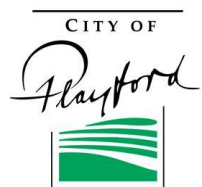


FUNCTIONS FACT SHEET



TERMS & CONDITIONS

BY PAYING YOUR HIRE FEE YOU ARE ACCEPTING THE FOLLOWING TERMS AND CONDITIONS

CONFIRMATION & HIRE FEE

Must be received within 5 days of your original tentative booking. A function will be deemed to be confirmed only when a complete room 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 your enquiry date, the room hire fee is required within 24 hours of tentative booking.

MENU SELECTION & FINAL NUMBERS

Must be confirmed for any functions requiring catering. All menu selections must be made 7 days prior to your function. Final numbers must be confirmed 7 days prior to your function. The final number confirmed will represent the minimum numbers for which you will be charged. There is no kitchen access by public.

PRICING

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

CATERING PAYMENT

Full payment for all charges must be received no later than 3 days before your function. Bar tabs and any additional charges must be paid upon conclusion of your function. Personal cheques will not be accepted.

CANCELLATIONS

All cancellations must be confirmed in writing/email to the centre. Any cancellation prior to 28 days to the date of the event will be refunded in full. After this time, a refund will be given only if the room/space is re-sold.

INSURANCE

The Centre does not take any responsibility for damage to or loss of items before, during or after your function.

CLIENT RESPONSIBILITY

Organisers of a function are financially responsible for any damage/breakage sustained by organisers, organiser's guests, invitees or any other persons attending or involved in the function.

RESPONSIBLE SERVICE & BEHAVIOUR

The Centre practices responsible service of alcohol. Any person deemed to be intoxicated may be refused the service of alcohol. It is understood the organiser will take all reasonable steps to conduct the function in an orderly manner and control the behaviour of their guests. The centre staff have the right to exclude or eject any person that is deemed objectionable or behaving in any way that is unacceptable or affecting other patrons. **Please note service of alcohol will cease at 11pm.**

DECORATIONS & CLEANING

General cleaning of the room is included in the cost of your function. If however, cleaning requirements are deemed to be excessive, or any specialised cleaning is required, additional charges will be incurred. You are welcome to use decorations for your function, however nothing can be screwed, nailed or adhered to any wall or surface that may be damaged by such actions. Confetti (or items similar) or table scatters cannot be used.

ADD-ON OPTIONS

Add-on options must be requested at time of booking or no more later than 7 days prior to scheduled function taking place. Add-on options cannot be changed/cancelled 7 days prior to event taking place.

CORKAGE FEE

There will be a cost incurred if you are looking to BYO alcohol (see below). Alternatively, we can organize liquor at a discounted rate.

- \$10 per wine bottle (750mL)
- \$3 per beer bottle (330mL)
- \$4 per pre-mix spirit (330mL)

AFTER HOURS FEES

If you are looking at booking your next event outside of our regular operating hours, an additional cost of \$40/hour will be incurred.

WHAT MAKES US DIFFERENT?

WE CATER TO YOUR NEEDS

Every event is unique and special and yours is no different. At The Playford City Tennis Centre, we understand that no matter what the style or size of your function, you want quality food & beverage, attentive and friendly service and your guests to leave feeling satisfied and cared for.

When you hold your next corporate function with us, we pride ourselves on being professionals, looking after professionals. With everything you need in terms of A/V and food & beverage, along with spaces to cater for all styles of conferences and events, **we have your business needs covered.**

OUR SPACE

The main function room is ideal for those large cocktail parties, seminar groups, parties or anything in between. It offers great space, accessibility and affordability. The meeting room is a private room that offers a quiet space for those important meetings.

OUR FACILITIES

We are located an easy 30min drive from Adelaide City and are in the heart of Adelaide and South Australia's newest sporting precincts. With over 70 car parking spaces, large toilet facilities, showers, change rooms, bar, kitchen and tennis courts, we are the perfect location for your next event.

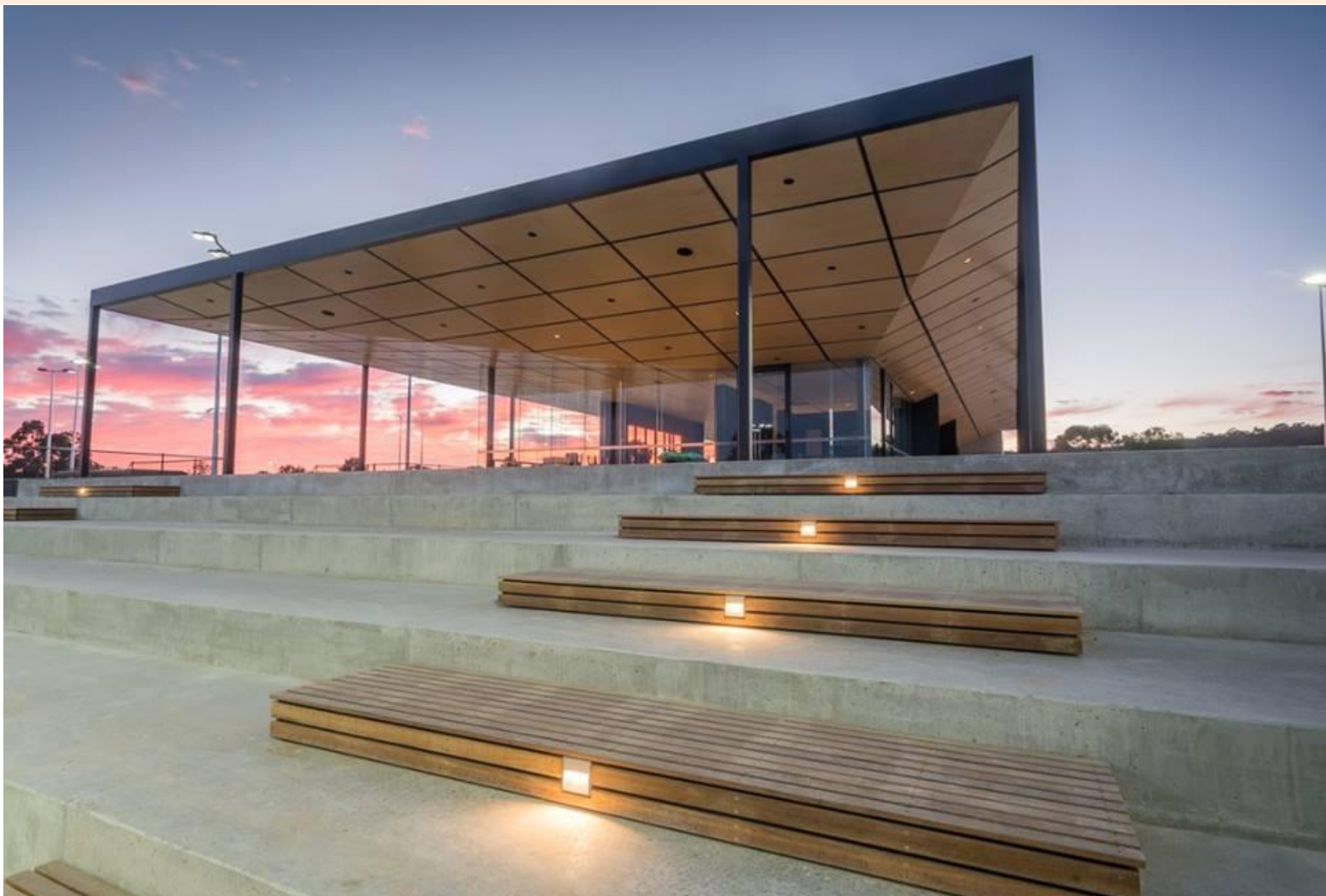
EQUIPMENT

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

- Flat screen TV's with laptop connectivity
- Free WiFi
- Use of in-house laptop
- Stationary
- Whiteboard (if avail)

ADD-ONS

- Coaching for any function event is available. Please enquire if you wish to add coaching to your event.
- Court hire rates will be charged at a flat **\$10 per hour per court** for any event (daytime only)
- Organised competitions can be set-up for your event. Please enquire if you wish to add competitions to your next event.



OUR ROOMS & CAPACITIES

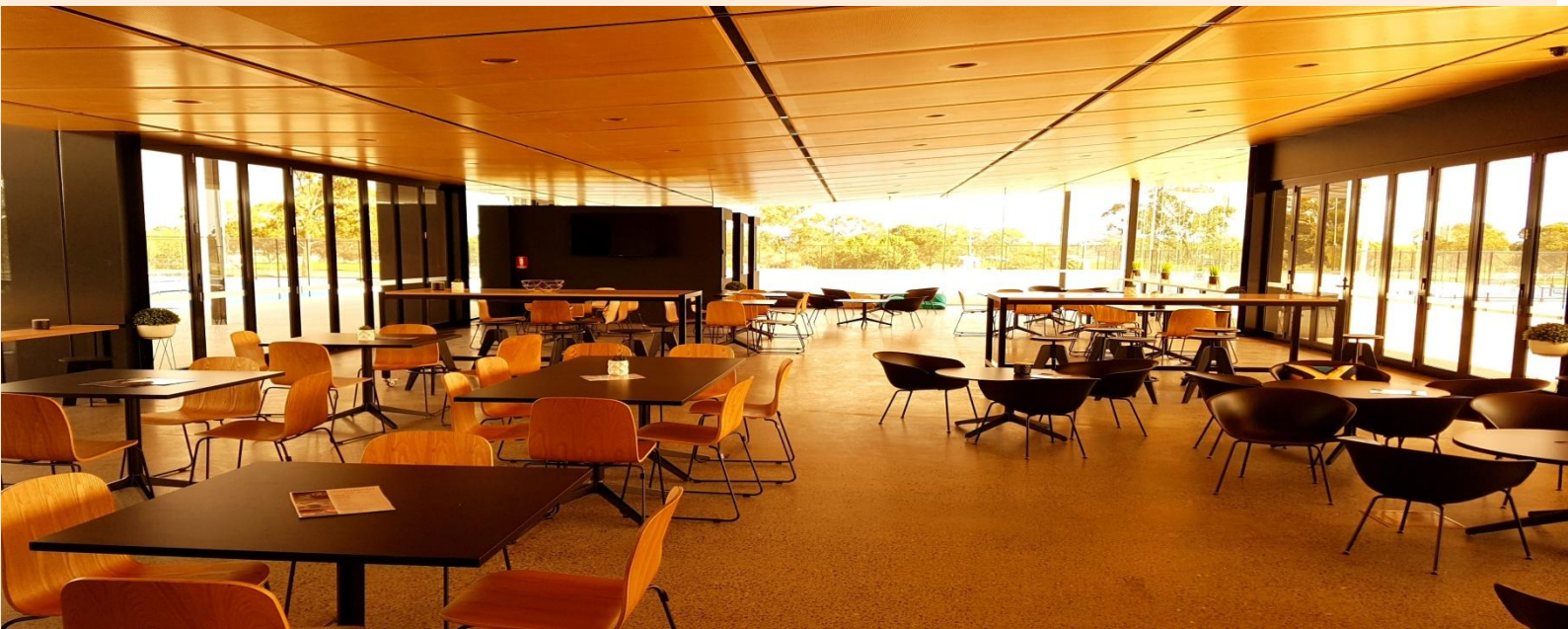
THE FUNCTION ROOM

Our largest space that can be used as one or even split into smaller areas to cater for a mixture of different events. It's natural lighting and glassed space gives the space a fresh and modern look. **90 cocktail or 60 seated**

\$240 per 4 hours

OR

\$65 per hour



THE MEETING ROOM

An intimate space to suit those private meetings, boardroom discussions and small training sessions. **12-15 seated**

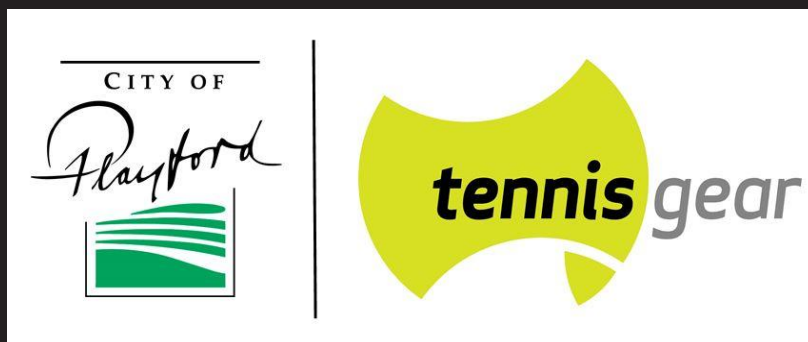
\$75 per 4 hours

OR

\$30 per hour



4



TO BOOK YOUR NEXT EVENT PLEASE CONTACT

playford@tennisgear.com.au
(08) 8252 1900