



Function Guidelines & Procedures for Members

Members of the Village Links Members Club Inc (**VLMC**) are welcome to arrange a function within the Opal Ridge Club (**ORC**) on behalf of fellow Members, and these guidelines are provided to assist you in this regard.

1. Select a date and write this into the Club's diary located under the Club's Notice Board.
2. Complete Park Manager's "Requirements for a Private Function use of ORC Facilities", and obtain confirmation of availability.
3. Discuss date of function with Bar Coordinator for his future reference.
4. Complete attached VLMC Event/Function Costing Form with Budgeted costs and give to Secretary for submission to Committee Meeting for approval and minuting (Volunteer Insurance purposes). Quotations for entertainment; catering should be attached or, if providing in-house catering such as nibbles and / or supper, provide an estimation of costs.
5. Costs for Door Prizes; new decor; table settings and other miscellaneous items should also be listed, with quotations where possible.
6. Advise estimated Income, including entrance fee.
7. Once approval has been received from Management Committee a confirmed booking can be made with entertainers/caterers. A copy of their current Public Liability Insurance is required to be forwarded to the Secretary.
8. Advise Park Manager and Bar Coordinator that function is proceeding.
9. Ascertain arrival times from entertainers / caterers and provide advice about entry procedures.
10. Arrange with Secretary to print flyers promoting the function. Flyers to include space for a table of 8 (names, villa numbers); date; cost of entrance; bar open time; function start time. **A cut off date and time for payment for function must be stipulated.** A receipt (acts as ticket) to be given at time of payment.
11. It is preferred tickets are not sold privately as this disadvantages some Members. Single Members may bring one adult guest with their names being placed on a 'Waiting List' until payment closing date and time. (Members take precedence).
12. If Posters of entertainment are available these can be placed in the Park Manager's and VLMC Notice Boards, and a copy given to the Bowls Club Secretary.
13. On afternoon / evening of function meet with entertainers / caterers at ORC and provide them with assistance where required and point out Emergency Exits. Provide entertainers with jugs of water and drinking glasses.
14. If a meal is provided before entertainment, provide entertainer with a timeframe of events e.g., meal / supper, lucky door prize, and anything else planned.
15. On the evening of the event display a table seating plan in the foyer.
16. The coordinator to arrange for Volunteers to sign a Volunteer Sheet and hand to Secretary.
17. For Health and Safety reasons, tables must not be moved.

18. Items to be considered when arranging a function are:

- Printing or photocopying
 - Posters and fliers
 - Mailing fliers
 - Setting up tables
 - Catering (includes setting up tea station)
 - Dish washing
 - Wiping down tables
 - Vacuum hall
 - Affixing of hooks and other items to the Clubhouse walls or hanging items across the hall is against the Park Owner's regulations. Only blu tac is allowed.
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**OPAL GARDENS RESIDENTS' CLUB
BY-LAW NO.1 - DRESS CODE**

The item below is written into the Minutes as a Bylaw, being Bylaw No. 1 for the Opal Gardens Residents' Club Inc.

A motion to provide a Dress Code at the Opal Gardens Over 50's Lifestyle Resort (currently Opal by Living Gems) was carried at the General Meeting held 14 December 2012.

The Dress Code is the result of a request from Park Management and was developed by Residents at the time. An addition to the Dress Code regarding the wearing of hats and caps was included and agreed at a Management Committee Meeting held 30 March 2015.

DRESS CODE FOR RESIDENTS AND GUESTS

1. Residents and their Guests are to be fully clothed when moving around the outside of their dwellings in view of other residents.
2. Singlets are not permitted inside the Club facilities.
3. Footwear must be worn at all times inside the Club facilities.
4. Hats or caps are not to be worn inside the Club facilities except on festive occasions or under special circumstances.
5. Swimwear, wet or dry, is not permitted inside the Club facilities.
6. Glass is prohibited inside the pool area or near the pool fence.