



Hiring & Management of club facilities

Name:	Hiring and management of club facilities
Approver:	Executive Committee
Date of Approval:	October 2022, amended 12 October 2023
Owner:	Commodore
Next Review Date:	2025 or earlier at discretion of Executive
Application:	Universal

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Objectives

The objectives of this policy are to:

- to make clear the conditions for hiring out and management of the clubroom facilities.

Reviews of this Policy

This policy will be reviewed at least every three years or earlier at the discretion of the Executive Committee.

Definitions

Clubroom facilities apply to the Seaview and Lowry rooms, and the kitchen as required. Hiring may be on a scheduled, recurring basis or for one-off events.

Context

The hiring out of the clubrooms must meet the conditions imposed by our alcohol licensing and the conditions determined by the LBYC Executive Committee.

Booking Officer

The club manager, or designated person with responsibility for managing hireage of the clubroom facilities (the booking officer), will ensure this policy is implemented as required. S/he will use a checklist as a record that all points have been covered with the hirer. Hirer to sign the checklist.

Hireage is at the discretion of the booking

Costs

	Non-member hire	Member hire
Evening	\$400	\$250
Full day	\$300	\$210
Half day	\$180	\$140
Special licence (if required)	\$150	\$150
Bar staff 50 people (Min 4hrs)	\$35 / hr	\$35 / hr
Bar Staff > 50 (Min 4hrs)	\$70 / hr	\$70 / hr
Cleaning and rubbish	\$50	\$50



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officer - in case of any doubt the booking officer will seek advice from a member of the Executive Committee. The Executive will support the booking officer in the exercise of this policy, through review as part of Executive meetings.

Conditions related to hiring

Details for hiring the clubroom facilities are posted on the club website.

The booking officer will meet with prospective hirers to determine suitability, their requirements and outline our conditions including:

- restrictions on hiring the clubrooms
- costs associated with hireage, including payment of bond, cost of hire and liability for damages
- accessing the clubrooms
- the use of the bar
 - cost and requirements of special licence if required
 - cost of staffing bar if required
 - there is no BYO facility available except for club members hiring the clubrooms for memorial services or special private events where the executive is satisfied there is low risk (no threat to our licence). To be clear, applications for hireage for special private events with BYO must be approved by the Executive Committee.
- use of the kitchen
 - permission to use the deep fryer shall be at the discretion of the booking officer
 - clear instructions for use will be provided
 - caterers, new to the club, will be instructed on the use of the facilities
- expectations for cleaning after the hire
- refunding of bond.

The person provided by the club to work on the bar will be suitably qualified.

Club members shall have a discount on hireage charges.

The booking officer will register the hire on the club calendar and add notes to What's On when a hire impinges on a regular club activity.



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Version History

Version	Date released	Version	Author
First	October 2022	Version 1	Barbara Mavor
Second	October 2023	Version 2	Barbara Mavor
Third	February 2024	Version 2 with BYO Appendix	Barbara Mavor

APPENDIX 1

Checklist

Name of Hirer: Contact:			Caterer: Contact:		
Restrictions on hire		No BYO		Kitchen - oven	
Hire cost		Bar - staff		Kitchen - deep fryer	
Bond - to be paid		Bar - licence		Kitchen - dishwasher	
Liability for damage		Caterer - known		Cleaning	
Lockbox		Caterer - new		Bond refund	

Rates for Hireage of facilities

	Non-member hire	Member hire
Evening	\$400	\$250
Full day	\$300	\$210
Half day	\$180	\$140
Special licence (if required)	\$150	\$150
Bar staff 50 people (Min 4hrs)	\$35 / hr	\$35 / hr
Bar Staff > 50 (Min 4hrs)	\$70 / hr	\$70 / hr
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APPENDIX 2

BYO Conditions

Club members may hire the club for a BYO event

Rationale:

These conditions are necessary as BYO events may impact our licence renewal and therefore present a risk to our club.

Advice received from the Alcohol Team Lead (Environmental Health Hutt City) is that:

- as the holders of a club licence, we cannot allow BYO while our bar is operating/open
- there can be no sale or supply of alcohol in any way
- event organisers would simply be hiring the space
- we consider the suitability of the organiser of the BYO event
- if we allow these events that there is a 'closed for a private event' sign at the entrance.

The following conditions apply:

- Hirer/organiser of the event must be a financial member of the club
- Hire application must be approved by the executive or at least 3 of the executive if the request is out of executive meeting cycle to determine the suitability of the organiser
- The bar is locked and closed
- There is no sale or supply of alcohol by the club
- All conditions of a normal hire apply:
 - Hirer has to pay a bond
 - Maximum occupancy
 - Use of the kitchen is subject to demonstration of the use of the stove
 - Option to pay for cleaning.
- The hire agreement will make it clear that LBYC is neither the organiser nor the host of the event.
- The hirer is the host and has all host responsibilities.
- The hirer must remain on the premises with their guests and be the last to person of their party to leave.
- Hirer may hire bar staff to allow use of glasses/ice/dishwasher.
- Staff has no further responsibility.
- If there are any concerns on the night, the organiser or, if there are bar staff, can call a designated member of the executive.