

Dear Member

Re: Private Functions

Thank you for considering the Royal Melbourne Tennis Club for your Function. The Club and Committee very much support Members using the Club to host functions for their friends, family and colleagues. It is a great opportunity to showcase our wonderful Club to potential new members. We look forward to working with you to ensure your function is a tremendous success.

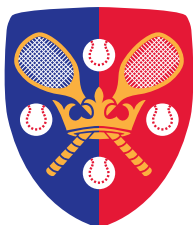
To secure your Private Function booking and approval, please complete the following steps:

- 1) Read the attached **Guidelines for Member's Private Functions**
- 2) Confirm your proposed **Function date** is available with the team in the Pro Shop
- 3) Complete the attached **Private Function Booking Application** and return to the Club's Administration Office in person, by post or via admin@rmtc.com.au
- 4) Complete the attached **Private Function Guest List** and return to the Club two clear business days prior to the function.

As a matter of process, all private functions are approved by the Committee through a circular resolution. You will receive confirmation of your Private Function Application usually within a week of submitting a completed application form.

If you have any questions, please do not hesitate to contact the Club's Head of Social at social@rmtc.com.au or by phone (phone contact details can be provided by the Pro Shop).

Yours faithfully
RMTC Committee



RMTC

Private Function Booking Application

Responsible Member's name:

Responsible Member's phone number:

Responsible Member's email address:

Date and time of the Function:

Have you confirmed the availability of your function date with the Pro Shop:

Yes No

Type of the Function:

Lunch Dinner
 Cocktail party BBQ
 Other

Purpose of the Function (eg 40th Birthday Lunch)

Total number of guests:

Number of guests (that is non-Members) attending Function:

Members are required to provide the Club with a completed Private Function Guest List prior to the Function.

Catering requirements:

Self-catering (ie members preparing and cooking food)
 Club caterer
 External caterer*
 No catering

Does your Function require waiting or bar staff?:

Yes* No

Does your Function require any external contractors to setup, install or operate equipment (including marquees, lighting, DJ or sound equipment)?:

Yes* No

Please provide any further details or requirements for your Private Function booking, including the name and contact details or any external caterers, contractors, or bar staff:

I,

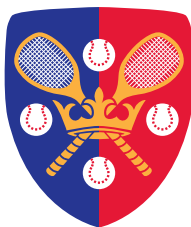
INSERT MEMBER'S NAME

confirm that I have read and agree to be bound by the RMTC Guidelines for Members' Private Functions.

Member's signature:

Date:

* All external caterers or contractor must provide appropriate evidence of public liability and workers compensation insurance, complete an RMTC OHS induction, and be approved by the Committee before commencing work or duties at the Club. All external waiting or bar staff must complete an RMTC OHS induction before commencing duties at the Club.



RMTC

Guidelines for Member's Private Functions

1. Committee Policy

- 1.1. A private function is any activity where a Member is hosting more than six guests on Club premises
- 1.2. The Committee will approve or reject applications for Private Functions at its sole discretion.
- 1.3. As a general rule, the Committee will approve Members' applications for private Functions at the Club which fall within the following categories:
 - 1.3.1. Member's private Functions, such as dinners, weddings and special family occasions;
 - 1.3.2. Member-sponsored private Functions; or
 - 1.3.3. Functions associated with tennis or some other athletic purpose.
- 1.3. The Committee will consider any applications from Members wishing to conduct private Functions which fall outside these guidelines, or which are of a commercial nature.
- 1.4. All private Functions require at least one Member to be nominated as the Responsible Member.

2. Booking Details

- 2.1. Initial Function enquiries should be directed to the Head Professional who can advise on the Club's availability for the date requested.
- 2.2. A completed Private Function Booking Application should be directed to the Club's Administration Office and will be forwarded to the Committee for approval.
- 2.3. The Club should be notified of any special beverage requests no less than two (2) weeks prior to the Function.
- 2.4. Final numbers for the Function, together with a list of Guests' names are required two (2) clear business days prior to the Function in accordance with licensing laws.

3. Club Requirements

The following applies to all Functions held at RMTC:

- 3.1. All Members and their Guests must comply with the relevant provisions of the Liquor Control Reform Act 1998. A copy of the Act is available from the Pro Shop.
- 3.2. A list (preferably typed), signed by the Responsible Member, of the names and full addresses of all guests must be supplied, prior to the Function commencing for inclusion in the Visitors' Book.
- 3.3. All Guests must comply with the Club's standard of dress at all times.
- 3.4. Any guests who are under the age of 18 attending the Club must be in the company of a parent or legal guardian.
- 3.5. Smoking is not permitted inside the Club at any time, but is permitted outside in the garden areas.
- 3.6. The Club reserves the right to exclude any person from a Function being held on the Club premises, or to stop serving liquor, in its absolute discretion.

3.7. All liquor must be purchased through the Club.

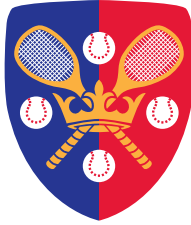
- 3.8. The Club will do a stocktake of drinks and foodstuffs before and after the Function, and the difference will be charged to the Responsible Member.
- 3.9. Any catering for the Function arranged by the Member shall be undertaken strictly in accordance with requirements of the Food Act 1984 (a copy of the Act is available from the Pro Shop). The Member and his or her caterer shall indemnify the Club from any breaches of the Act or any damage suffered by the Club arising from any act or omission of the caterers.
- 3.10. The Responsible Member is at all time responsible for the behaviour of their Guests.
- 3.11. All Functions must finish no later than 11.30pm, with all Guests clear of the Club no later than midnight.
- 3.12. No Function will be allowed on the tennis or squash courts, and no Club facilities are to be interfered with or altered without the express permission of the Committee.
- 3.13. All cleaning up must be completed immediately following the conclusion of a Function.
- 3.14. The Club will arrange for cleaners following all Functions, the cost of which may be charged to the Responsible Member.
- 3.15. The Club will remain open to all Members at all times except where the Committee expressly sets aside the whole or any part of the Club's premises for the Private Function.
- 3.16. All external caterers or contractor must provide appropriate evidence of public liability and workers compensation insurance, complete an RMTC OHS induction, and be approved by the Committee before commencing work or duties at the Club.
- 3.17. All external waiting or bar staff must complete an RMTC OHS induction before commencing duties at the Club.

4. Charges

- 4.1. All Club beverages and food will be charged to the Responsible Member at Club rates.
- 4.2. Generally a room hire fee of \$10 per Guest will be charged to the Responsible Member unless an alternative hire fee is arranged in writing with the Committee.
- 4.3. Laundry and cleaning costs may be charged to the Responsible Member at the discretion of the Committee.
- 4.4. The Responsible Member will be responsible for any out-of-pocket expenses incurred by the Club in the event that a Function is cancelled.

5. Parking

Permits for Guests' parking in Strode Place are available from the Pro Shop.



RMTC

Private Function Guest List

Purpose/Name of Function::

Date and time of Function:

Responsible Member's name:

Responsible Member's signature:

Guests attending Private Function at RMTC:

	Name	Full address
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