

INFORMATION FOR CLUBS

This brochure has been prepared to assist clubs in understanding a range of issues.
You may wish to keep it at your front desk as a guide for staff and visitors.

QUESTIONS ASKED BY CLUBS		QUESTIONS ASKED BY PATRONS	
Q.	How many guests can be in a member's company at any time?	Q.	Are minors allowed on the premises and to be served at "the bar"?
A.	The Liquor Act does not set any maximum number of guests. Common sense should be applied – but ultimately it is up to the club to decide. Remember – guests must be in the company of the host member, therefore it is not permissible for the door person to sign in a number of visitors who otherwise would not qualify for entry. Clubs should consider what is reasonable under the circumstances.	A.	Yes – at the discretion of the club. However, minors cannot obtain or consume liquor under any circumstances.
Q.	If the member leaves, are his/her guests allowed to stay?	Q.	I'm here on vacation from Victoria for 3 weeks. Do I have to sign in every time I visit the club?
A.	No. If a visitor has been signed in by a member they must remain in the members company. If the member leaves, the guest must leave.	A.	Yes. As an interstate visitor you are eligible to visit the club if that club allows visitors. The Liquor Act requires that your details be recorded in the visitors register on each visit.
Q.	What if a visitor only wants to play the pokies and not drink, do they have to sign in?	Q.	I only want to play the pokies, not consume liquor. Do I have to sign in?
A.	Yes. However, once inside it is very difficult for staff to know who may drink liquor and who cannot. It is safer for the club to do all the checking and refusal of entry at the door so that possible fines can be avoided by visitors obtaining liquor when they are not permitted to do so under the Liquor Act.	A.	Yes. The Liquor Act requires that the club maintain a register of each guest or visitor to the club premises – not just those guests and visitors consuming liquor.
Q.	If people are attending a function at the club, can they use the other club facilities (pokies, bar etc)?	Q.	I live near a club – why can't I use the facilities like everyone else? I don't want to have to pay annual fees and be involved with the club.
A.	No. Once they leave the function area to take part in other activities they have to be recorded in the visitor's register and meet the criteria under one of the visitor categories.	A.	A club is a place for members and their guests. The public is only permitted access in certain circumstances. Hotels offer pokies, entertainment and meals to the general public. If you wish to use the club facilities you will have to meet the entry criteria or be a member of the club.
Q.	Can members or visitors bring their own liquor to the club?	Q.	Can the club lease out the kitchen to a caterer?
A.	The Liquor Act does not prohibit BYO at clubs. However, it is up to the discretion of the individual club as to whether they wish to allow this to occur. Difficulties may be experienced if patrons other than members are found to be removing alcohol from the club. Police or investigators may require proof that the visitor did not purchase the liquor as a takeaway to ensure that the club is complying with the Liquor Act.	A.	No. The club cannot lease out any part of the licensed premises. Other contractual arrangements may be made with a private caterer and the Liquor Licensing Division has approved a 'specimen' agreement which a club can put in place.
Q.	Who has to be in attendance at functions held at the club?	Q.	Can clubs have junior membership?
A.	The nominee or his/her staff representative must be on the premises whenever a function is held. The main issue is that the premises and the sale of liquor are adequately supervised at all times.	A.	Yes. It is up to the club to determine its own membership categories. Of course minors are not allowed to consume liquor and cannot have voting rights.

RESTRICTIONS ON THE SALE OF LIQUOR AT LICENSED CLUBS

Category	Persons Attending the Club	Restrictions	Has to be Recorded in the Visitors Register	Allowed to Purchase Take Away Liquor
A.	Member	NONE	NO	YES
B.	Guest of a member	Has to remain in the company of the member	YES	NO
C.	Member of an approved reciprocal club	NONE	YES	YES
D.	Visitors	Someone who lives at least 15km journey away from the club, or lives interstate or overseas	YES	NO
E.	Visiting sporting teams	Teams and genuine officials playing scheduled matches at a sporting club that is the business of the club (ie. football at a football club, bowls at a bowls club, NOT darts at a football club)	NO – Evidence of team lists, game schedules etc., should be available if required	YES – Players in a visiting sporting team and genuine officials only
F.	Other playing visitors to a sports club	People who play the club's sport on that day of play, eg. golf at a golf club	NO – Evidence of score cards, green fees receipt etc., should be available if required	YES – Persons who have paid to play the club's sport only
G.	Applicant for membership	Applies to people who have completed a membership application form for 30 days after lodging an application. Some clubs may require payment of an application fee upon lodgement. The club's constitution will state when the membership fee is required to be paid.	YES	NO
H.	People attending an activity of the club that is the purpose of the club, eg trophy night at a football club	Members and guests only	Guests to sign	Members – YES Visitors – NO
I.	People attending a function conducted by the club (other than the purpose of the club), eg. stage show	None. Any person may attend. Guests are to remain within the function area at all times and are subject to further scrutiny if entering other parts of the club	YES	NO
J.	People attending a function held by a private person or company, eg, wedding, cocktail party and trade shows	Invited guests only. Guests are to remain within the function area at all times and are subject to further scrutiny if entering other parts of the club.	NO	NO
K.	Minors	Cannot be sold or supplied liquor. May attend the club unless the constitution or rules prohibit minors.	NO	NO
L.	Defence member	A club that is a RSL or Services Club may sell liquor to any of the following persons in possession of a current service identity card – <ul style="list-style-type: none"> ▪ A member of the Permanent Naval Forces, the Australian Regular Army, the Regular Army Supplement or the Permanent Air Force; ▪ A member of the Emergency Forces or the Reserve Forces who is rendering continuous full-time service. 	YES	NO