



Torquay Bowls Club

15 - Opening & Closing Club Policy

Responsible Department - BOM

Date Approved - March 2024

Next Review 2 years

Introduction

To define the opening and closing times of the Club house and bar/bistro hours

Scope

To have staff and members aware of the official opening and closing hours of the club

Definition

Hours of opening and closing of the club for full operation. Designated Key holders authorized by the board secretary can open and close the club for club needs and they must follow the **TBCWP # 6 Club unlock & Lock up Procedure**

Manager responsibility

The manager decides the hours or bar/bistro operation and has total say on if and when the hours will change either permanently or for special occasions.

Opening & Closing Policy of the Club House:

Opening Clubhouse:

Monday to Friday – open at 9:00am – General Manager

(any arrangements outside these hours to be organised through the Bar/Bistro Manager)

Saturday & Sunday – open 9:00am – The Greens Bistro & Bar

Closing Clubhouse:

Monday – close at 5:00pm Bar/bistro Manager

Tuesday to Sunday – close at end of trading for Bistro and/or Bar or scheduled Meeting

(last to leave locks clubhouse following the **TBCWP # 6 Club unlock & Lock up Procedure**)

Note: the only change will be when Bistro and Bar start trading 7 days a week (summer period)

Cleaners – attend to clean clubhouse Wednesday to Monday (not Tuesday)

Security – leave front gate unlocked after their final security check between 5:30 – 6:00am

Notice for Members:

Members – Please note

Opening Hours of Clubhouse

Monday to Friday – 9:00am

Saturday & Sunday – 9:00am

(enter through Bistro door)

Storage Shed under the Deck:

The opening and closing of the under-deck storage shed will be organised via Club Staff.

If under-deck storage shed is locked, please ask Bar staff for access. (See the new keypad lock and the bar staff will give you the code)

The Storage shed will be closed on Mondays – unless prior arrangements are made with the Bar/Bistro Manager.

The storage shed will be opened at 9:00am and closed at 5:30pm (unless other arrangements are made – ie: Twilight bowls)

Torquay Bowls Club Inc. Members – Please note:

Opening Hours of Clubhouse

Monday to Friday – 9:00am

Saturday & Sunday – 9:00am

(enter through Bistro door)

Closing Hours of Clubhouse

Monday – General Manager – 5:00pm

Tuesday to Sunday – various times, dependant of
Bistro/Bar closing

If there are any queries, please contact Bar/Bistro Manager on 5261 2378