

Social Group Policy

Version	1.0
Create Date	11 th October 2016
Last Updated	17 th November 2016

Purpose

The purpose of this policy is to set out the rules and conditions relating to the formation of Social Groups that require use of the Function Room. This policy includes the process of registering the Social Group with the Owners Corporation.

This policy is designed to protect Jackson's View Owners Corporation Lot Owners, Tenants and Country Club property, and to promote fair access to the Function room for all Jackson's View Lot Owners.

Definition

For the purpose of this policy the following definitions apply:-

- "JVCC" is defined as the Jackson's View Country Club, 56 Jackson's Drive Drouin
- "JVOCC" is defined as the Jackson's View Owners Corporation Committee.
- "Group" is defined as a Social group of Jackson View who agree to meet on a regular basis and using the Function Room to conduct their meetings or gatherings.
- "Manager" is defined as Jackson's View Country Club Manager.
- "Lot owner" is defined as member of the Jackson's View Owners Corporation whose Owners Corporation fees are up to date with no monies owing.
- "Tenant" is defined as a resident of a property owned by a lot owner that has a valid lease agreement with the lot owner and has exclusive occupation of the leased property..

General Rules

- Applications to register a Social Group must be lodged and approved by the Social Sub-Committee, which is part of the JVOCC.
- Groups will allow other residents to access the Function Room, Meeting Room and/or Kitchen during their activity.
- Each lot is allowed to invite up to 2 guests.
- Guests may only attend with the resident that has invited them.
- Membership of the Group will be contained to residents of Jackson's View Estate, however as outlined above members of the Group may bring guests.

- The Group may only use the function room for the stated purpose as outlined in the application.
- Any requests for functions will take priority over any Social Group activities as long as the function is booked at least one month in advance
- The purpose of the group activities must be lawful and conducted in a manner that does not disrupt or inconvenience other users of the facility.
- The period of use will be restricted to **3 hours** (unless approved otherwise) and will commence in accordance with the allocated booking time and conclude at the agreed time nominated on the booking application.
- Using the function room includes the use of the portable BBQ located on the west side of the function room along with the outdoor tables and chairs on the south side of the function room.
- Decorations of any kind must not be erected or affixed to the walls, glass windows, doors, fittings, and furniture.

Maximum Capacity

The Occupancy Permit states a maximum occupancy of 100 people in the function room.

Cleaning

The Group will be responsible for all cleaning and must leave the room as it was found, with all furniture returned to its original place.

If the Function Room is NOT cleaned the group will be invoiced for the cost of cleaning and will not be able to continue until after the cleaning costs have been paid in full.

Frequency of Meetings

To ensure that all Social Groups have access to the Function Room, groups will not be able to conduct their activities or meet more than once a week.

Furniture and equipment use and damage to property

The function room has 3 dining tables, 1 large coffee table, 2 small coffee tables, 12 white plastic dining chairs, 2 settees, 4 armchairs, 4 bar stools, 1 conference room/dining table, 10 conference/dining chairs, 5 vases, 2 high-chairs, 1 DVD player.

It is the responsibility of the Group to ensure that all tables, chairs & equipment are returned to their allocated area at the function's conclusion.

The Group will be responsible for the cost of any damage or loss to the function area and or equipment provided in the rooms (chairs, tables, settees, audio visual equipment, kitchen equipment and or appliances).

Restriction of alcoholic beverages

The Jackson's View Country Club firmly believes in only responsible consumption of alcohol.

It is a condition of the use of the Country Club that the JVCC Alcohol Policy be adhered to at all times. A copy of the Alcohol Policy may be requested if needed.

Alcoholic beverages and their consumption in the function room is only permitted under strict conditions to ensure the safety and well-being of all users of this facility, including the integrity of the facility itself and the equipment herein.

Anyone found to be intoxicated at the premises will be asked to leave immediately and must abide by that request. Anti-social behaviour will not be tolerated under any circumstances. Failure to comply will attract serious breach penalties.

Neither Jackson's View Country Club Owners Corporation nor its staff & management will be held responsible for the actions of persons who create damage and or cause injury whilst being intoxicated and or under the influence of alcoholic liquor and will not be responsible for any damage or injury to persons, buildings, equipment and or furniture whilst they are intoxicated. It is further expressly agreed that function room bookings are made on this basis and that the Group indemnifies the Jackson's View Country Club, its staff and management from any consequences or litigation as a result of such damage or injury.

During the social group's activities, alcohol can only be consumed in areas outlined in the Alcohol Policy.

Occupational Health & Safety

The Group must ensure that they provide a safe environment minimising exposure to noise, working at heights, manual handling and safe operation of equipment.

The Group shall comply in every respect with regulations under the Health Act 1958, including the prevention of overcrowding and obstruction of doorways, passages, corridors or any other part of the building to ensure the safe exiting from the building in case of an emergency.

Smoking is NOT permitted anywhere in the Country Club including the car park or within 10 metres of front entry. Illicit drug use is also strictly prohibited.

Dangerous goods or gas cylinders are not allowed to be brought into the building by Lot Owners, Hirers or guests.

Power points are provided for use of equipment and conform to Australian standards.

No external sound amplification equipment, additional electrical equipment, additional lighting, or smoke machines are to be used without prior approval of the JVOCC.

No commercial activity

The Group is not permitted to conduct a commercial business.

Termination of a Social Group activity

Any of the below listed have the right and power to stop a function at any given time;

- Member of the Centre Management Team
- A member of Emergency Services

Termination of a Social Group

The Jackson's View Social Sub-Committee reserves the right to terminate a Group at any time.

Document Control

Version	Comments	Date
0.1	Translate current policy into policy template	11/10/2016
0.2	Updates from BJ	11/10/2016
0.3	Updates from JF	11/10/2016
0.4	Review and update by BJ	24/10/2016
0.5	Feedback from Committee Members including Social Sub-Committee	11/11/2016
0.6	Final Feedback from the Committee	14/11/2016
1.0	Final approved version	17/11/2016

Document Approval

Name	Title	Organisation	Signature	Date
Approved 17/11/2016 via e-mail approvals from General Committee				