



Welcome to Tennis West Events & Functions



*Stylishly Appointed
Inspiration
Service Orientated
Individual Dedicated*

We offer full conference, events, wedding & meeting planning facilities with the capabilities to cater for groups ranging from 10 to 300 people.

What ever your function, we will make it a day to remember, with a beautifully presented venue, excellent service and extraordinary food.

Our dedicated events team will be able to assist you with all your function needs from selecting the appropriate menu, lighting, sound, music and décor with the utmost detail to ensure your day is a memorable occasion.

Please take time to thoroughly read through the following information. Should you require any additional information, please do not hesitate to contact the Function and Events Manager who is only to happy to assist you.

CONFERENCE PACKAGE

Contact Details:

State Tennis Centre
Victoria Park Drive
BURSWOOD. 6879
Western Australia
Ph: (08) 6462 8300
Fax: (08) 9361 1500

Events Organiser
Elaine Campbell
(08) 6462 8313





CONTENTS

State Tennis Centre.....	3
Facilities	3
Accessibility & Parking.....	3
Location	4
Venue Hire Rates	5
Equipment Hire Rates.....	5
Linen Charges.....	5
Floor Plan	
Hopman Cup Room.....	6
Swan Room	7
Open Deck	8
The Big Top.....	9
Conference Packages	
Morning & Afternoon Tea	10
Option One.....	11
Option Two	12
Option Three	13
Option Four	14
Option Five.....	15
Option Six – Platters	16-18
Dessert Platters.....	19
Beverage Packages	20
Beverage Price List.....	21
Function Room Booking & Payment Sheet	22
Terms and Conditions.....	23-26



State Tennis Centre

The Centre boasts 15 hard courts, including one covered Show Court (for all year round play), an open Rebound Ace court and 13 Plexi-Cushion courts, each individually lit, and a building comprising state of the art function and conference rooms.

With its stunning views of the city, Swan River, Burswood Park and golf course, the Centre caters for any type of event and is the ideal alternative for your next function. Whilst tennis forms a large component of the State Tennis Centre's activities, the Centre also offers function facilities, as well as an excellent means of networking through our corporate tennis days.

Facilities

The State Tennis Centre has:

- 15 individually lit hard court complex, including one covered court, great for Corporate Tennis days
- Function rooms
- Cafeteria
- Gymnasium

Accessibility & Parking

The State Tennis Centre has 160 car parking spaces available, with a further 40 parking spaces accessible if required.

Additional parking can be sourced at the Belmont Racecourse, which is located within a 5 minute walk from the State Tennis Centre.

A "Special Event" train station is located next to the State Tennis Centre, which provides a convenient transport alternative and the Burswood Train Station is a 10 minute walk to the Centre.

Transperth buses run regularly along Great Eastern Highway, which is located close to the Burswood International Resort Casino.



Location

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.



Venue Hire Rates July 1st 2011

	<i>Full Day</i>	<i>Half Day</i>			<i>Capacities</i>			
			Theatre	Board Room	Cocktail	U-Shape	Workshop	Banquet
Hopman Cup Room	\$380.00	\$230.00	100	30	100	40	60	60-80
Swan Room	\$230.00	\$170.00	30	10	-	10	-	-
Tournament Room	\$175.00	\$125.00	20	10	-	10	-	-
Open Deck	\$380.00	\$230.00	200	-	200	-	-	100
Café	\$230.00	\$170.00	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 upon request.

6' Screen	\$ 50.00
8' Screen	\$ 60.00
Whiteboard	\$ 45.00
Flipchart & Paper	\$ 45.00
Compact Disc Player	\$ 55.00
Roving Microphone – Handheld	\$ 60.00
Video/Data Projector	\$250.00
Laptop	\$100.00
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	\$ 50.00

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

Hopman Cup Room

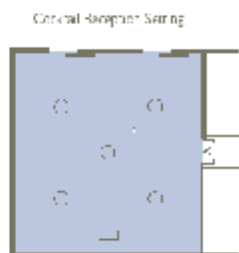
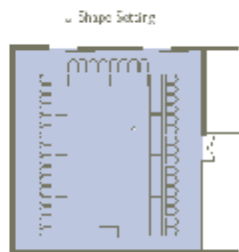
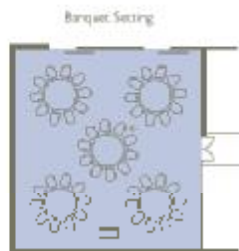
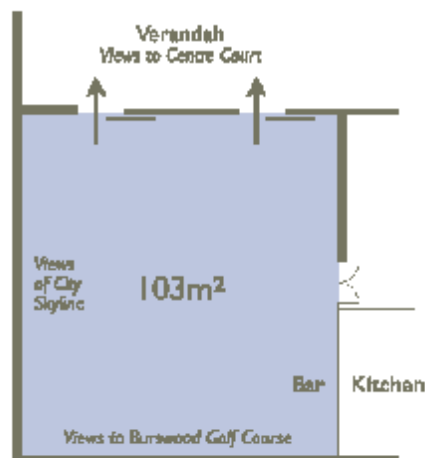


Function	Capacity/Seating
Dinner	100 - Theatre/Cocktail
Meeting	60 - Banquet
Cocktail Reception	40 - Round Tables (workshop)
Workshop	40 - U Shape




Overlooking the centre courts, the Hopman Cup Room provides the perfect setting for that important business seminar or to host your next corporate event.

It is ideal for large group meetings, seminars, presentations, workshops and, with its adjoining bar facilities and ability to open up on to the verandah to overlook the beautiful city skyline, it is the perfect venue for your next social function.





hopman cup room

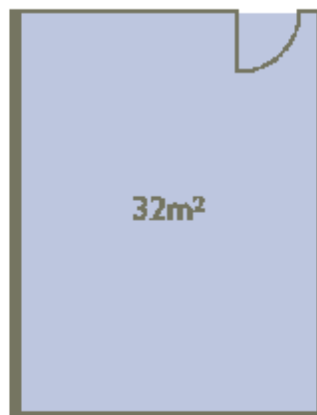
Swan Room



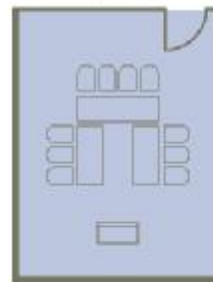
Function	Capacity/Seating
Meeting	20 - Theatre
Workshop	10 - U Shape
	10 - Boardroom

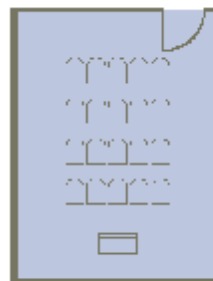
The Swan Room is one of the centre's two intimate meeting rooms and provides the ideal environment for small business meetings or to hold that all important presentation.



U-Shape Seating



Theatre Seating



Boardroom Seating



Open Deck

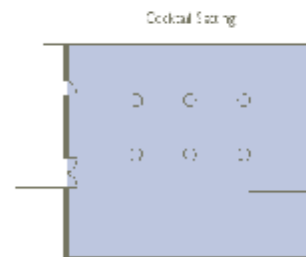
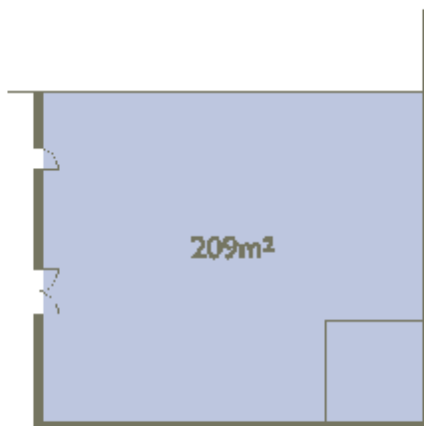
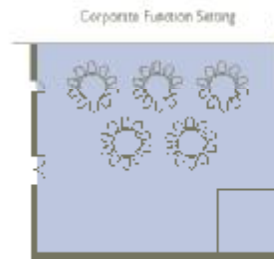
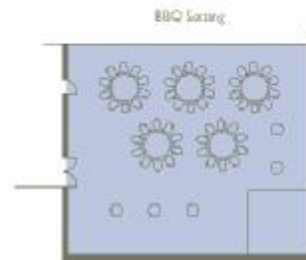


Function	Capacity/Seating
Cocktail Reception	200 - Cocktail Reception
Corporate Function	100 - Banquet
	100 - BBQ Function




The perfect place for an undercover barbeque, cocktail party or to unwind and relax after your corporate tennis day. The Open Deck is great for those busy summer night functions.

The area can be dressed for formal or informal occasions.



The BIG TOP



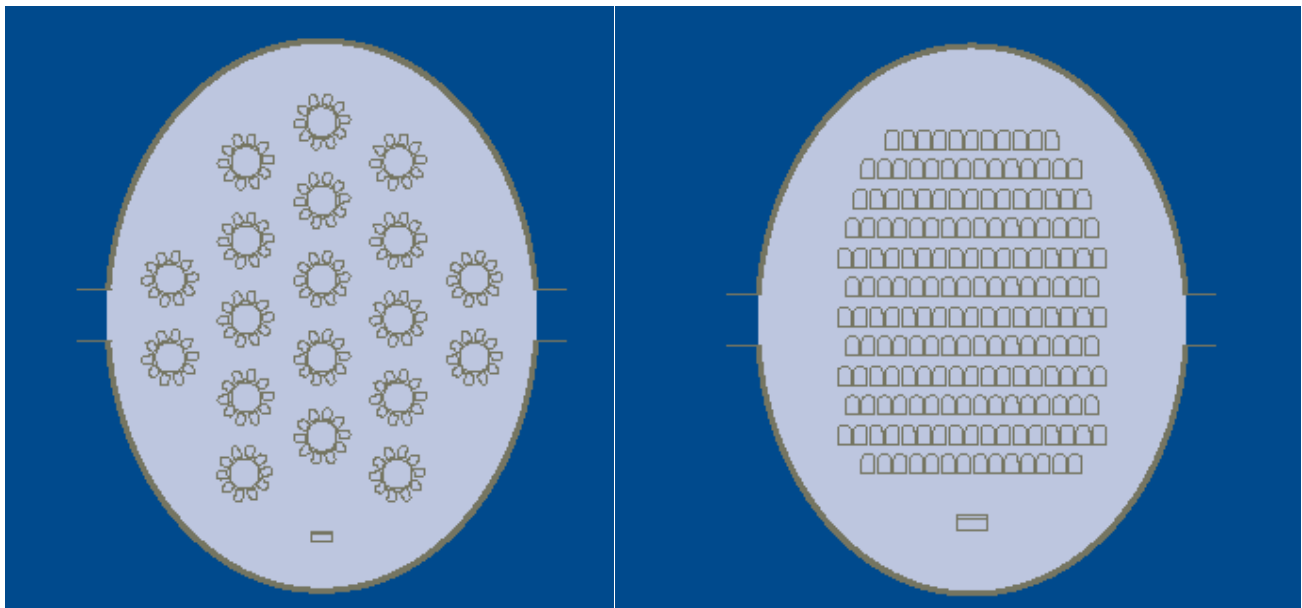
Function	Capacity/Seating	
	Half Court	Full Court
Dinner	300	700
Cocktail	300	700
Wedding	300	700
Trade Show		800

Dimensions:
 Whole area 116m²
 Court area (green surface) 684m²
 Half Court area 342m²

Features:

- Lighting** The Big Top lighting with additional Spotlights
- Power** Two sources – 240 volt & 3 phase (415 volt)
- Water** one single cold water outlet
- Flooring** Court area will be covered with protective carpet tiles
 (Supplied by STC and included in venue hire)

**** Conditions Apply – Please discuss conditions with Functions & Event Manager prior to booking**





Morning & Afternoon Tea Options

All coffee breaks are inclusive of freshly brewed coffee, tea, decaffeinated coffee and herbal teas, except where stated otherwise.

<u>On Arrival Only</u>		\$3.00pp
Bottomless Tea/Coffee	Half day function	\$6.70pp
	Full day function	\$9.70pp
Orange & Apple Juice		\$3.00pp

Dessert Platters

Fruit Platter

Freshly sliced seasonal fruits selected from rock melon, honeydew, watermelon, strawberries, Kiwi fruit, oranges, mandarins, grapes, cherries and pineapple.

Serves 30 People

\$130.00 Full Platter

\$75.00 Half Platter

Fruit Skewer Platter

5 pieces of cubes seasonal fruits on a skewer, 30 skewers per platter.

Full Platter \$130.00

Half Platter \$75.00

Petite Four Platter

40 assorted miniature French Cakes

Full Platter \$150.00

Half Platter \$80.00

French Pastry Platter

30 assorted French Pastries

Full Platter \$120.00

Half Platter \$70.00

Muffin & Danish Platter

10 assorted mini muffins and 10 mini Danish Pastries.

Full Platter \$90.00



Conference Package

Option #1 - Finger Food

MORNING TEA

Mini Muffins and Danish Pastries
Croissants filled with Champagne Ham, Swiss Cheese and Tomato
(Provides 2 pieces per person)

LUNCHEON

Cold Selection:

Baguette Rolls & Turkish Wraps (Sour Dough, white and wholemeal breads)
All filled with a variety of fillings including:
Honey cured Ham, Roast Beef, Pastrami, Hungarian Salami,
Smoked Salmon, Chicken, Egg, Tuna, Avocado, Asparagus,
Cheese, Pickles and Salads

Hot Selection:

Chicken & Beef Skewers
Meat and Vegetable Samosa

Accompanied by:

Freshly made fruit Skewers 1p/p
(Provides 4 items per person)

AFTERNOON TEA

Assorted hand-made gourmet biscuits

BEVERAGES

TEA AND COFFEE

Freshly Percolated Coffee, Decaffeinated Coffee, Tea
& a Selection of Herbal Teas throughout Function

Jugs of Chilled Orange & Apple Juice to be served with each Refreshment Break

\$35.50 Per person – Half Day Package

\$39.50 Per person – Full day package

Based on a minimum of 10 Persons



Conference Package

Option #2 – Wet Dishes

MORNING TEA

Cake and Fruit Slices
Assorted Mini Quiches
(Provides 2 pieces per person)

LUNCHEON

Thai Green Chicken Curry and Rice
Spinach and Ricotta Cannelloni

Salads:

Pumpkin and Chickpea Salad
Australian Greek Salad

Accompanied by:

Individual Fruit Skewers (1 p/p)

AFTERNOON TEA

Two items per person selected from:
Biscuits & Assorted Finger Slices

BEVERAGES

TEA AND COFFEE

Freshly Percolated Coffee, Decaffeinated Coffee, Tea
& a Selection of Herbal Teas throughout Function

Jugs of Chilled Orange & Apple Juice to be served with each Refreshment Break

\$36.50 Per person – Half Day Package

\$41.50 Per person – Full day package

Based on a minimum of 10 Persons



Conference Package

Option #3 – Finger Food

MORNING TEA

Chefs Choice of 2 items p/p selected from:

Scones with Jam and Cream

Spinach and Ricotta Parcels

LUNCH

Cold Selection:

Open Cut Sandwiches & Mini Baguette Rolls

With a variety of fillings including:

Honey cured ham, Roast Beef, Pastrami, Hungarian Salami,
Smoked Salmon, Chicken, Egg, Tuna, Avocado, Asparagus,
Cheese, Pickles & Salads

* * *

Hot Selection:

Mini Cornish Pasties

Spicy Chicken Wings

Accompanied by:

Freshly Made Fruit Skewers - 1 p/p

AFTERNOON TEA

Assorted Fruit and Cake slices

(Provides 2 pieces per person)

BEVERAGES

TEA AND COFFEE

Freshly Percolated Coffee, Decaffeinated Coffee, Tea
& a Selection of Herbal Teas throughout Function

Jugs of Chilled Orange & Apple Juice to be served with each Refreshment Break

\$34.00 Per person – Half Day Package

\$39.50 Per person – Full day package

Based on a minimum of 10 Persons



Conference Package

Option #4 – Wet Dishes & Salad

MORNING TEA

Two items per person selected from:
Croissant filled with Champagne Ham, Swiss Cheese and Tomato
Danish Pastries

LUNCHEON

Lamb Roghan Josh & Rice
Garden Vegetable Lasagna OR Vegetarian Quiche

Salads:

Tomato, Bocconcini and Basil Salad
Caesar Salad

Accompanied by:

Freshly made Fruit Skewers (1 p/p)

AFTERNOON TEA

Assorted Fruit and Cake Slices
(Provides 2 pieces per person)

BEVERAGES

TEA AND COFFEE

Freshly Percolated Coffee, Decaffeinated Coffee, Tea
& a Selection of Herbal Teas throughout Function

Jugs of Chilled Orange & Apple Juice to be served with each Refreshment Break

\$36.50 Per person – Half Day Package

\$41.50 Per person – Full day package

Based on a minimum of 10 Persons



Conference Package

Option #5 – Soup & Wraps

MORNING TEA

Two Items per person selected from:

Assorted Cake Slice
Home Made Sausage Rolls

LUNCHEON

Soup with sliced French Stick

Select From:

Authentic Minestrone
Cream of Pumpkin
Chicken & Sweet Corn
Potato & Bacon

Followed by:

Turkish Wraps and Crusty Bread Sandwiches (2 p/p)

With a variety of fillings including;

Honey Cured Ham, Roast Beef, Pastrami, Hungarian Salami,
Smoked Salmon, Chicken, Egg, Tuna, Avocado, Asparagus,
Cheese, Pickles & Salads

And:

Freshly Made fruit Skewers (1 p/p)

AFTERNOON TEA

Assorted Fruit and Cake Slices

(Provides 2 per person)

BEVERAGES

TEA AND COFFEE

Freshly Percolated Coffee, Decaffeinated Coffee, Tea
& a Selection of Herbal Teas throughout Function
Jugs of Chilled Orange & Apple Juice to be served with each Refreshment Break

\$33.50 Per person – Half Day Package

\$38.50 Per person – Full day package

Based on a minimum of 10 Persons



Conference Package

Option #6

Select your own combination from our Platters List

SAVOURY COCKTAIL PLATTER

An ideal platter to accompany a few drinks

Smoked salmon Blinis, Pastry Pots filled with roasted eggplant, avocado, chicken, pate, cheese, mushrooms & sundried tomato, Prawn Sea-shells, Prosciutto wrapped melon balls, Roasted Cacciatore Sausage, Antipasto skewers. 60 pieces.

\$150.00 Full Platter

\$85.00 Half Platter

SUSHI PLATTER

Made fresh on the day with prawns, avocado, smoked salmon, tuna, chicken & vegetarian rolls. Served with soy sauce. 60 pieces.

\$140.00 Full Platter

\$80.00 Half Platter

COCKTAIL SUSHI PLATTER

Bite size sushi. Made fresh on the day with prawns, avocado, smoked salmon, tuna, chicken & vegetarian rolls. 108 pieces.

\$175.00 Full Platter

\$95.00 Half Platter

DIPS WITH FRESH CUT CRUDITIES

Your choice of two dips (BBQ Eggplant, Toasted Capsicum, or Garlic Prawn) with freshly cut carrot, capsicum, cucumber, broccoli, celery and corn chips. Serves 30.

\$100.00 Full Platter

\$55.00 Half Platter

GOURMET COLD MEAT PLATTER

A delicious selection of meats including – Champagne Leg Ham, Tandoori Chicken pieces, Spit Roasted Beef, Hungarian Mild Salami & Pastrami.

Accompanied by Mild English Mustard, Char-Grilled Vegetables, Pickles, Sun-Dried Tomatoes & Devilled Eggs.

\$145.00 Full Platter

\$80.00 Half Platter

STANDARD SANDWICH PLATTER

44 quartered sandwiches consisting of assorted meats (chicken, beef, salami, leg ham) plus vegetarian and salad fillings, all on white and grained breads.

\$95.00 Full Platter

\$55.00 Half Platter



GOURMET SANDWICH PLATTER

44 quartered sandwiches with a variety of delicious fillings selected from Cajun chicken breast, oven roast beef, avocado, smoked salmon, turkey, Champagne leg ham and egg. Char-grilled vegetable spreads, oven roasted capsicum and semi-dried tomatoes.

Gourmet Breads include: white, wholemeal & grain.

\$120.00 Full Platter

\$70.00 Half Platter

RIBBON SANDWICH PLATTER

42 Club/triple layer, ribbon sandwiches with a selection of cold meats, salad and vegetarian fillings.

\$135.00 Full Platter

\$70.00 Half Platter

OPEN CUT SANDWICH PLATTER

25 freshly baked and sliced French bread presented on serving trays topped with a selection of Tandoori chicken, spit roasted beef, smoked salmon, continental meats, egg, avocado & cheese, garnished with oven roasted capsicum, sundried tomato and freshly cut chives.

\$88.00

TURKISH WRAP PLATTER

24 plain, tomato or spinach wraps covered with tasty home made spreads and filled with plenty of meats, salads and vegetarian alternatives.

\$135.00

MINI BAGUETTE PLATTER

20 freshly baked mini baguettes (white, wholemeal & grained).
Fillings include: Chicken, Beef, Continental Meats, Smoked Salmon & Vegetarian.

\$120.00

BRUSCHETTA PLATTER

Freshly cut & chopped Roma tomatoes, basil, fennel, sea salt, red onion, chives & garlic, served with olive & herb French Toast. Serves 60.

\$130.00 Full Platter

\$75.00 Half Platter

COCKTAIL PIE PLATTER

50 Assorted pies including beef, steak & mushroom, curry beef, chicken & vegetable, goulash, lamb & mint, and satay chicken.

\$150.00 Full Platter

\$85.00 Half Platter



COCKTAIL QUICHE PLATTER

50 assorted quiche including Lorraine, Mushroom, Chicken & Corn, and Vegetarian.

\$165.00 Full Platter

\$90.00 Half Platter

COCKTAIL SAUSAGE ROLL PLATTER

50 assorted plain sausage rolls, bacon & cheese sausage rolls, and spinach & ricotta sausage rolls.

\$135.00 Full Platter

\$75.00 Half Platter

ASSORTED COCKTAIL PASTRY PLATTER

50 assorted pies, quiches, and sausage rolls (all varieties as above).

\$150.00 Full Platter

\$85.00 Half Platter

CHICKEN PLATTER

50 assorted pieces including chicken satay skewers, spicy chicken wings & sweet chilli chicken bites.

\$165.00 Full Platter

\$95.00 Half Platter

MEAT BALL PLATTER

Approx 150 BBQ beef, Thai satay chicken & crumbed minted lamb meat balls with Sweet Chilli, BBQ & Tomato dipping sauces.

\$150.00 Full Platter

\$85.00 Half Platter

VEGETARIAN PLATTER

Approx. 16 Risotto Balls, 16 Vegetarian Samosa, 16 Spinach & Ricotta Parcels, 16 Asian Pastries, 16 Pumpkin & chickpea cakes with sweet chilli and char-grilled vegetable relish.

\$155.00 Full Platter

\$90.00 Half Platter

PRAWN PLATTER

2 kilos (approx 55) large Australian sea caught prawns (Peeled with tails on) served with lemon wedges and Temptations own seafood dressing.

Full Platter \$160.00

Half Platter \$90.00

HOT SEAFOOD PLATTER

20 crumbed prawns, 20 pieces of lemon peppered calamari, 20 fish doujons, 20 pieces of fish fillets in batter, and 10 Thai fish cakes. All served with a selection of sauces including tartare, sweet chilli & seafood dressing.

Full Platter \$150.00

Half Platter \$85.00



DESSERT PLATTERS:

FRUIT PLATTER

Freshly sliced seasonal fruits selected from rock melon, honeydew, watermelon, strawberries, kiwi fruit, oranges, mandarins, grapes, cherries & pineapple. 30 People.

\$130.00 Full Platter

\$75.00 Half Platter

FRUIT SKEWER PLATTER

5 pieces of cubed seasonal fruits on a skewer. 30 skewers per platter.

\$130.00 Full Platter

\$75.00 Half Platter

STANDARD CHEESE PLATTER

Four assorted cheeses, dried fruit and nuts, served with plain water crackers.

Approx 15 People.

\$125.00 Full Platter

\$70.00 Half Platter

GOURMET CHEESE PLATTER

Five assorted Australian and International cheeses, dried fruit & nuts served with plain water crackers.

\$140.00 Full Platter

\$80.00 Half Platter

PETITE FOUR PLATTER

40 assorted miniature French cakes 4cm round, including fruit tarts, lemon meringue tarts, rocky road slice, pecan tarts, cookie & cream cheesecake, & chocolate mud cake.

\$150.00 Full Platter

\$80.00 Half Platter

FRENCH PASTRY PLATTER

30 assorted French cakes 6 cm round, same as above but slightly larger in size.

\$120.00 Full Platter

\$70.00 Half Platter

MUFFIN & DANISH PLATTER

10 assorted Mini Muffins & 10 assorted Mini Danish Pastries.

\$90.00 Full Platter

SLICE PLATTER

40 gourmet slices selected from Chinese chew (date), chocolate hazelnut, spiced fruit, fudge bar, ginger, jam, chocolate peppermint & Lemon.

\$120.00 Full Platter

\$65.00 Half Platter



Beverage Packages

HOUSE PACKAGE

1 hour	2 hours	3 hours	4 hours	5 hours	6 hours
\$17.00	\$23.00	\$29.00	\$32.00	\$35.00	\$39.00

Prices are per person

Includes:

Houghton Quills Sparkling, Houghton Quills Classic Dry White & Houghton Quills Shiraz Cabernet, Full and Light Strength Beers, Orange Juice, Mineral Water and Soft Drinks

PREMIUM PACKAGE

1 hour	2 hours	3 hours	4 hours	5 hours	6 hours
\$23.00	\$30.00	\$34.00	\$38.00	\$43.00	\$48.00

Prices are per person

Includes:

Yarra Burn Thirdlight Sauvignon Blanc/Chardonnay, Goundrey G Shiraz, Sir James Sparkling NV Cuvee Brut, Full and Light Strength Beers, Orange Juice, Mineral Water and Soft Drinks

DELUXE PACKAGE

1 hour	2 hours	3 hours	4 hours	5 hours	6 hours
\$28.00	\$35.00	\$43.00	\$47.00	\$50.00	\$54.00

Prices are per person

Includes:

Starvedog Lane Sauvignon Blanc/No Oak Chardonnay, Starvedog Lane Cabernet Merlot, Bay of Fires Sparkling Pinot Noir Chardonnay, Full and Light Strength Beers, Orange Juice, Mineral Water and Soft Drinks



BEVERAGE PRICE LIST

WHITE WINES

	BOTTLE	GLASS
Houghton Classic Dry White	\$21.00	\$6.00
Goundrey G Sauvignon Blanc Semillon	\$29.00	
Houghtons Cabernet Sauvignon	\$21.00	

RED WINES

	BOTTLE	GLASS
Hardy's Shuttles – Shiraz 187ml	\$ 6.00	
Houghton Classic Dry Red	\$21.00	\$6.00
Goundrey Shiraz/Cab Temp	\$29.00	
Amberley Cabernet Merlot	\$21.00	

SPARKLING

	BOTTLE	GLASS
Houghton Sparkling NV Chardonnay	\$21.00	\$ 6.00
Omni Sparkling Blue 750ml	\$21.00	
Omni Sparkling Peach 750ml	\$21.00	
Omni Sparkling 200ml	\$6.00	

BEERS

Hahn Premium Light	\$5.00
Hahn Premium	\$6.00
James Boag Premium Light	\$5.00
James Boag Premium	\$6.00
Tooheys Extra Dry	\$6.00
Becks	\$7.00
Heineken	\$7.00
Corona	\$7.00

Other Alcoholic Beverages

Jim Bean and Cola	\$7.00
Ruski – Vodka and Lemon	\$7.00
PipSqueak Cider	\$7.00

Non Alcoholic Beverages

Soft Drinks (Coke, Diet Coke, Sprite, Lemonade, Fanta)	\$3.00
Fruit Juice (Orange Juice, Apple Juice)	\$3.50
Bottled Water	\$2.50



Function Room Booking Form

Applicant : _____ Date: _____

Contact Person(s): _____

Address: _____ P/Code: _____

Phone: _____ Mobile: _____ Email: _____

Hire Details: No of People Attending: _____
Date/Times: _____

Mon: _____ Tues: _____ Wed _____

Thus: _____ Frid: _____ Sat/Sund _____

Type of Function: (Please specify): _____

Choice of Room(s): (Please circle if known)
Hopman Cup Room, Swan Room, Tournament Room, Open Deck, Cafe, Marquee

Layout/Seating: (Please circle)
Theatre - U-shape - Boardroom - Cocktail - Workshop - Round Table - Other

Catering Required: Yes/No Menu Requested: _____

Refreshment Break Times: M/T _____ Lunch: _____ A/T: _____

Equipment Required: (Please specify): _____

Alcohol Post Function: _____

Payment Details-for Deposit & Event Conclusion

Credit Card Type: [] VISA [] MASTERCARD [] AMERICAN EXPRESS

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

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

Card Holders Signature.....

CREDIT CARD NO:

[][][][][]-[][][][][]-[][][][][][]-[][][][][][]

EXPIRY DATE: [][]-[][] C/W [][][]

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

Authorised by:Name _____ Signature: _____

I acknowledge receipt of and agree to the Centre's Terms & conditions as attached.



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 whichever 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 client. Please speak with the Functions Manager re costs.

3. Final Attendance & Payment

- 3.1 Final payment representing the total cost less the deposit is due 14 full working days after the event unless alternative arrangements have been made with STC by ways of credit card guarantee or credit facilities.

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 30 Days or more** – the deposit can be held for another function or refunded.
- 5.2 **Notice of 10 Days or Less**
Due to cost incurred, unfortunately no refund can be made.
- 5.3 **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.
- 6.3 Should catering numbers be confirmed under 10 persons a surcharge of \$100.00 will apply.
- 6.4 **Please Note:**
Due to Health Regulations any Catering ordered through the State Tennis Centre is not permitted to be taken away at the completion of your Function.

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 choose 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.

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 for.



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 \$48.00/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. The hirer is responsible for any damage of equipment (including all hire equipment) and property of the State Tennis Centre.