

NORTH COTTESLOE SLSC

POLICY STATEMENT



POLICY TITLE	Member Social Use of Clubrooms
POLICY NUMBER	
PURPOSE	To provide a clear set of guidelines as to the use of Club facilities
POLICY STATEMENT	The clubrooms are a member's amenity to be used primarily by members and for member event activities.
POLICY RESPONSIBILITY	Chair of Member Services
POLICY REVIEW DATE	26 June 2017

Procedure	<i>The following procedure is current as at <date> and has been approved by the General Manager.</i>
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1.0 Club Rooms – Definition

- 1.0.1 The Clubrooms constitute the area comprised of the Courtyard, Kitchen and Hall

2.0 Casual Use – Members

- 2.0.1 The clubrooms are a member amenity which is available for casual and social use to all financial members of the club
- 2.0.2 Use of this facility is through an application and approval process in some cases as detailed below
- 2.0.3 Casual use does not allow for exclusive use and other members may use the facility for similar purposes at the same time
- 2.0.4 Alcohol is permitted on a BYO basis provided that the nominated member assumes full responsibility for the adhering to the code of conduct and conditions of use (see attached policies) Alcohol may only be consumed by those persons 18 years of age or over.

2.0 Casual Events

- 2.1.1 Small gatherings
 <20 pax
 No application required
 Self-managed
 BYO
 BBQ available
 Outdoors only
 No amplified music
 Example: Family gathering
- 2.1.2 Medium gatherings – Outdoors Only
 20-40 pax
 Application required via form
 Self-managed
 BYO, alcohol can be arranged via club

BBQ available
No amplified music
Example: A gathering with families

2.1.3 Medium gatherings – Indoors or Indoors and Outdoors
20-40 pax
Application required via form
Club run bar
Qualified bar manager required (voluntary or paid if no volunteer available)
Alcohol must be purchased from club bar at club prices
Maximum time bar open = 4 hours (small function liquor licence exemption)
BBQ available
No amplified music
Non-exclusive use of space unless approved by BOM
Example: A small sit-down dinner with bar service for drinks

2.1.4 Larger than 40 to maximum 75 pax – Outdoor and/or Indoor
Application required via form
Club run bar
Club staff paid for by hirer
Hirer responsible for all non-bar arrangements
Alcohol must be purchased from club bar at club prices
Maximum time bar open = 4 hours (small function liquor licence exemption)
BBQ available
No amplified music
Non-exclusive use of space unless approved by BOM
Example: A larger sit-down dinner with bar service for drinks

3.0 Club Events

3.0.1 Club events are gatherings deemed to be club specific and open to all members. Club events may vary in style to include Social Events, Fundraisers, and Presentations.

3.0.2 Any event classified under 2.1.2 or 2.1.3 must be approved by either the GM, House Committee or Chair of Club Services by way of formal application. Successful applications will be subject to a defined set of conditions and may be subject to an audit.

3.0.3 When an event includes the provision of a licensed bar amenity, BYO alcohol will not be permitted.

3.1 Events

3.1.1 Section Fundraisers / social gatherings
ie sundowners, Sunset Sprints.
An application required

(i) Club responsibilities include:
License required to be lodged,

Approved Manager appointed by club – will have a set role description,
RSA Staff appointed by club (can be the Approved Manager),
Note: staff may be section volunteers with an RSA who wish to donate their time,
Cash handling,
Bar secured post event,
Security if number over limits specified by the Committee,
Post event financial reporting on surplus and any fundraising returns for the section being 50% of surplus,
Bar stock order.

- (ii) Section responsibilities include:
Event application to GM or House Committee,
Event Coordinator: ie Section Captain – responsible for all management during event except for AM & RSA staff with whom they'll liaise. The event coordinator doesn't participate in the event must ensure club policy is adhered to,
Advertising & promotion,
Decorations,
Clean up,
Entertainment.

3.1.2 Whole of Club Events:

Cocktail Party,
States,
Xmas Party,
Awards Night,
And any other during the year,
To be coordinated by Chair of Club Services in conjunction with any specific member appointed as Event Manager.

4 Sponsor Activity

4.0 Where a sponsor has a contractual agreement that allows use of the Club Room as part of their sponsorship the sponsor will be afforded both use and exclusivity as negotiated by either the GM or BOM

4.1 Where the consumption of alcohol is required the sponsor will adhere to all statutory and club policies specific to the consumption of alcohol

5 Commercial Use

5.0 In season

- 5.0.1 During the life saving season, the club rooms will be available for mid-week bookings by sponsors and club members provided that:
5.0.2 The clubrooms are not already booked for education, training or any other club activity;
5.0.3 The function is of a corporate nature, i.e. not a private party;
5.0.4 The club member or sponsor booking the event is in attendance for the duration of the event;
5.0.5 A signed function agreement is completed and submitted in advance of the function with payment of the facility and bond;
5.0.6 All beverages are purchased through the bar. No BYO is allowed;
5.0.7 All catering is arranged by external caterers;

5.0.8 The bar is attended by NCSLSC approved staff, and staff are paid by the function organizer not the Club.

5.1 Out of Season

5.1.1 During the period 1 May to 30 September, the club rooms will be available for bookings by sponsors and club members provided that:

5.1.2 The clubrooms are not already booked for education, training or any other club activity;

5.1.3 The function is of a corporate nature, i.e. not a private party;

5.1.4 The club member or sponsor booking the event is in attendance for the duration of the event;

5.1.5 A signed function agreement is completed and submitted in advance of the function with payment of the facility and bond;

5.1.6 All beverages are purchased through the bar. No BYO is allowed;

5.1.7 All catering is arranged by external caterers;

5.1.8 The bar is attended by NCSLSC approved staff, and staff are paid by the function organizer not the Club.

6 Special Events

6.0 From time to time a Club Member may approach the Board of Management with a request that a special event be held at the Club. A special event booking may be granted to a Member of long standing and distinguished service, but only when a significant number of the guests at the event will be Club members.

Conditions of Use

- ✓ On approval, all functions **must** nominate a club member who assumes full responsibility for ensuring that all aspects of the function are run in accordance with club policy, statutory regulation and in keeping with all of the stated goals and desired outcomes of that event.
- ✓ The GM or House Committee may authorise the nominated event organiser to fill the role of Approved Manager provided that they hold the necessary accreditation
- ✓ The event organiser must implement and confirm completion of all special and extraordinary conditions stated on an approved licence application (noise restrictions, security ratio, letter drops etc)
- ✓ The nominated organiser is accountable for any incidents, damages or cost over runs associated with any function.
- ✓ In the event that club licence and stock are used for commercial purposes, the event organiser shall be responsible for confirming both an opening and closing stock take on all beverage items
- ✓ When the bar is utilised, there must be a verifiable use of till transactions inclusive of an X read at the conclusion of an event.
- ✓ The event organiser must comply with the cash handling procedure as agreed with the GM

- ✓ If there is an unbudgeted discrepancy between the cash turnover and stock consumption of any event, then the event organiser will be responsible for defending or reimbursing that discrepancy
- ✓ Event organiser must brief and monitor all security staff throughout the evening
- ✓ The clubrooms must be restored to the standard outlined on the closing checklist
- ✓ The nominated organiser must maintain a blood alcohol reading of less than 0.05 for the duration of any event.
- ✓ A First Aid kit must be readily available at all events.