

Cottesloe Tennis Club
Policy for Approving Functions
November 2023

Purpose of this Policy

The Club Committee is asked from time to time to approve functions to be held at the Club which have the potential to disrupt the routine enjoyment of the Club by its Members, or which require the bar to be open outside of its normal hours.

In addition, Clause 7.3h of the Club By-Laws states 'A member may, at their expense, and with the approval of the club committee, supply liquor to guests, without limitation as to number, at a function held by or on behalf of that member, at the club premises.'

This Policy document was written to guide the approval process for such functions, and to communicate to Members what types of functions they can expect will be approved.

Definition of a Function

Under this Policy, a 'Function' is a one-off or infrequent gathering of a group of people to use the Club facilities outside of the normal day-to-day activities of the Club. The Club facilities may include the Clubhouse, the courts or the surrounding grounds.

Examples of Functions:

- Using the Clubhouse by an external group for a meeting
- The use of the Club by a charitable organisation for a recognition or fundraising event
- Using the Clubhouse for a Memorial Service for a long-standing member
- Cottesloe Council using the Clubhouse for a Volunteer Recognition evening
- An outside group renting multiple grass courts in advance, or multiple hard courts earlier than our booking system allows

Not examples of Functions:

- Functions organized by the Captain, Social Director, Midweek Director, Junior Director or Coaching staff as part of their regular responsibilities are not 'functions' for the purposes of this policy.
- A gathering of players immediately following a scheduled pennants match, at which the home team may provide snacks and refreshments to visiting players. This is considered to be a normal and routine activity of the club, and not a function for the purposes of this policy.
- A Member inviting a few friends to join them for drinks at a time when the bar is open.
- A Member inviting a visitor to play tennis with them.
- Renting one or more courts using the Book-a-Court system

Types of Functions typically allowed

The Clubhouse, tennis courts and grounds are maintained principally for the use and enjoyment of our Members. We are a non-profit Association, not a commercial business. Therefore, we do not normally approve any function which materially conflicts with known Member activities, even when third parties offer to pay a venue hire. Although we offer our courts for hire, the Clubhouse and grounds are not normally 'for hire' venues. The Committee reserves the right to make exceptions.

There are certain specific outside Functions that we have historically approved. At this time, they are:

- Requests from the Cottesloe Council to use the club for a public purpose
- Royal Flying Doctors Annual Sundowner
- Bindaring Red Cross meetings and functions
- Paragon Consultants who rent a block of grass courts annually
- South 32 who rent a block of hard courts annually
- Constantia Apartments hold an annual AGM at our club.

The primary considerations of whether or not a Function will be approved are:

- To what extent does the proposed function benefit the local Community? Our Club is on land donated to us by the local community, and therefore we are open to functions which benefit that community, subject to not materially impacting other club activities.
- To what extent does the function impact the routine enjoyment and use of the Club by its Members? If there is a significant negative impact on known Member activities, then the function is unlikely to be approved. This is primarily a matter of ensuring that the function is scheduled at a time when the Club's facilities are not heavily used by its Members.
- What level of Member interest and involvement is there in the function? How many experienced Members will be there, and what is their level of involvement in the organisation of the function? We are not a commercial operation; we do not have an on-site management and staff. The Committee needs to have a high level of confidence that the people at the function can open the facilities, clean the facilities, lock up the facilities, leave the facilities as they found them and not inconvenience our other Members or our neighbours. This usually means that the function must have a significant involvement of Members experienced in running the Clubhouse.
- What are the chances that the function will run very late, or that participants of the function could become drunk, disorderly or cause disruption to the local community? If there is any significant chance of this, then the function will not be approved.

Examples of functions that **are** likely to be approved include:

- A volunteer recognition event sponsored by the Town of Cottesloe, at a time that the Clubhouse is not schedule for other activity.
- A request by a charity for the use of our clubhouse, at a time that will not materially impact our Members, and which has a high degree of Member involvement.
- A wake or memorial service for a long-time member, at a time that will not materially impact our Members, organised by and well attended by experienced members who can be relied upon to ensure the clubhouse is cleaned and locked up after the function.
- A local community group or local business who wishes to use the Clubhouse for a simple meeting outside of busy periods, with no food or drink to be served.

Examples of functions that are **not** likely to be approved include:

- Requests for commercial rental of our clubhouse by third parties. We are not a commercial operation, and these requests will not normally be approved.
- Birthday parties.
- Requests to rent or use the clubhouse for parties or other functions for which experienced Members are either not involved or only peripherally involved in organizing the event. In such a case, we cannot be confident that the Clubhouse will be cleaned and locked up after the function, and such a function will not likely be approved.
- Requests to use the clubhouse outside of normal bar opening times by Members who are not well known to the Committee. In this case, it would not be possible for the Committee to ensure that the function will not become disorderly, or that the Clubhouse will not be cleaned, locked up and left as it normally should.

Procedure for obtaining approval.

Those wishing to use the Clubhouse or other facilities for a function can email either secretary@cottesloetennis.com.au or enquire through our website at enquiries@cottesloetennis.com.au. The request will be considered by the Committee either at a meeting or by email if urgent and will send a response to the person or organization making the request.

At the time of approval, a specific Committee member will be made responsible for ensuring that the facilities are ready for the approved function, the doors will be opened and then locked, and for checking that everything is in order following the function. A checklist (attached) will be supplied to the person leading the function, which we expect will be followed.

This Policy was approved at the November 2023 Management Committee Meeting

Secretary
Cottesloe Tennis Club

If you are leading an approved function, please follow this checklist of necessary actions:

- Know the name and number of your Club contact person.
- Ask your contact person to meet you at the club to open the door and turn off the alarm, show you how to run the dishwasher, oven, how to set the alarm and lock up, where the mops, brooms, paper supplies, etc are.
- Before you move any furniture, take photos so that you know what the layout was.
- Set up room the way you want it. Lift, don't drag, any furniture moved.
- Do not stick or tape anything to painted surfaces. Do not hang anything from the slats on the west side.
- Do not take the inside tables, chairs or any glass out onto the grass.
- If a volunteer bartender has been arranged, be sure they know the time of the function.
- Bring your own sound system or pay a deposit to use the Club's sound system.
- Do not remove the TV remote from its holder.

After the function, leave everything the way it was, e.g.:

- Return everything (tables, chairs, bar furniture) to where they were.
- No alcohol to be left out where it could be accessed by minors.
- Sweep up and/or mop up any messes in the main room. Remember that no cleaners have been hired for your function.
- Bar: Surfaces wiped and rubbish in bins, windows and door locked.
- Bathroom: Clean up any messes, sweep the floor, wipe down sink area. Top up toilet paper and paper towels if needed.
- Kitchen: Oven turned off at the controls and on the wall, dishes washed and put away. Wipe down all surfaces. Take dirty and wet kitchen towels home to launder and return the next day. If the hot water urn was turned on, make sure it is turned off.
- Dishwasher: The dishwasher is a commercial model; it is not like your dishwasher at home. There are instructions on the wall. **Remember to drain the dishwasher after each one or two uses, because any dirty water left in the machine will be re-used.**
- Bins: All rubbish bins emptied and placed in the appropriate receptacle on north end of clubhouse.
- Close any open doors at the back, sliding doors at the front. Turn off lights, set alarm, exit the main door and close and lock it behind you.
- Advise your Club contact person of any problems that need to be corrected or dealt with.