

Function Rules

Shoeburyness Conservative Club

Rules and Guidance for Members wishing to hold a Function
No Function is a Private Function (please see point 10)

1. The member booking the function must provide the Secretary with a list of names of all those non-members attending, where possible.
2. Any guests not on the official list must be signed in the ACC Visitors book by a member who is attending the function. The book can be found by the entrance door.
3. A member who is signing in guests who are not on the official list can only sign in a maximum of six guests.
4. Decorations may be put up shortly before the function begins (please ensure that no Blue Tack or Sellotape is used on the walls) and must be removed at the end of the function. Members should be aware when decorating tables that other members may sit at those tables.
5. The Committee have the power to refuse the admission of any guest if, in its opinion, it is desirable in the interests of the Club and other members.
6. No person who has been expelled from the Club shall be admitted.
7. The member organising the function is responsible for the behaviour of all guests whilst on the Club's premises.
8. All guests must leave at the same time as the member organising the function unless they have passed on their responsibilities to another Club member at the function. The bar staff must be informed accordingly.
9. All Club rules apply to the members and guests at the function but can you please note the following in particular:
 - a. No bad language, drunkenness or disorderly conduct
 - b. Under no circumstances must seats be reserved
 - c. All members and guests whilst on the Club premises shall maintain such suitable standard of dress as the Committee has determined
 - d. Children must stay in the area designated for the function and be well behaved and supervised at all times
 - e. No children are to stand near the bar or gaming machines
 - f. Unless a Temporary Event Notice is applied for, no children under the age of 14 are permitted in the Club after 8pm. The member whose function it is will be liable for the £21 application fee.
 - g. Members and guests must not drink out of bottles
 - h. Any damage caused during the function must be paid for.
10. Please remember that during the course of the function, other Club members will be present in the Club and are entitled to enjoy the facilities of the Club without feeling intimidated.
11. If there are infringements of these rules and guidelines during the function, any member of the Committee, the Steward or Secretary can order the immediate withdrawal of those members or guests from the Club premises.