



Policies and Procedures

Title: **Functions Booking Policy**
Adopted at Meeting: **#265**
Date: **3.3.2014**

Version: 1

Introduction

BYS prides itself on the quality of the events run at the Club. Due to the limited capacity of the Senior Lounge, events often have a maximum number of places and operates on a 'first in first served' basis. In order to provide an equal opportunity to members to attend functions and to ensure that arrangements with suppliers can be confirmed in a timely manner, payment is required at the time of booking to secure the booking.

Purpose

- To allow equal opportunities for all members to attend functions
- To ensure that arrangements with suppliers can be confirmed in a timely manner
- To minimise wastage by ordering catering and supplies for exact numbers

Policy

Event bookings can be made by phoning the BYS office to pay by credit card, visiting the office and paying by cash, cheque or credit card or online through the BYS website. If bookings are not paid for at the time of booking the booking is not guaranteed. If maximum numbers are reached and payment has not been made those members will be contacted for payment. If payment is not made within 24 hours, their place(s) will be made available to any members on a waiting list.

A notice period of 48 hours applies for cancellations. Refunds will not be made on cancellations advised after this time. Refunds will also not be made for people who have booked, but choose not attend the actual function.