



Administration Guidelines/Policies

Use of Members Area

Endorsement Date:	28 April 2014
Guideline Topic:	Use of Members Area
Guideline Number:	ADM015
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1. Downstairs area to be available (upon application to the Surf Club) for use by **Active Members, Life Members & Patrolling Award Members** for their own private functions.
2. Application will need to be approved by both Presidents (Surf & Supporters), Club Manager & Club Administrator
3. Functions cannot start before patrol cease times during patrol season i.e. 5pm or 6pm depending on Patrol period. (Functions out of Patrol season can start at earlier agreed times)
4. Earlier set up times can be negotiated with PC of the day if warranted but PC has final say.
5. All Functions must be finished and downstairs cleaned up and locked up by 11pm at the latest. (Welcome to go upstairs).
6. All guests must be issued with a wrist band so staff can identify they are part of the function and do not require to be signed in
7. Normal Liquor Licensing requirements prevail i.e. No intoxicated persons, No underage drinking etc. Staff will police this and they will have the final say.
8. Any Damages or breakages **must be paid for**.
9. A clean up fee of **\$100** will apply to all bookings to cover cleaning toilets etc.
10. No Liquor to be brought onto club premises. Alcohol must be purchased thru the Club Manager at agreed rates. All liquor is to be consumed within the designated area.
11. If supplying own food all rubbish to be removed and all areas left clean and tidy. No rubbish to be left in bins must be deposited in Industrial Bins outside.
12. **BOOKING OF FUNCTION:** Area is only available for direct Patrolling Active Members, Patrolling Award Members & Life Members i.e. no family, uncles, aunts, wives, husbands, kids, relatives etc. (These are all welcome to use the facilities upstairs and arrange with Club Manager for hire, food, beverage etc.)
13. The member who books the function must be present at function at all times.
14. Smoking areas only in Designated Outdoor Smoking Area.

15. Private Function partition to be positioned near base of stairs. Function is to be contained within the area designated by Club Manager.
16. Strictly no 18th Birthday parties.
17. Numbers are restricted to **maximum** 100 persons.
18. The member who books the function is responsible for conduct of function.