

Prince Alfred Park Tennis Courts and Coronation Centre Community Room Fees, Information, Terms and Conditions of Hire

Room Hire Rates Per Hour	(minimum 2 hour booking)
Commercial/Organisational Rate	\$55.90
Community Rate Organisations)	\$30.20 (Only for Registered Not-for-profit
Individual Artist	\$16 weekdays \$19 evenings after 5pm/weekends/holidays
Group of Artists/Creative Practitioners	\$21 weekdays \$23 evenings after 5 pm/weekends/holidays
Mandatory Party booking cleaning fee	\$50 (and catered events)
Hire fees are set by City of Sydney Council annually in the City's Revenue Policy	

Room Hire Availability

Weekdays between 9am - 5pm, Weekends between 9am - 4 pm

Additional fees apply for early hour/after hour access or public holiday booking requests

Location and Access - Pedestrian and Bicycle Access Only - No Vehicle Driving or Parking



Google Maps Plus Code Digital Address: 4663+RH Surry Hills, New South Wales

Click here to view directions in Google Maps

<https://maps.app.goo.gl/z6Jen8qCXGQFFJwR6>



Room features and amenities

- Dimensions 12m x 13m
- Capacity (25 people seated)
- 3 rectangular plastic folding tables, 18 chairs plus fixed window bench seating
- Wheelchair accessible ramp to building
- 3 toilets (1 accessible, shared with tennis court users)
- 2 showers/change rooms (shared with tennis court users)
- 2 bins provided for rubbish and recycling 75L each (additional bins charged at \$10/bin)
- No WIFI
- No catering kitchen (the room does not have a sink, refrigerator, stove or microwave)
- No cooking permitted inside the room (BBQs are located near the pool & across the oval)
- No coming of age parties
- No bouncy castles or marques permitted on site
- No food trucks permitted on site
- No alcohol use or sale of alcohol permitted
- Pre-payment required and non-refundable (if written cancellation request 48 hours in advance you may receive a full refund or credit to your account to be used for a future booking)

How to Book the Room

Fill out, sign and return the separate **Community Room Booking Request and Agreement** and email it to: info@citycommunitytennis.com.au ensuring you also attach any additional information/documentation and one of our team will reply back to you to confirm your request.

Bookings are not confirmed until payment is received in advance. Bookings must be made on the hour or ½ hour and must include set up and packing away time so immediate access to the room can be provided to the next hirer.

Commercial hirers or those running a class or workshop must also attach copies of Insurance Certificate of Currency for Public Liability and Professional Indemnity, Teacher Certification, First Aid & CPR Certificate. Those teaching children or young people under 18 must have a WWCC.

Does not include use of the tennis courts (refer [tennis court hire fees](#) and terms of service. Hirers requesting the community rate or any other discounts must provide documentation to prove justification for the hire fee discount requested. **Room Hire**

Full Terms and Conditions

The Prince Alfred Park Coronation Centre Community Room is managed by City Community Tennis (CCT) for the City of Sydney (City). You must read and agree to these Conditions of Hire to ensure your booking is safe, runs smoothly and complies with all City policies and regulations. For any questions please reach out to us via email: info@citycommunitytennis.com.au, phone or SMS on +61 433 899 644.

1. Booking Confirmation

Once your request is reviewed a staff member will contact you to approve your request which may be subject to change. We will give you advance notice of any

proposed changes to booking dates/times. You must pre-pay for room hire at least 5 business days in advance of your booking date and submit your signed Agreement and any additional documentation including insurance if applicable in order for us to accept and confirm your request. Additional fees and charges may apply. The booking may be cancelled if payment and documents are not received.

2. Priority Access

We retain the right to cancel bookings at any time if the room is required for the purpose of City Community Tennis or due to unforeseen circumstances. We will endeavour to provide you with reasonable notice and will refund any monies paid but we are not liable for any loss or damage suffered as a result of such cancellation.

3. Fees and Payment

Fees for Community room hire are reviewed and set by the City at the beginning of each financial year. Fees payable reflect the rate applicable at the time of the relevant booking period. Non-commercial rates include reduced rates for self-help groups, not-for-profit organisations and artists. The Hirer must pay all Fees by at least five business days prior to the start date of the Booking according to the Tax Invoice issued. If payment is not received CCT will cancel the tentative Booking. The Hirer must leave the room in the same condition as found and deposit all rubbish in the bins provided or additional cleaning and/or damage fees may be charged.

The Hirer must pay all fees online with a credit card via the CCT secure payment portal by following the instructions received in your Tax Invoice and logging into your account. Alternatively you can pay over the phone or in person at the Prince Alfred Park Tennis Courts using EFTPOS. Any changes to a Booking made by the Hirer may incur additional Fees such as:

- (i) the Hirer is late in vacating the Venue and exceeds the booking time period;
- (ii) the Venue is accessed outside of the Booking Period in the Agreement;
- (iii) the Hirer damages spaces within the Venue;
- (iv) the Hirer requests exclusive use of toilets or change rooms

Charges will be calculated at an hourly Hire Fee rate for each hour (or part of an hour) as applicable and will be invoiced to the Hirer and will be payable upon receipt of invoice. Where such changes occur less than five Business Days prior to the Start Date of the Booking Period the Hirer must pay any additional Fees as soon as possible but, in any event, prior to the Booking date. Unless otherwise stated, GST is included in amounts payable and is to be paid by the Hirer at the same time as paying the Hire Fee. Costs plus GST will be taken into account in calculating any refund due to the Hirer. CCT reserves the right to charge the Hirer interest, at a rate of 10 per cent per annum, on fees outstanding for any period in excess of 30 days of the due date.

4. Cancellations

The Hirer must advise CCT in writing of any cancellation and if it is more than 5 Business Days prior to the Booking all Fees may be fully refunded. If the cancellation is less than 5 Business Days of the Booking, the Hirer is liable for the full Hire Fee.

5. Public Liability Insurance

Commercial hirers, teachers, sports trainers, yoga instructors or anyone hiring the room to run classes or workshops must obtain and forward to CCT a current Certificate of Currency for Public Liability policy to cover the booking in the minimum amount of \$10,000,000 for any individual claim which may be made. If requested by CCT or the City the policy must have a principal and cross liability clause that also

notes the interest of the City. The policy must be issued by an insurer acceptable to CCT. CCT reserves the right to cancel a booking if the Hirer fails to comply. Individuals, community groups and organisations may be eligible to apply to our insurer for coverage for specific events/purposes. Contact howdengroup.com/au-en/tennis-australia, email tennis.aus@howdengroup.com or phone 1300 219 461 for more information.

6. Access and Security

- (a) Access to the room is strictly limited to the Booking Period and designated areas for entry and exit. CCT reserves the right to apply charges for costs incurred by any security call-outs or other fees incurred for any breaches of these Terms and Conditions.
- (b) In the case of certain larger event bookings, a single pre-event site inspection can be arranged with the CCT Facility Manager during business hours by appointment and will incur an additional Site Inspection Fee.
- (c) CCT reserves the right to control means of entry and exit to the room including the timing of opening and closing the doors and admission of the public (including the right to refuse admission to any person or persons) during the booking.
- (d) The Hirer, or the Hirer's representative, must be in attendance during the Booking.
- (e) The Hirer, or representative, must inform our staff when the Venue has been vacated.
- (f) CCT staff may inspect the room or any part of it at any time. The Hirer must not obstruct CCT or any emergency services personnel from entering the room and must not block any emergency exits with furniture.
- (g) Lost property – the Hirer or the Hirer's Employees must not enter the room after the Booking Period to collect any items left behind or "lost" property. Any property found in the room will be put into our Lost and Found and retained for a period of up to 4 weeks or until claimed by the owner upon satisfactory proof of ownership. Any items remaining after a period of 4 weeks will be disposed of, or, if items of value, turned into the Police.

7. Uses of the Room

- (a) Not permitted - the Hirer may use the room during the Booking Period as per the Agreement and for no other purpose without the express prior written consent of the centre management. The Hirer is only permitted use of the exact area described in the Booking Confirmation. Hirers must allow for set-up, pack up and cleaning within the Booking Period. The Hirer must ensure its use of the Venue complies with the capacity limits and is responsible at its cost for setting up and removing all equipment brought into the room. The Hirer must not be (and must ensure the Hirer's Employees are not) under the influence of non-prescription drugs or alcohol during the Booking Period, and must ensure the Hirer and the Hirer's Employees do not consume alcohol or take non-prescription drugs during the booking. The Hirer must not use the centre in an immoral or offensive manner, or permit anything during the booking which, in the opinion of centre management, constitutes a nuisance, disturbance, or may cause damage to, the centre or any other users or neighbours. The room is not available for dance parties or coming of age celebrations under any circumstances.
- (b) Use of equipment – the Hirer must seek centre management's prior written approval to use any of CCT's equipment or to bring in any equipment. Where approval is provided, the Hirer must observe and comply with all safety instructions.
- (c) Facilities, equipment and services supplied by third parties – The Hirer must seek CCT's prior written approval for where any additional facilities, equipment and services are to be provided by third party suppliers for the Booking. The Hirer must let centre management know when making a booking what facilities, equipment and services they wish to use during the time of their booking, and seek advice before confirming

arrangements with the third party suppliers. Any additional conditions (and Fees) that may apply will be set out in a separate Agreement.

(d) Inflatable devices (such as jumpy castles) are not permitted

(e) Additions or alterations – The Hirer will not make any addition or alterations to the structure, facilities, goods, equipment or decoration of the room unless approved by centre management in writing.

(f) Nails, screws, durex tape or any adhesive fastenings to walls/windows/floors/ceiling must not be driven into or attached in any way to walls, floors, furniture or fittings. Only A-frames and temporary non-sticking/marking removal tape to be used for signage

(g) Return room furniture and fittings to their original location after hire.

(h) The Hirer is responsible for the whole area of the room as described and specified in the Booking Confirmation. The Hirer is liable for any damage to the room, its facilities and furnishings and equipment during each Booking Period. This includes the behaviour of all people (invited or not) accessing the Venue during each Booking Period.

(i) Children must be supervised at all times.

(j) No animals (except assistance animals) permitted in the room or surrounding grounds.

(k) The Hirer must seek approval from centre management for any ticketing associated with the Booking, proposed floor plan for ticketing purposes, or tickets of admission.

(l) The Hirer must not sell food, drinks or merchandise at the Venue without the prior written consent of the City's centre management. Alcohol sale and use is not permitted.

(m) The Hirer must not store any equipment or other items at the Venue without the prior written consent of centre management. CCT has no liability for any loss of, or damage to, any equipment or other items left at the Venue by the Hirer.

(n) The Hirer must not interfere with the use or enjoyment of other occupants or users of the centre.

(o) Presentation standards – CCT retains the right to request the Hirer to remove any material which is considered detrimental to its Venue presentation standards.

(p) The Hirer must reimburse CCT as a debt due and payable for all costs incurred by CCT as a result of the Hirer not doing something under the Agreement.

8. Cleaning

The Hirer must leave all areas of the room and outside steps in a clean, safe and tidy condition, removing all personal property, all decorations and refuse of any kind, disposing of refuse in the rubbish bins provided, removing any excess waste, wiping down all tables and benches and sweeping floors if required to return the room to a clean condition. \$50 cleaning fees apply to all bookings unless prior approval from CCT for waiver of this fee has been granted. The Hirer will accept responsibility for and pay for any additional cleaning and rubbish removal fees as deemed necessary by CCT.

9. Noise Controls

(a) Hirers are reminded that the building is shared by tennis centre staff and players and consideration should be taken to keep room noise to a minimum.

(b) The Hirer must not use the room in a noisy manner and any music or sound must not cause annoyance to the adjacent tennis centre office or courts. Any breach of noise regulations may result in CCT taking action under the Protection of the Environment Operations Act 1997 (NSW).

(c) The Hirer must immediately comply with any request from centre staff or nominated representatives to reduce sound levels when asked.

(d) The Hirer will be advised of additional conditions relating to noise at the time of making the Booking and must adhere to these requirements during each Booking Period.

10. Smoking

Smoking is not permitted inside or outside any area of the Coronation Centre building or surrounding tennis courts consistent with the Smoke-free Environment Act 2000 (NSW).

11. Security Personnel

CCT reserves the right to request that the Hirer provides security personnel for the Booking based on a risk assessment carried out by centre management. The Hirer will be advised in writing if security is deemed necessary. The engagement of security personnel is at the Hirer's expense and will be arranged by CCT or confirmed in writing with a copy of the security company's insurance. In addition the Hirer may be required to contact NSW Police and fill out a [party registration form](#). The Hirer must remain after the completion of the function whilst patrons vacate the premises.

12. Copyright

The Hirer must observe the provisions of the Copyright Act 1968 (Cth) and will indemnify CCT and the City and free it of any obligation in respect of this Act for any actions of the Hirer under the Agreement. The Hirer must obtain its own licence to play music during its Booking and provide evidence of this on request if the Hirer is conducting a dance or fitness class or if the Hirer charges an entry fee to persons of more than \$40, or if the Hirer charges an entry fee to persons of \$40 or less and spends more than \$4,000 in fees and expenses on performers participating in the performance of music (including DJs and dancers), or if the Hirer spends more than \$50,000 in fees and expenses on performers participating in the performance of music (including DJs and dancers).

13. Indemnity

The Hirer will indemnify and keep CCT and/or the City indemnified for and against all damages, action, suits, claims, costs and demands, which may be made or recovered against CCT or the City by any person whatsoever in respect of any loss, injury (including death) or damage sustained whilst in or at the Venue except to the extent that such loss, injury or damage is caused by the negligence of CCT, the City, its servants and agents.

14. Film / Photography or Use of Electronic and Multi Media

The Hirer must inform CCT of any intention to use the room for the purpose of a film or photography shoot or to use projection equipment, to photograph, broadcast, televise or record any activity within the building or the tennis courts or surrounding parkland areas. In such cases, the Hirer [may be required to apply for a City of Sydney film permit](#) or to complete a City of Sydney Location Agreement before the booking will be confirmed. The Hirer must pay all costs resulting from such activities as determined by the City and must include in any television, video, film, broadcast or sound recording such material and information as may be required by the City.

15. Catering

No cooking or food storage is permitted in the room or outside adjacent areas. The Hirer is permitted to self-cater or hire their own caterers for events however there is no catering kitchen, stove, microwave, sink or refrigerator. There is no driving permitted to

the building or parking on site so we recommend keeping food and drink catering very simple. The Hirer must provide a copy of a current Certificate of Currency if the Hirer uses a caterer and must ensure any third party caterer is registered and follows NSW Health and NSW Food Authority requirements. Alcohol is not permitted to be served or sold. For the safety and health of people attending the Booking the Hirer must be aware of and comply with all health guidelines for safe preparation, handling and serving of food at functions as outlined by the City of Sydney Council.

16. Sustainable Procurement

Hirers are encouraged to reduce waste by avoiding the use of single-use items, engage local suppliers who sell sustainably harvested or Fairtrade certified products, use food rescue organisations such as OzHarvest or SecondBite to collect leftover food and to take home any leftover food scraps for composting.

17. Advertising

The Hirer must not place advertisements of any description or kind on any section or part of the Venue or the grounds, unless authorised by CCT. The Hirer must not use any logo, sign, mark or badge of CCT or the City for the purposes of advertising, marketing or merchandising without the prior written consent of CCT.

18. Safety and Emergency Procedure

The Hirer must observe the centre's emergency evacuation procedures, which are clearly displayed inside the centre and must comply with centre staff directions in the case of emergency. The hirer should bring their own first aid kit but the building is also equipped with emergency first aid kits and auto defibrillation devices. All centre staff are trained first aid officers. The Hirer must keep all exits clear and open for exit or entry without hindrance at all times. Blocking a fire exit is unlawful. The Hirer must immediately notify centre staff of all accidents, incidents and emergencies, who will assess the need to call 000 for emergency services. The Hirer must not bring or permit any smoke machine, flame, candle, explosive, fuel, ammunition, pyrotechnic, firearm or flammable liquid or substance, or any dangerous weapon to be brought into, or used in the centre. In all cases, the centre management will consult with City's Security, Properties and Facilities management teams before informing the Hirer if the use of smoke or other dangerous goods is permitted for the Booking.

In the event of any emergency contact the police on 131 444, Triple Zero (000) or by dialing 112 from a mobile phone. Please inform the CCT duty manager on site in person or phone: 0433 899 644 and/or or contact the City of Sydney emergency number which is 02 9265 9333. The correct address for any emergency is Prince Alfred Park Tennis Courts, Court 1, Coronation Centre, Prince Alfred Park, Corner of Cleveland and Chalmers Streets, Surry Hills NSW 2010. Google Maps Plus Code Digital Address: 4663+RH Surry Hills, New South Wales.

19. Child Safety

The Hirer must comply with obligations under the Child Safety Laws where applicable. Any services, activities or other operations being conducted or delivered by the Hirer or its employees or volunteers at the Venue are delivered independently and not on behalf of, or as agents for CCT or the City. The Hirer is solely responsible for determining its obligations under Child Safety Law with respect to the Venue, the Permitted Use, its Booking and any associated services, activities or other operations and in this regard the Hirer must: (i) contact NSW Police on '000' if a child is in immediate danger of abuse or harm as described in Child Safety Law; (ii) contact the

NSW Child Protection Helpline on '132 111' to report a child at risk of significant harm, where required under Child Safety Law; (iii) notify CCT and/or the City of any child safety incident occurring at the Venue or the centre and cooperate with CCT and/or the City for any complaints and investigations relating to such incident; and (iv) promptly advise CCT and/or the City if any circumstances change which might prevent or limit the Hirer from undertaking child-related work or complying with Child Safety Law; (v) provide evidence to CCT and/or the City of compliance with this clause if requested.

20. No Parking and Driving

There is strictly no parking on site for the hirer, guests or suppliers. Please advise guests or caterers that parking restrictions apply in the surrounding streets and encourage the use of public transport to the Park. The Hirer is not permitted to drive into the park or to park any vehicle on driveways or footpaths near or around the building. You may ask to borrow our hand trolley to walk any heavy items to the community room via the pedestrian pathways.

21. Regulations

(a) The Hirer must comply with all legal requirements relating to the Permitted Use at the Venue, including obtaining any necessary approvals, working with children checks or licences required in relation to the Permitted Use. The Hirer must immediately report any incidents at the Venue during a Booking Period where reporting obligations to a government authority are required in relation to such approvals, checks or licences. (b) The Hirer warrants that it holds the appropriate qualifications, certification and accreditation as is legally required to conduct the Permitted Use at the Venue. (c) The Hirer's Employees must comply with the provisions of the Agreement, and the Hirer agrees to accept responsibility for any failure on the part of the Hirer's agents, employees, contractors, guests and invitees to observe and comply with these provisions. (d) The Hirer and its employees or volunteers must comply with the [City's Work Health and Safety Policy](#) while at the venue.

22. Conditions of Agreement

(a) Prohibition of assignment – The Hirer must not transfer, assign, sub-let or sub-hire its rights under the Agreement. To do so will render the Booking cancelled and full cancellation Fees will apply. (b) Serving of notices – Any notice required by a party under the Agreement may be sent to the email address set out on the Booking Confirmation (or other email address notified during the Term). A notice sent by email is deemed to be given at the date and time the sender's email server confirms the successful delivery of the email to the other party (and the sender must retain evidence of that successful delivery to the other party). (c) Dispute – Any dispute arising between the Hirer and CCT will first be referred to the representative noted on the Booking Confirmation. If the dispute is not resolved the matter will be referred to the centre's senior management whose decision on the matter will be final and conclusive. (d) The Hirer, if a person, must be 18 years or older. (e) Variation of Agreement - The Agreement may only be varied by the parties by agreement in writing. (f) GIPA Act – the Hirer acknowledges that details of the Agreement may be required to be disclosed under the Government Information (Public Access) Act 2009 (NSW) and the Hirer agrees to provide any necessary information where required. (g) General (i) The Agreement will be governed by and construed in accordance with the laws of New South Wales. (ii) The Agreement constitutes the entire agreement between the parties in respect of the subject matter and supersedes all prior agreements or representations. (iii) The Agreement may be executed in any number of

counterparts all of which taken together constitute one instrument. (iv) No term of the Agreement is to be construed, or to operate, so as to fetter, restrict or otherwise interfere with the exercise of CCT's authority as managers of the Coronation Centre community room. (v) Nothing in the Agreement is to be construed or deemed to construe a partnership or employment relationship between CCT and the Hirer.

23. Privacy

CCT collects personal information from the Hirer in accordance with our Privacy Policy such as name, email, phone number in order to complete the booking request and to generate a tax invoice. We do not store credit card details or other financial data. Any personal information about the Hirer collected and stored in relation to the Booking is used to enable the parties to enter into this Agreement but may also be used for demographical and statistical analysis, future promotional marketing and publicity purposes and is not sold to 3rd parties. The Hirer should direct any request to access, update or correct any of its personal information to the attention of our Member Protection Officer by emailing info@citycommunitytennis.com.au.

24. Additional Terms and Conditions including Filming and Photography Permits

These Terms and Conditions of Hire apply in addition to the standard [Terms of Service](#) of City Community Tennis. If you are hiring the Prince Alfred Park Tennis Courts and/or Community Room for a photo or film shoot you must [apply to the City of Sydney Council for a Film Permit](#) and supply us with a copy of your permit and Insurance Certificate of Currency for Public Liability or any waiver for such permit via copy of the email received from the City.

25. Tennis Centre Pro-Shop Drink Purchases and Ice

A small selection of drinks is available for pre-purchase in our tennis pro-shop such as water, Coke, sports drinks. Please email us if you would like a quote on a bulk order for your booking. We can organise to have this inside the room to save you having to carry drinks into the park. Ice can be picked up at the GoGas petrol station 66-70 Regent Street, Chippendale 2008. We have 2 small eskies on site that can be borrowed.

26. Events involving additional use of Open Spaces in Prince Alfred Park

If you are planning to also use other areas of Prince Alfred Park as part of your booking you may have to submit a separate Event Application to the City of Sydney. [Click on this link for more information](#) on the City's permits and licenses for outdoor events including photography & filming permits.

27. Room hire involving hire of the tennis courts

Additional fees and terms of hire apply - click on the [tennis court booking page](#) for more information. No additional equipment/furniture can be brought onto the tennis courts without prior permission. High heels and other objects which can damage the court surfaces are prohibited. Staff will advise you of any protective equipment needed eg. rubber mats.