



# Torquay Bowls Club

## # 14 - Functions and Events Policy

Responsible Department - BOM  
Date Approved - March 2024  
Next Review 2 years

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### **Introduction**

Responsibly and successfully running functions and events at TBC

### **Scope**

All club events, functions, funeral wakes, parties and business training etc

### **Definition**

Correct control of functions and events

### **Manager responsibility**

To successfully run functions and events

1. When a function or an entertainment event either during the day or evening is being organised at the club the following must be taken into consideration:
  - i. Type of function being held e.g. 21<sup>st</sup> Birthday, 80<sup>th</sup> Birthday, engagement party, wedding, Christening, band night etc
  - ii. The number of guests attending
  - iii. The hours of operation e.g. during the day or evening
  - iv. The age of the guests
  - v. Whether it is a members Bowls event or a corporate event
  
2. Dependant on the event security will be engaged in the following numbers:

50 or more guests – 1 security guard  
100 - 200 guests – 2 security guards  
200 plus guests – 3 security guards

These numbers if any will be determined by the Bar Manager or Functions Manager in consultation with the General Manager or Board of Management. Not all events will require security, it will be assessed on a case-by-case proposition by each manager.
  
3. The security staff will be briefed before the event on their duties by the staff member in charge on the night/day. It is not the duty of security staff to sell tickets or collect them. They are employed to control and monitor behaviour; screen people seeking entry and remove people for behavioural reasons.

4. The Business Manager of the club will be briefed on each function prior and where large functions are held; he may nominate a Board member to attend in an observer's capacity. At all times the person in charge during the function will be the General Manager, Bar Manager or their delegated senior staff member who will have the final say in the operation of the function.
  
5. The senior staff member's name will be displayed behind the bar at each function.