

## Conditions of Hire for Letchworth Tennis Club Ltd

1. Unless otherwise stated  
"the club" means Letchworth Tennis Club Bar and Café Area  
"LTC Ltd" means Letchworth Tennis Club Limited  
"the Hirer" means the person who signs the application to hire the bar and cafe.  
"The Club Manager", and "the Bar Manager" mean the people so listed at the end of these Conditions or such other persons as the Club may nominate from time to time
- 2 Applicants should note that the main purpose of the club is to support the activities of LTC Ltd and proposed lettings that clash with programmed meetings of the LTC Ltd will not normally be accepted.
3. An application to hire the club must be made in writing on a form obtained from and returned to the Club Manager or Bar Manager.
4. The Hirer shall not less than 14 days before the commencement of the hiring pay to LTC Ltd the hire fee. At the same time the Hirer shall pay the sum of £100.00 as a surety deposit against any claim hereunder. The deposit shall be refundable in whole or in part according to the extent to which any such claim arises and is satisfied.

LTC Ltd reserves the right to cancel any hiring not less than 14 days before commencement and will provide the hirer with a full refund. In the event of the club or any part thereof being rendered unfit for the use for which it has been hired, LTC Ltd shall not be liable to the hirer for any resulting loss or damage whatsoever.

5. Cheques shall be made payable to "Letchworth Tennis Club Limited".
6. Any damage to the fabric or breakages or loss of the equipment of the club arising from the Hirer's occupation of the club shall be made good by the Hirer as shall be agreed by LTC Ltd, failing which the club may make such repairs or replacements as it may consider appropriate and recover the cost thereof from the Hirer by deduction from such security or by such other means as are appropriate.
7. The club function area includes the main café seating area, access to the kitchen (at the club's discretion), the front lobby, patio area and the male and female toilets. The Hirer is not permitted to use any of the tennis court areas, mezzanine floor, crèche, offices and reception area (these are all secured during a function and monitored by CCTV).
8. The Hirer or, where the Hirer is an organisation, a responsible person nominated by the organisation, shall for the duration of the Hirer's occupation of the club, be the person in charge of the club and responsible for ensuring that these Conditions are complied with.

The Hirer will be responsible for the behaviour of all persons using the premises whatever their capacity, including supervision of the car park (also monitored by CCTV) and car parking arrangements, so as to avoid obstruction of the highway. LTC Ltd is not responsible for any loss or damage to any property whatsoever arising out of the hiring.

The Hirer shall not sub-let or use the premises for any unlawful purposes, nor do anything or bring onto the premises anything, which may endanger or affect insurance policies in respect thereof.

9. The Hirer shall observe all fire precautions and shall not obstruct or permit to be obstructed any fire exits or access thereto.

The Hirer shall observe all relevant food, health and hygiene legislation and regulations if bringing pre-prepared food into the club. The preparation of food is not permitted in the club.

10. The Hirer shall not cause or permit any excessive noise or other nuisance to the occupiers of adjacent property and in consequence the Hirer's occupation of the club shall not extend beyond 11.45pm in any circumstances.
11. LTC Ltd or its authorised representative will be present in the club at all times and the Hirer shall comply with any directions which LTC Ltd or such representative might give in relation to the use of the club.
12. No works or alterations to the club, its fixtures, fittings or services, nor attachments in the nature of posters, advertisement or other such shall be affected without the express consent in writing of LTC Ltd.
13. The club is a no smoking building. The Hirer must ensure that no one is permitted to smoke within the confines of the building, however, smoking on the patio area is permitted (cigarettes butts should be disposed of in the bins provided).
14. The consumption of alcohol not supplied by the LTC Ltd is not permitted at any time. The Hirer shall not encourage or permit underage drinking and shall cooperate with the club to ensure that those underage and not sold intoxicating drinks.
15. The Hirer shall not introduce or permit to be introduced into the club any liquid gas container or electric or gas equipment without the prior consent in writing of LTC Ltd except that normal household electrical equipment may be introduced without permission.
16. The Hirer shall within 30 minutes after the expiry of the hiring period cause all persons present in the club pursuant to the hiring to leave the club.
17. Failure to comply with these conditions of hire will automatically result in the forfeit of the deposit.

**NOTES TO HIRERS**

- A. On entering the club please check that everything is satisfactory. If there are any problems, please contact the Bar Manager or club representative immediately.
- B. The number of persons on the premises should be limited to 100.
- C. The emergency exit doors must be kept clear at all times and must not be blocked by anything, such as tables and chairs. The exit signs will remain on at all times.
- D. Please ensure that noise is kept to a level considerate of our neighbours. The Environmental Health Officer regularly checks functions for excess noise.
- E. Please ensure that your guests respect the club's neighbours, their gardens, properties and the surrounding area.
- F. The club must be vacated by 11.45pm.

Name of Hirer \_\_\_\_\_

Date \_\_\_\_\_

Signature \_\_\_\_\_

LTC Ltd \_\_\_\_\_

Date \_\_\_\_\_

Signature \_\_\_\_\_