



# Singleton Rugby Club Ltd

## Club Function Hire Policy & Process

<b>Applicability</b>
Singleton Rugby Club Ltd
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### Definitions

The following terms and acronyms are used within this document:

<b>Code</b> - Refers to the Singleton Rugby Club Code of Conduct
<b>SRC</b> – Refers to the Singleton Rugby Club Ltd
<b>SRC Board</b> - Refers to the Singleton Rugby Club Elected Board of Directors
<b>Manager</b> – Refers to the Club's Bar Manager
<b>Club</b> – Refers to Singleton Rugby Club and Grounds ( <i>bounded by land at 73 Howe St Singleton</i> )
<b>Workers</b> – In this Policy Refers to Employees, Directors, Contractors
<b>Hirer</b> – A person who is responsible for the Booking ( <i>Person must be over 18 Years of age</i> )

#### Disclaimer

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## 1. Policy Purpose

This document is to provide an understanding to all SRC Staff Members in relation to the Club's Policy and Process requirements to book a function at the Singleton Rugby Club Ltd.

## 2. Exposures

The NSW Liquor Act 2007 and the Gaming and Liquor Administration Act 2007,

Fair Work Act 2009,

Singleton Rugby Club's Code of Conduct CC02 - V 0.1 or other approved SRC Policies and the Function Hire Policy and Process FHPP001 - V 0.1

## 3. Requirement's / Expectations

### Function Booking Sheet (FBS001) Information:

The SRC has a Function Booking Sheet FBS001 (V 0.3 attached) this form must be completed for all Function Bookings at the SRC and is provided by the Bar Manager, when completed information on this form should be placed in the booking diary.

All sections of the form must be completed and signed as required, the form has several sections.

- Welcome
- Function Booking Information
- Booking Terms & Conditions
- SRC Hire Fees
- Responsible Service of Alcohol
- SRC Damage/Theft Liability
- SRC Kitchen
- Non-Liable Security Changes
- Signature Section/s

**Note:** The sheet (FBS001) should be filed for a 6-month period to allow review if required.

**Note:** No functions for 17 or 18-Year-Old Birthday Parties are to be accepted at the Singleton Rugby Club.

When the Function Booking Sheet FBS001 is completed the information should be included on the Club's Functions Spread Sheet by the Bar Manager and forwarded on Thursday of each week to the SRC Board Executive for review and approval as required. The Clubs

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Licensee or nominated SRC Board Executive Member *(as required)* will approve or decline the function at the Club.

A function is not approved until form FBS001 is signed by the Clubs Licensee or nominated SRC Board Executive Member which will be within 5 days of receipt of the booking. Short timeframe bookings will be considered and communicated to the Licensee for verbal approval however form FBS001 must be completed and forwarded as soon possible.

The SRC Hire Fees must be paid within 14 days of the booking approval. If the appropriate hire fee as indicated on the form is not paid by the due date the club is free take other bookings and the Function Hirer will be advised of the booking cancellation.

SRC Hire Fees paid are refundable if cancellation is advised within 12 days of function booking date, under 12 days cancellation will attract a 50% administration refund fee.

Refunds are not to be paid in cash and Bank Direct Debit information will be required from the hirer to allow for the refund amount to be paid via electronic transfer.

The Bar Manager can alter SRC Hire Fees amounts when required. However, alteration of these fees does not negate the requirements of the Damage Liability or Non-Liable Security Requirements noted on form FBS001.

A note should be added to the Function Booking Sheet for the information of the Licensee and Board Executive.

### Damage / Theft - Club Facilities:

The Bar staff at SRC are to complete at inspection the function area of the Club e.g. Up or Down stairs prior to and at completion of all hire functions, any damage/theft found must be recorded in the club's incident book and reported to the Bar Manager as soon as possible.

The Bar Manager will undertake an inspection of damage/theft *(including taking photos)* and review the Club surveillance equipment if damage/theft is noted on this equipment the video footage must be removed and safe guarded. Any Damage/theft detected must be reported to the SRC Board Executive by the Bar Manager.

The Bar Manager will notify the function contact person of the damage/theft and if requested the hirer person may review the video footage.

The Bar Manager will arrange as soon as possible a damage repair quote from a local contractor, or a cost of replacement of theft items, when received the quote will be passed onto the hirer for remuneration to the Club.

**Note:** *The Club will hold the Credit Card/Security information provided on the Clubs Function Booking Form, this information must be safe guarded from misuse.*

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## SRC Kitchen:

The Club's kitchen area can be used by the hirer as required the kitchen area must be left clean and tidy with all rubbish/disused food stuffs removed from the club.

The Club will charge a fee of \$400 if the kitchen area is not cleaned after a function this information should be advised to the hirer at the time of booking.

The Club in some cases can/will arrange for function catering this will need to be quoted with a local company this should include clean-up costs as required.

**Note:** *The Club may elect to add a 2.5% surcharge to catering cost to cover any incidentals.*

## SRC Hire Fees:

SRC Hire Fees are as below;

- Existing Members - \$250.00
- Non-Members - \$300.00
- Sundays - Public Holidays - \$400.00
- 21<sup>st</sup> Birthday Parties - \$350.00

*GST will be changed as applicable*

It is noted that the Bar Manager may alter SRC Hire Fees amounts as required. When hire fees are paid a SRC receipt must be issued noting "Function Hire Fee".

Existing members must be financial members for the year and prior to a Function Booking request, Sunday and Public Holidays booking area as indicated above.

**Note:** The Club will not accept a Non-Member hirer becoming a Club member to reduce hire cost.

## Non-Liable Security Requirements:

Singleton Rugby Club Ltd does not supply security guards for functions at the Club.

The SRC Licensee or SRC Board Executive will review all function hire applications and will decide if there is an increase security risk for the SRC at the function.

The SRC Licensee or SRC Board Executive will consider risks such as but not limited to below;

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- NSW Liquor Law Requirements
- Number of Attendees
- Underage Drinking & Club's Alcohol and Drug Policy
- Function Type
- Function Timeframes
- Safe-transport Options
- Good Sports Club Policy

If it is deemed that an increase in security is required at the function, then this will be communicated with the function hirer and advice will be given that extra security is required for the function to be approved by the Club, this cost must be met by the Hirer.

If extra security is required at a function a security plan must be provided to the SRC e.g. Indicating number of security officers and company name, timeframes on site etc.

**Note:** Any Club damage noted should refer to the Damage/theft - Club Facilities section of this Policy.

### Function Booking Sheet (FBS001) Process:

This section MUST have all information completed including;

- Date -
- Start Time - *(this must not be before 1200hrs unless approved)*
- Finish Time - *(this must not exceed 2400hrs unless approved, last drinks must be served at 1140hrs and the bar closed to service by this time, no take-away orders are allowed)*
- Venue - *(upstairs / downstairs / on field – circle which is applicable) any on field events must be advised to the Club's field maintenance team by Bar Manager)*
- Function Type -
- Catering Type - Yes / Own *(circle which is applicable)* Catering Cost – quote cost received
- Number of Guests -
- Security Change *(if Applicable)* -
- Total Function Booking Cost – *(at top of Booking Form)*

As SRC holds the required NSW Liquor License all service staff must hold and carry the required RSA certificate for NSW and no unauthorised person/s are to be allowed to serve alcohol or be within the restricted Bar area/s of the SRC at any time during a function.

The requirements of Responsible Service of Alcohol must always be applied by service staff at the Club and at functions, service staff have the authority to close the Bar service area if the above RSA requirements cannot be met at any time during a function. If this action is to occur the Function Hirer should be advised of the reasons and a note should be placed in the SRC Incident Book.

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## Agreement Section:

This section MUST have all information completed including;

- Function Contact Person - *(only persons over 18 year of age can book a function at SRC)*
- Contact Person Address -
- Email Address -
- Mobile -
- Signature of Hirer -

The contact person must be the function hirer, some form of Identification should be sighted during the booking process, A copy of the incomplete form should be sent/given to the hirer.

## Official Use Section:

This section should have all information completed including;

- Approval Name - *(SRC Licensee or SRC Board Executive Member)*
- Signature -
- Date -
- Any extra Security Requirement - Yes or No *(circle which is applicable)*

Notes by Bar Staff are to be include if required and managed by the SRC Bar Manager.

## 4. Breaches of the Policy and Disciplinary Action:

Breaches of the Function Hire Policy and Process or any SRC Policy where, as a result of the above process, a staff member is found to have breached an SRC Policy it will be dealt with via the Club's Code of Conduct.

The Club may take one or more of the following actions:

Disciplinary action may be taken in relation to a contract player that breaches a Policy:

- Which may include dismissal, termination; suspension; club access bans; removal from the club; written warning;
- Contracts of Service may be terminated;
- The matter may be referred to the NSW or Australian Police or other regulatory bodies;
- Any other actions as deemed appropriate by the SRC Board.

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## 5. Appendix A:

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# SINGLETON RUGBY CLUB LTD

## Function Booking Sheet



Total Booking Fee \$:

### 1. Function Booking Information

Function Date: \_\_\_\_\_

Start Time: \_\_\_\_\_: \_\_\_\_\_; Finish Time: \_\_\_\_\_

Venue: Singleton Rugby Club Ltd (upstairs / downstairs / on field)

Function Type: \_\_\_\_\_

Catering provided or own Catering: **Yes / Own**: Catering Cost \$ \_\_\_\_\_

Number of Guests: \_\_\_\_\_

Security Change (if Applicable): \$ \_\_\_\_\_

### 2. Booking Terms and Conditions

#### A. SRC Hire Fees:

SRC Hire Fees must be paid within 2 weeks of Function Booking approval by the SRC. Our current Fee schedule is outlined below.

\$ 250.00 - Existing Members \$ \_\_\_\_\_

\$ 300.00 - Non-Members \$ \_\_\_\_\_

\$ 400.00 – Sundays & Public Holidays \$ \_\_\_\_\_

\$ 350.00 – 21<sup>st</sup> Birthday Party's \$ \_\_\_\_\_

Membership Fee \$11

*GST will be changed as applicable*

*Please note that additional fees may apply should Singleton Council approval be required to conduct your event.*

#### **Agreement Section all sections must be completed;**

Contact Person *(must be over 18 year)*: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

Mobile: \_\_\_\_\_

**Signature of Hirer:** \_\_\_\_\_

*By signing this agreement, I understand and agree my liabilities as indicated in the form.*

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<p><i>Official Use Only,</i></p> <p>Approval: _____ : <b>SRC Licensee/Board Exec</b></p> <p>Signature: _____ Date: _____</p> <p>Extra Security Requirement: <b>Yes / No</b></p> <p><i>Notes by Bar Manager/staff re stock;</i></p>
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### **SRC Damage/Theft Liability**

Any damage or theft/damage to SRC's Property / Field / Equipment (bounded by 73 Howe St Singleton NSW) during the hire period **MUST** be remunerated to SRC by the hirer.

A copy of the hirer Credit Card/Security information is required upon booking approval. It should be noted that SRC is at all times under internal and external video surveillance.

- *Credit Card/Security info:*

### **Responsible Service of Alcohol**

Responsible Service of Alcohol (RSA) refers to the service, consumption and promotion of alcoholic products in a manner that minimises the potential harm that may be caused by alcohol consumption to individuals, their families and the community generally.

Singleton Rugby Club recognises that it is against the law to serve any person to intoxication. Singleton Rugby Club recognises that it is against the law to serve or supply alcohol to any person under the age of 18.

Singleton Rugby Club recognises that it is against the law to allow intoxicated, disruptive or violent behaviour to occur on the premises. Singleton Rugby Club seeks to ensure that no harm comes to patrons as a result of our service of alcohol.

Singleton Rugby Club strives to foster responsible service of alcohol practices amongst patrons and staff. This is achieved by implementing and maintaining various harm minimisation and consumer protection measures as outlined in our RSA House Policy, which is available upon request and at the venue.

### **Non-Liable Security Charges**

If Security is deemed required for the function (by the SRC Licensee/Board) these costs are required to be met by the hirer. A function security plan must be provided to the SRC if security is required. Any damage/theft detected during a function at SRC will be advised and charged to the hirer. Security at a function does not negate the Damage/Theft Liability noted in Clause c of this document nor the Club's commitment to our RSA policy.

### **SRC Kitchen**

If the Club's kitchen area is to be used during a function this area must be left clean, tidy and all rubbish removed from the Club or a service fee will be charged to the hirer. Catering services can be arranged or supplied at an extra cost to hirer as requested.

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