



Guidelines for Functions at QCYC

Background

This document outlines the principles governing private functions at QCYC.

Principles

1. The Committee encourages the use of QCYC as a venue for private functions by members.
2. An application to hold a private function must be made by a senior or family member with a current QCYC membership.
3. Functions must be held outside peak periods (including Christmas and New Year, Easter and other Public Holidays, or when previously approved groups are visiting QCYC).
4. Permission will not be granted for 18th or 21st birthday parties.

Access

1. Functions will be held on the understanding that exclusive access to the clubhouse is not offered and that other members and/or visitors must have reasonable access and use of facilities at all times.
2. Functions must be held within the opening hours of the Department of Defence gate. Extension to gate opening hours will not be offered.

Finance

1. A function fee of \$300.00 may be charged, payable to QCYC.
2. A bond of \$500.00 may also be payable to QCYC and will be refunded following inspection of the Clubhouse by a Committee member as soon after the function as is reasonably practical. However, all or part of the bond may be retained by QCYC to cover the cost of repair or replacement of any damage to the clubhouse, equipment, fittings or surrounds.
3. There may be an additional cleaning fee of \$150.00.
4. The function fee, bond, cleaning fee and charge for any alcohol ordered from the Club (see below) are payable two weeks prior to the date of the function.

Bar

1. All alcohol supplied at functions (whether supplied by the member or the Club) must be served from the Club bar in accordance with the Club's liquor licence.



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INC.

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2. The barman must be a Club member with a Responsible Service of Alcohol (RSA) certificate or a suitable replacement nominated by the Committee.
3. Members may provide their own alcohol for service from the Club bar. Corkage fees will apply. These will be invoiced separately after the function.
4. Alternatively, alcohol and/or soft drinks may be ordered from the Club prior to the function at prices fixed by the Club.
5. The cost of alcohol and/or soft drinks purchased by the Club specifically for the function must be settled two weeks prior to the function.

Catering

1. The Club does not offer a catering service. However, external caterers or members may use the kitchen (including all cutlery, crockery, glasses and utensils) on the understanding that other club members must have reasonable access and use of facilities at all times, and that the kitchen must be left clean and tidy after use
2. There will be no fee for use of the kitchen and related equipment.

Application

1. An application form must be submitted to the Secretary a minimum of one month prior to the planned function date.
2. The application must detail the type of function, the approximate number of people attending, the anticipated start and finish times, the nature of catering and whether alcohol will be served.
3. The Secretary will inform the Committee of the application and respond to the applicant as soon as is reasonably practical.
4. In order to comply with the requirements of the Department of Defence, the member will also be required to submit a list of names of all persons attending the function two weeks before the function.

Document history

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Application to hold a Private Function at QCYC

First name: Surname:

Phone number: Email address:

Type of function (eg birthday, wedding, other)

Is the function for yourself, a family member or friend? (please circle)

Proposed date: Start time: Finish time:

Approximate number of guests:

Will guests be arriving by car? Y/N

(If yes, please note the closure times of the Department of Defence gate)

How will the function be catered?

Will alcohol be served? Y/N

If yes, will you provide your own alcohol? Y/N

(If yes, please note that a corkage fee is payable)

Do you require use of the following:

Clubhouse	Y/N
Bar	Y/N
Kitchen	Y/N
Barbecue	Y/N
Pizza oven	Y/N

Any other information or requests?

Office Use

Function fee (\$300) payable?	
Bond (\$500) payable?	
Cleaning fee (\$150) payable?	