

City Community Tennis Prince Alfred Park Tennis Courts

Coronation Centre Community Room Hire Booking Request and Agreement Form - 2 pages

First and Last Name	
Email	
Mobile Phone	
Have you booked with us before?	
Are you an • Individual or family • Community (NFP) or School • Commercial booking • Artist/Artistic Group • Other	Write your booking category and include name of organisation if a group, company or NFP and NFP evidence if applicable as a separate document
Number people expected	

Booking Request Details

Day(s) and Date(s) Requested	
Time In (include set up time)	
Time Out (include packing away)	
Will you be serving food/drinks? (include description)	
Event type (please specify for eg) • children's party (specify ages) • adult party • meeting/workshop/class • other	
Additional information	Please attach any additional pages or documentation if necessary

Agreement

I have read and agreed to the full [Terms and Conditions of Community Room Hire](#) for the FY2027 and the City Community Tennis [Standard Terms of Service](#) for the FY2027.

For any cancellation request, I understand that if I do not give a minimum 48 hours written notice I will not receive a full refund.

I understand this booking request is not confirmed until full payment is received and that bookings may be cancelled and monies refunded by City Community Tennis at its discretion.

Name (Please print or type clearly)

Organisation (If applicable)

Signature

Date

Please email your completed form to info@citycommunitytennis.com.au.

Upon receipt, you will receive an email back from the City Community Tennis who will set up your account in our booking system. You will also receive a Tax Invoice emailed to you from our tennis centre booking system which must be paid in advance with a credit card via the secure payment portal on our website, over the phone or in person at the Coronation Centre in order to confirm your request.

Any questions please feel free to reach out via the email above or you can also give our friendly staff at the front desk a call on 0433 899 644 during business hours.