

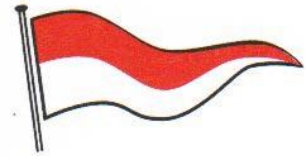


BLAIRGOWRIE

YACHT SQUADRON INC.

Reg. No. A0023156G

ABN 64 825 467 219



Function & Events Policy

Title	External Functions
Adopted at Meeting	
Date	28 th May 2022
Version	1.5

Background

The use of Blairgowrie Yacht Squadron's facilities for external (non-member) functions such as weddings, corporate, social events etc. provides an important revenue stream that assists in underwriting the club's food & beverage operation.

At all times the amenity of the club, and the availability of its facilities for member usage must be a priority. As such the following by-law has been developed.

Policy

1. Definitions

1.1 'Peak Season'

- The period between Mid-December (14th) and Mid-February (14th) is considered our peak sailing period.

1.2 'Shoulder Season'

- The periods of October, November & December and February, March & April each year are considered our shoulder season leading into and out of the peak season.

1.3 'Off Season'

- The period between the beginning of May through to the end of September each year are considered the off season.

1.4 'Club Function/Event'

- Any function/event hosted by the club.

1.5 'Member Function/Event'

- Any function/wedding/event in which the organizer or host **is** a financial member of the club at the time of the function/wedding/event being booked and at the time the function/wedding/event is held. This does not include Family or Friends of a member.

1.6 'External Function/Event'

- Any function/wedding/event in which the organizer or host **is not** a financial member of the club at the time of the function/wedding/event being booked and at the time the function/wedding/event is held.

2. Blackout periods

2.1 No, member or external events may be held at the Club during the below periods;

- **Peak Season**
- **Long Weekends**
- **Public Holidays**
- **Regattas – Club Based, National and State**

2.2 The Head of Sailing will provide all proposed regatta dates to the House Manager and/or General Manager as soon as they are confirmed.

2.3 The General manager will have the final decision on any events which take place on the eve of a regatta.

2.4 Bookings will be taken for regattas or external functions on a first come basis, but only when the booking is confirmed in writing and/or deposit is paid.

2.5 The General manager will have the final decision on any events which take place.

3. Minimums and Maximums

3.1 Any external functions which are held at club in the shoulder season during the Clubhouse operating hours (Thursday, Friday, Saturday & Sunday) will require to have a minimum no of attendees.

3.2 Any external function which takes place outside of our clubhouse operating hours will require a minimum no of attendees.

4. Lawn & OTB boats

4.1 When the lawn is to be used for a wedding ceremony and it is necessary to relocate any OTB boats, particular attention must be paid to returning each boat to its designated position.

4.2 In the case of a Friday evening wedding ceremony, OTB boats must be repositioned immediately after to cater for Saturday sailing.

4.3 Saturday wedding ceremonies must start no earlier than the designated OTB race start times and must conclude before the designated race finish time.

5. The Membership Co-Ordinator and House Manager need to consult each other when booking rooms. No functions can be booked at BYS when significant club social functions for Members are scheduled that require use of the same room.

6. The Sailing Manager and the House Manager will consult each other in respect to the sailing calendar and functions that may be booked. This is to prevent any clashes of sailing and functions.

7. To maintain adequate availability of the clubhouse and its facilities for usage by its members, A maximum of one 'external' function/event per calendar month can be booked during the shoulder season.

8. As a courtesy to members, no back-to-back functions (Friday and Saturday) night functions in the one weekend.

9. As a courtesy to Members, all external functions that are booked at BYS need to be communicated to Members via the BYS Bites e-newsletter at least two weeks prior to the function.

10. Any bookings contrary to this Policy requires the prior consent of the General Manager.

	Peak Season	Shoulder Season	Off Season	Shoulder Season	Public Holiday Long Weekends	Major Regattas
	December 14th to February 14th	February 15th to April 30th	May 1st to September 30th	October 1st to December 13th		
Monday - Wednesday						
Commodores Lounge	Club Events Only	Available			NO	NO
Southern Waters Room	Club Events Only				NO	NO
Racing Lounge	Club Events Only				NO	NO
Deck	Club Events Only				NO	NO
Thursday & Friday						
Commodores Lounge	Club Events Only	1 x Evening External or Member Function Per Month. Lunch Functions Ok	Available No Restrictions	1 x Evening External or Member Function Per Month. Lunch Functions Ok	NO	NO
Southern Waters Room	Club Events Only				NO	NO
Racing Lounge	Club Events Only				NO	NO
Deck	Club Events Only				NO	NO
Saturday						
Commodores Lounge	Club Events Only	1 x External or Member Function Per Month	Available No Restrictions	1 x External or Member Function Per Month	NO	NO
Southern Waters Room	Club Events Only				NO	NO
Racing Lounge	Club Events Only				NO	NO
Deck	Club Events Only				NO	NO
Sunday						
Commodores Lounge	Club Events Only	Available No Restrictions	Available No Restrictions	Available No Restrictions	NO	NO
Southern Waters Room	Club Events Only				NO	NO
Racing Lounge	Club Events Only				NO	NO
Deck	Club Events Only				NO	NO