



WEST BRUNSWICK TENNIS CLUB INC

Facility hire policy

ABN: 61 053 986 944
Reg No. A0038632U

The following document sets out the guidelines and rules for the hiring of the West Brunswick Tennis Club main building and hall (WBTC Hall) including the main hall, kitchen, small hall and internal bathrooms (excluding the committee rooms).

Who can hire WBTC Hall

- Club members
- Community groups
- Non-profits (with approval)

All parties hiring WBTC Hall must adhere to the “Conditions of hire”.

Hire Fees

	Rate	Refundable Bond
Club Members	\$150	\$100
Community Groups / non-members	\$200	\$150
Commercial Use	\$300	\$200

Booking Process

Submit [Form 1A](#) booking at least 14 days in advance. **Following club approval of Form 1A**, complete the booking by using our online [Form 1B](#) - online payments included. Confirmation sent via email

Cancellation Policy

7 days: Full refund. <7 days: 50% refund. <24 hours: No refund

Conditions of hire

The club reserves the right to request proof of public liability insurance for events involving high-risk activities, large attendance, alcohol service, or external vendors. Hirers may be required to provide documentation prior to approval.

By hiring the clubroom, you acknowledge and accept the risks associated with its use. You agree to:

- Assume all responsibility for personal injury, property damage, or loss
- Release the club from liability for incidents during your event
- Indemnify the club against any claims arising from your use
- Provide insurance if required for your event
- Comply with all safety and legal requirements
- Neither the Club nor the Committee shall be liable for any loss, damage or injury suffered by the hirer or any other person, firm or corporation entrusted to or supplying any article or thing to the hirer by reason of any such article or thing being lost, damaged or stolen.
- The hirer agrees to indemnify the Club and its Committee against any claim by any person, association or corporation in respect of any loss, damage or injury to any article or person.
- This agreement is subject to the terms of any lease between the Club and the Merri-bek City Council, notice of which is in the main hall, and any consent required by Council for use. Refer to merri-bek.vic.gov.au/exploring-merri-bek/events/planning-an-event/
- The hirer is responsible for the conduct of all persons at the function, and shall notify the Brunswick Police of the function and request a “check in” during the function.
- Access to the hall by the hirer shall be at the discretion of the Club or its authorised delegate (committee member), and shall include the main hall area, the adjacent kitchen and toilets from 7.00 pm or earlier as approved (eg for morning or afternoon functions).



- Cars must not be parked on the premises but may be parked in Victoria Street or the public parking area behind the club (for access through the rear gate).
- Alcohol consumption and sale requires prior approval by WBTC and also requires a valid Liquor License to be issued for the event by the relevant authorities.
- Liquor kegs and barrels are prohibited. Any necessary liquor permits must be produced.
- Music must not commence before the approved commencement time and must be kept at a reasonable level. Music must finish by the approved finish time and no later than midnight.
- The hirer is responsible for the setting up and arrangement of tables and chairs, and for the returning of tables and chairs as directed by the Club.
- The hirer shall ensure that no adhesive tape is placed on walls or doors or anywhere else.
- The floors, walls, curtains, blinds or any other part of the building or any fittings of furnishings shall not be broken, pierced by nails or screws or in any such manner or in any other way damaged, and no notice, sign, advertisement, scenery fittings or decorations of any kind shall be erected in the building or attached to or affixed to the walls, doors or any portion of the building, fittings or furniture without prior consent of the Club.
- The hirer shall prevent spitting, obscene or insulting language, disorderly behaviour and damage to property in every part of the building or premises generally.
- Smoking and Vaping is strictly prohibited on site and in the hall, the kitchen and the toilets. All such activities are to occur on Victoria Street or the public carpark (off site).
- The hirer shall prevent confetti, rice etc. being thrown within the hall or outside the hall.
- Hirer shall ensure that the floors are protected from stains, spills and other damage.
- Appliances within the kitchen may be used by caterers and hirers, including the urn.
- Appliances owned by the Club shall not be removed from the kitchen. Permission must be obtained by the hirer from the Club for any additional equipment required or used.
- NO COOKING EQUIPMENT, i.e. BARBEQUE OR SPIT EQUIPMENT IS TO BE USED IN HALL, FOYER, OR KITCHEN. THESE MUST BE USED OUTSIDE THE HALL.
- All catering requisites, appliances or fittings shall be removed from the building on the night of the function, and if not so removed the hirer such sums as may be affixed for each day or each portion of a day such property remains in the building.
- The hirer shall remove from the hall at the conclusion of the function all rubbish, property and decorations present due to the function.
- The hall, kitchen and toilets and their floors shall be cleaned by the hirer after the function.
- Keep noise reasonable after 9 PM
- The hall and premises must be vacated by all persons present and locked up by 12.30am.
- The hirer shall return the keys to the hall to the Club or its authorised delegate after confirming that all doors are locked and all lights turned off. FAILURE TO SO RETURN THE KEY SHALL RESULT IN AUTOMATIC FORFEITURE OF DEPOSIT / BOND.
- The hirer and persons under his responsibility shall comply with all requests, directions or orders regarding the management of the hall and functions being conducted therein as given by the Club and its authorised delegates. The Club reserves the right to seek assistance.
- Any breach of the above conditions shall entitle the Club to retain all or part of the bond.

This document was updated 17 June 2026

