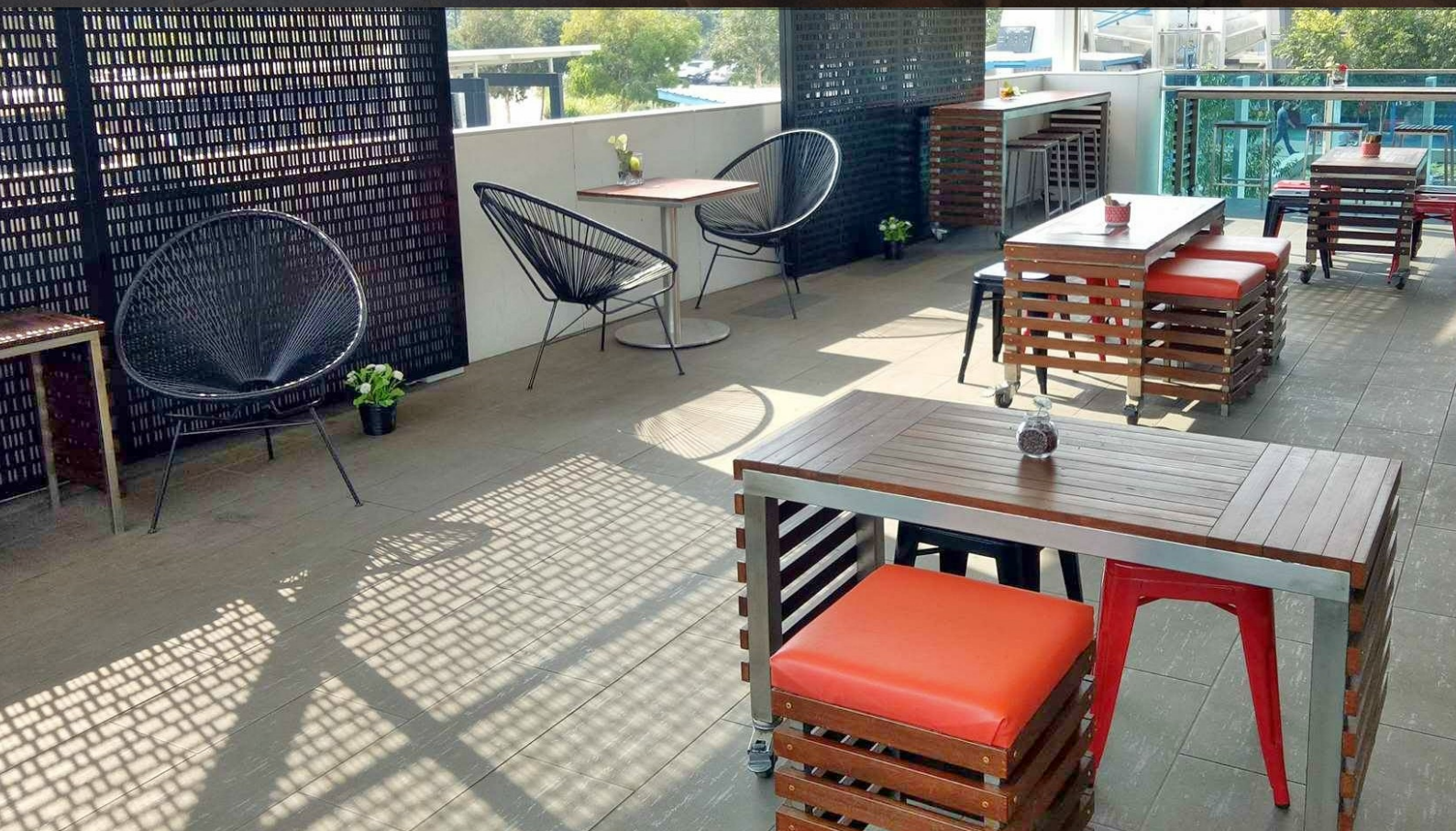




FUNCTIONS FACT SHEET



TERMS & CONDITIONS

*By paying your hire fee
you agree to the below
terms and conditions*

CONFIRMATION & HIRE FEE

The confirmation and hire fee must be received within 5 days of your original tentative booking. A function will be confirmed only when the complete venue hire payment has been received. The centre reserves the right to cancel any bookings where this has not been done within 5 days. If your function is to be held less than 7 days from the enquiry date the hire fee is required within 24 hours of the tentative booking for it to be confirmed.

CANCELLATIONS

All cancellations must be confirmed in writing/email to the centre. Any cancellation prior to 14 days to the date of the event will be refunded in full. After this time, a refund will only be given if the space/room is re-hired.

PRICING

All prices listed in this document are subject to change at any time. Sufficient notice of price change will be given in advance if applicable.

CATERING & FINAL NUMBERS

Catering choices and final guest numbers must be confirmed for any functions requiring catering. Final choices and numbers must be finalised at least 7 days prior to the function. No food or beverage can be bought into the centre for consumption without prior approval, excluding celebration cake. Full payment for all catering choices must be received no later than 3 days before your event. Any additional charges must be paid upon the conclusion of the event. Personal cheques will not be accepted.

INSURANCE

The centre does not take any responsibility for damage or loss of items before, during or after the event.

CLIENT RESPONSIBILITY

Organisers of an event are financially responsible for any damage/breakage sustained by organisers, organisers guests, invitees or any other persons attending or involved in the event.

RESPONSIBLE SERVICE & BEHAVIOUR

Due to council regulations alcohol cannot be served or provided at the centre. Soft drinks, water and coffee are available for purchase. It is understood that the organiser will take all reasonable steps to conduct the function in an orderly manner and control the behaviour of their guests. All damages will be paid for.

DECORATIONS & CLEANING

General cleaning of the space is included in the cost of the function. If however, cleaning costs are deemed to be excessive, or any specialised cleaning is required an additional charge will be incurred. Decorations for your function are encouraged; however nothing can be screwed, nailed or adhered to any wall or surface that may be damaged by such actions. Confetti (or similar items) are advised against using due to the open nature of the function space.

WHAT MAKES US DIFFERENT?

WE CATER TO YOUR NEEDS

Every event is unique and special and yours is no different. At the Roy Emerson Tennis Centre we understand that no matter what the style or size of your function, you want quality food, beverage and location. Your guests will leave feeling satisfied and cared for.

When you hold your next function with us we pride ourselves on being professionals, looking after professionals. With everything you need in terms of formal or casual function style we have you personally and/or your business needs covered.

OUR SPACE

The Roy Emerson Tennis Centre is a four in one deal; Cafe, terrace, board room and tennis centre. Whether you are looking for one of those individually or a mix, we have you covered and can style a package to fit your needs.

OUR FACILITIES

We are located in the heart of Milton, very close to the city centre, with very easy access via public transport. With over 50 car parking spaces, large toilet facilities, showers, change rooms, catering options and tennis courts, we are the perfect location for your next event.

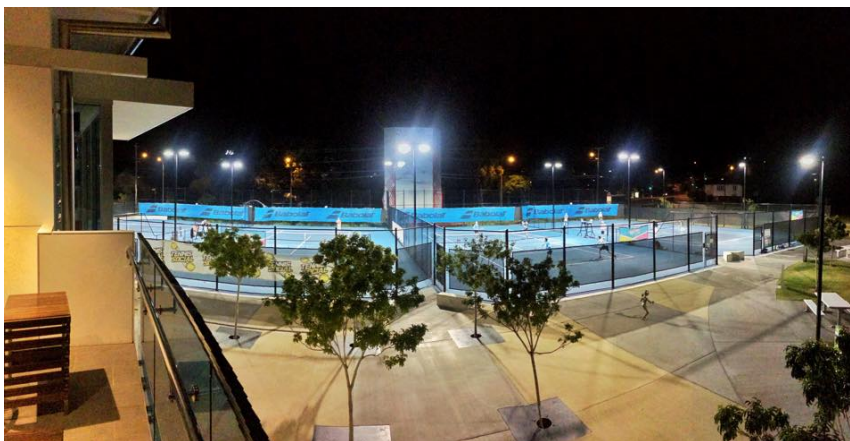
EQUIPMENT

Use of our in-house equipment is included in your venue hire fee. Just let us know what you need!

- Free WiFi
- Stationary
- Whiteboard
- Sound System
- Fridge/Freezer

ADD-ONS

- Court hire for any event is available. A flat rate of \$20 per court can be added on for any event (includes racquet and ball hire)
- Coaching for any function can be organised for you and your guests. Please enquire if you wish to add coaching to your event.
- Organised competitions can be set up for your event. Draws will be created and a facilitator can be present if needed. Please enquire if you are interested.



OUR SPACES

THE TERRACE

Our outside terrace is the perfect space for your next function. Overlooking the tennis courts on one side and Frew Park on the other, it offers very pleasant surroundings. The open aired space allows for comfort and enjoyment. **50 cocktail or 20 seated**

\$80 per hour

Or

\$200 per 3 hours



THE MEETING ROOM

An intimate space to suit those private meetings, boardroom discussions and small training sessions. Air conditioned and enclosed to ensure privacy

\$50 per hour

Or

\$120 per 3 hours



THE TENNIS COURTS

6 new hard courts located beside the centre provide the perfect opportunity to add that aspect of difference to your next function. You can hire a court just for a hit or you can add a few courts into your function package. Tennis racquets and balls are included in the hire price. Competitions and draws can be created by our staff for you and the rest of your event.

For pricing please contact the centre.





TO BOOK YOUR NEXT EVENT PLEASE CONTACT

emerson@tennisgear.com.au