



## Policy for Social use of the Club

### 1. **Process**

- Application only for paid up members (over 18)
- Application for adult functions, subject to the committee approval
- Prime purpose of function is for members benefit (i.e. no indirect bookings)
- Booking coordinator to manage process and may take provisional bookings for adult functions and for children's parties
- The committee are to inform Benny and Saturday Bar team of the booking.

### 2. **Availability**

- Adult function: Saturday only daytime or evening (19.30 to 23.00 (23.45 with extension))
- Children's functions: Mon-Sat afternoon 2-5pm or Sunday afternoons after 3pm.

### 3. **Frequency**

- Adult functions – maximum 8 per year as a guideline
  - Children's functions – maximum 1 a week and not on the same day as any other function.
- To be monitored by the committee.

### 4. **Fees**

- Adult function - £100 refundable deposit plus payment for two bar staff
- Children's Function - £10 (Payable to RSC)

### 5. **Function Rules**

- Applicant member attends and is responsible for compliance (Inc Children's Parties)
- Bar to be managed by two trained bar staff
- Approved licensing hours to be strictly observed.
- Arrangement of furniture/disco etc. maybe made outside approved hours without the disturbance to playing members
- Fire exits must be accessible (fire officer max, less players)
- Attendees not to exceed 150
- Limited to lounges and balcony (courts MUST NOT be used)
- Applicants are responsible for leaving the club clean and tidy before 9am the next day.
- Furniture to be repositioned correctly
- Only alcohol purchased from the bar allowed
- Carpets Vacuumed, floors mopped where applicable
- Kitchen cleaned and all rubbish to be placed in the outside bin.
- Any leftover food to be removed/disposed of the evening of the party.
- Free access to bar for players
- Secure locking of the club after the event

### 6. **Exclusions**

The policy does not apply to limited meetings involving non-members sponsored by Club members eg. Tornadoes, Canoe Club etc. Participants are asked to use the Meeting Room.