

Contact

Hire requests are to be emailed to president@mtc.co.nz. Please refer to our website www.mtc.co.nz for other contact information.

Cost (daily or part day rate)

- Non-members - \$150 per day or part day, together with a refundable deposit of \$200.
- Members - \$100 per day or part day, together with a refundable deposit of \$200.

Please pay to the club account - Kiwibank a/c 38-9002-0270638-00 [Please ensure you insert your full name as a reference]

Committee Duties and Responsibilities

- Club President or other nominated Committee Member to respond to requests and assess the enquiry. If satisfied to provide gate code and obtain signed hire agreement.
- Treasurer to be supplied with a copy of the hire agreement.
- Club Secretary to book the club calendar of the date requested.
- Club Treasurer to invoice the hirer and confirm that payment has been received. Treasurer refunds the deposit on advice from the President or their nominee.

Hire Checklist

This is contained in the hire agreement.



Clubroom Booking Form

Name	
Organisation	
Mobile number	
Email address	
Physical address of person hiring	
Date, Time in, Time out	Date: Time in: Time out:
Nature of event	
Number of people at event	
Hire payment (including \$200 deposit)	\$200 deposit + \$_____ hire = \$_____ total payment due on booking. Please pay to Kiwibank a/c 38-9002-0270638-00 [Please provide your name as a reference]
Bank a/c for deposit repayment	

Terms and conditions for return of deposit:

1. Noise limited so as not to upset neighbours.
2. Club rooms to be left clean & vacuumed, with all rubbish, bottles and cans removed.
3. Kitchen to be left tidy, with all dishes, glasses and cutlery washed and stowed.
4. Court floodlights to be turned off by 10pm (limit imposed under our resource consent).
5. Upstairs door and deck with caution tape on it to not be opened or used except in the case of emergency.
6. Club room lights to be switched off and doors and gates to be locked on exit.
7. Key to be returned to the Club.
8. Any breakages, damage or staining of furniture or carpets to be reported to the Club.
9. Any cleaning or repairs subsequently required will be undertaken by commercial cleaners and/or tradesmen and the costs will be on-charged to the hirer by the Club. Payment for these services will be due within seven days of invoicing.

The information provided above is accurate and I agree to the above Terms and Conditions.

Signed: _____ Name: _____ Date: _____