KENSINGTON GARDENS BOWLING AND TENNIS CLUB
CLUB FUNCTION MANAGEMENT GUIDELINES

AMENDMENTS

Date	Summary of Amendment
11th December 2018	Policy created and adopted by the Board of Management
17th March 2020	Update template and Section 2
21st June 2022	Change from annual to biennial review

CROSS REFERENCES

Alcohol Management Policy
Liquor Licence Act 1997
Liquor Licence (Liquor Review) Amendment Act 2017

1. PURPOSE

These guidelines support our club to conduct functions, either at our club or offsite, which provide a balanced and responsible approach to the use of alcohol. Our club will implement strategies to limit risky drinking practices to protect the health and wellbeing of our members and the wider community.

When our club holds a function that includes alcohol, these Club Function Guidelines will be communicated to our members.

2. FUNCTION RESPONSIBILITY

For each function, a member will be appointed as the designated person responsible for the event. The appointment of the designated person will be at the discretion of the Board of Management, and should be shared equally between the sections. Should the event be for or related to a club section's activities, then the relevant section has the responsibility to appoint the designated person.

The designated person, will be responsible for and not limited to –

- Liaising with the client / event organiser and any relevant club members to finalise requirements;
- Organise relevant resources to deliver the event as required, ie staff, food, beverage, audio visual, supplies, cleaners;
- Organise client access for set-up and pack down;
- Throughout the event, be present to manage the event from set-up to clean-up, unless the event is over an extended period and other arrangements are made and agreed with the Board of Management;
- Adhere to event processes and procedures that are directed by the club;
- Ensure the club is left is an appropriate condition for the next user of the space;
- Report necessary information to the Board on issues, client satisfaction; and
- Undertake any other reasonable obligation required for the event.

3. ALCOHOL SERVICE

Our club functions will support the following guidelines:

3.1 Service

We will:

- restrict the number of standard drinks to a maximum of 4 (as recommended by the National Health and Medical Research Council) when alcohol is included as part of a function ticket price.
- provide tap water free of charge.
- where possible, avoid functions with table service or bottles / jugs of alcoholic beverages on the table where alcohol service is not overseen by a trained bar server.
- discourage function staff topping up drink glasses before they are empty.
- discourage people from 'stockpiling' drinks in advance.
- not hold 'all you can drink' or 'open bar' functions.
- not provide alcohol-only drink vouchers for functions.
- have substantial food (e.g. more than nuts, chips and similar snacks) available whenever the bar is open for more than 2 hours.
- promote the provision of non-alcoholic beverages, especially in the last hour of a function.
- promote what a standard drink size is e.g standard drink poster displayed.
- provide breaks when alcohol is not served, if feasible.

ensure that all bar servers have completed responsible service of alcohol training as per Good Sports and club license requirements.

3.2 Alcohol Promotion

- The availability and amount of alcohol will not be emphasised in any club advertising.
- No event promotion will encourage rapid or excessive drinking of alcohol.
- The availability of non-alcoholic drinks and water will be promoted.

3.3 General Function Guidelines

- All functions will have a clear end time.
- Functions where a minimum amount of liquor sales is required will not be conducted.

Where a function is held off site, our club will arrange with venue staff that:

- intoxicated people are not permitted to enter the premises.
- alcohol will not be served to any person who is intoxicated.
- intoxicated people will be asked to leave the premises (after appropriate safe transport options are offered).
- alcohol will not be served to people aged under 18 years.
- where possible, at least four non-alcoholic drinks and one low-alcoholic drink option will be available.
- where possible low alcoholic drinks are at least 10% cheaper than full strength drinks.

Our club is committed to moderation in the consumption of alcohol as part of our wish to promote a healthy family-friendly club, and our support of and adherence to the Good Sports program, its philosophies and policies. These guidelines support this commitment by providing a balanced and responsible approach to the use of alcohol and limiting risky drinking practices at our functions. This focus on safe and responsible service will protect the health and wellbeing of our members and the wider community.

4. POLICY REVIEW

This policy will be reviewed biennially to ensure it remains relevant to club operations and reflects both community expectations and legal requirements.

ACCEPTANCE:

Reviewed and accepted without change by Resolution of the Board of Management

Signed:		Signed:	
	Chairperson		Secretary
Date:	21 September 2026	Date:	21 September 2026