



Tennis Court Booking Rules & Procedures

1. General

- 1.1 The 4 tennis courts adjacent to Llantonion Hall, Llantwit Major are managed and maintained by Llantwit Major Tennis Club.
- 1.2 The tennis club's management committee shall manage the court booking schedule following the rules & procedures agreed with Llantwit Major Town Council.
- 1.3 The tennis club's management committee shall have priority to book the tennis courts over all other users for tennis club events, coaching, matches and for bookings other than the playing of tennis.
- 1.4 The tennis courts shall be kept locked at all times when not in use. It is the responsibility of the last user of the courts to lock the courts following the procedures displayed on the gate.
- 1.5 Tennis courts can be booked for the sole purpose of tennis playing only. Hire/use of the tennis courts for other activities, including but not limited to other sports, coaching (including tennis coaching), fitness classes, non-sports events, festivals, etc must be booked directly through the tennis club's management committee.
- 1.6 The tennis club's management committee reserve the right to refuse, cancel or amend any booking as they see fit. Where a booking has been cancelled by the management committee and a fee paid the booker shall be given the chance to re-book at an alternative date/time or offered a refund.
- 1.7 All 4 tennis courts shall be available to be booked and used for tennis playing purposes by any member of the public (member or non-member of Llantwit Major Tennis Club).
- 1.8 Members of the public shall have equal booking privileges regardless of membership to the club. However, membership to the tennis club shall entitle those persons to receive a discount on the court booking fees and special access to club events and competitions.
- 1.9 Booking fees for members and non-members shall be determined by the tennis club's management committee and published accordingly.
- 1.10 Anybody entering the tennis club's grounds to spectate or use the facilities must abide by the [Rules of the Tennis Club](#). The tennis club's management facility reserves the right to expel any person from the club grounds who fails to follow the rules of the club.

2. Club Bookings

- 2.1 The tennis club shall be allowed to book out up to 3 tennis courts for any period of time for closed 'member only' events (such as team matches, internal competitions, etc).

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- 2.2 The tennis club must obtain written permission from Llantwit Major Town Council in order to book out all 4 tennis courts for a period of time for closed or 'member only' events such as but not limited to the tennis club championships or for sanctioned competitions.
- 2.3 The club shall be allowed to book out all 4 tennis courts for occasional and regular social tennis sessions and 'open' tennis events. These events shall be open to all members of the public, however, participation in some of these open events may incur a fee. These fees will be set by the tennis club's management committee and published accordingly.

3. Casual Bookings

- 3.1 Any member of the public can book a tennis court for the sole use of playing tennis.
- 3.2 Membership to the club does not entitle a player to have any special booking privileges over a non-member of the club. Membership to the tennis club for court booking purposes only acts as a "pre-payment" for court hire. Significant savings can therefore be made over the standard court booking fees by joining the tennis club (as well as receiving other benefits) if a player plans to play tennis on a regular basis.
- 3.3 All tennis court hire fees must be paid for in advance. Upon payment the player will receive a booking confirmation and access code – *See How to Book (below)*.
- 3.4 In order to receive the "membership" discount on court booking hire fees all users of the court must be a member of the tennis club, otherwise our standard booking fees apply. Failure to do so will result in disciplinary procedures against the member of the club and may result in revoking the player's membership to the club.
- 3.5 All members of the public making a casual booking should bring their own balls and tennis equipment to use.
- 3.6 All users of the tennis courts and the club's facilities must abide by the [rules of the tennis club](#), in particular the club's rules on clothing/footwear, code of conduct, safeguarding and child protection.
- 3.7 A maximum of 4 players can use one tennis court at any time, i.e. a court can be used for individual practice (e.g. serving practice), singles play, or doubles play. If more than 4 people in a group wish to use the tennis courts, then additional courts should be booked.
- 3.8 Bookings can only be made by members of the public aged 13 or over. Players under the age of 13 can still use the courts but must be accompanied by an adult at all times.
- 3.9 Users of the tennis courts should bring their booking confirmation with them as proof of their booking and payment.
- 3.10 At the end of your booking period please exit the courts promptly, quietly and safely. Please remember to take all of your belongings with you. If you are the

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last to leave the tennis club be sure to follow the club's locking up procedure displayed on the gate.

4. How to Book/Access the Courts

- 4.1 Tennis courts can be booked in three different ways; online via the LMTC website, via the Town Hall during office opening hours, or if booking for an activity other than playing Tennis (*see rule 1.5*) by contacting the tennis club's management committee.
- 4.2 Members of the public can book tennis courts up to 14 days in advance and up to 2 bookings per day and up to 2 court hours per booking, i.e. each person (regardless of membership) can book up to 4 hours of court hire every day of the week, up to 14 days in advance.
- 4.3 Online bookings;
 - 4.3.1 Users should navigate their browser to www.llantwittennis.co.uk. From the main menu, select "Court Booking".
 - 4.3.2 Users will be presented with the court booking sheet. From here you can view dates, times and courts available.
 - 4.3.3 To book a court, first select your chosen date and click an empty booking slot on a court at the time you wish to play.
 - 4.3.4 If you are not logged into the club website you will be prompted to log in or register if you are a new user to our website.
 - 4.3.5 Once logged in you will be asked to confirm the length of your booking (max 2 hours per booking) and then click "Book Now". If you are a member of the club your booking will be complete and you will be sent a booking confirmation. If you are not a member then you will be taken to the payment screen.
 - 4.3.6 Please enter your payment details and once payment is complete you will be sent your booking confirmation via email.
 - 4.3.7 Be sure to take your booking confirmation with you so that you can access the courts.
- 4.4 Booking via The Town Hall;
 - 4.4.1 Members of the public can book a court via the Llantwit Major Town Hall by visiting the front office or calling the Town Council's number.
 - 4.4.2 Normal opening times of the Hall is Monday-Friday, 10am-4pm.
 - 4.4.3 Tennis Courts can be booked for any day of the week, up to 14 days in advance and up to 2 court hours per booking. Users can make up to 2 bookings per day.
 - 4.4.4 The officers will need to take a name and contact number for you that will only be used in relation to your booking. Payment will need to be made at the time of the booking.
 - 4.4.5 The officers will give you your booking confirmation. Please take this with you so that you can access the courts.

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- 4.5 Booking the courts for activities other than the playing of tennis;
- 4.5.1 All bookings for the use of the courts other than the playing of tennis (see rule 1.5) must be booked through the club's Tennis Management Committee by emailing info@llantwittennis.co.uk
 - 4.5.2 Bookings of this nature can be made at any time. However, please try and make your booking request as early as possible.
 - 4.5.3 The club's tennis management committee will assess your booking request to accept or reject it.
 - 4.5.4 Once your booking has been accepted you must pay the booking fee before your booking can be confirmed. The management committee will send you payment details.
 - 4.5.5 After payment has been received you will be given your booking confirmation.
- 4.6 Access to the courts;
- 4.6.1 Following completion and payment of all bookings the user will be emailed/given a booking confirmation. This confirmation message will contain a unique code to open the gates to the tennis courts.
 - 4.6.2 Please be sure to take this confirmation with you as proof of your booking.
- 4.7 Cancellations must be made 24 hours before your booking commences. Failure to do so will result in you forfeiting your booking fee. Refunds are only made for standard booking fees paid. Refunds are not given on membership. To cancel your booking please log into the club website, contact the town hall or the tennis club management committee.

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