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Document Name:	Bowling Events Hosted by LBC Members
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## 1.0 Purpose

Outline of the process to be followed by a member of the BBC Lawn Bowling Club who wishes to host a private lawn bowling event involving more than 4 guests at the LBC.

## 2.0 Policy Details

1. The LBC member must book their event through the Corporate Event Coordinator. An email should be sent to [eventrental@balmybeachlawnbowling.com](mailto:eventrental@balmybeachlawnbowling.com) at least two weeks prior to the proposed event outlining the date, time and number of guests.
2. Events are limited to 4 rinks and 32 participants.
3. A member can only host 2 private events per season.
4. The member will be charged \$15 per participant, payable to the LBC Treasurer at [bblbpayments@balmybeachlawnbowling.com](mailto:bblbpayments@balmybeachlawnbowling.com).
5. The Corporate Event Coordinator will confirm that the requested date is available and ensure the calendar is updated and the greenskeeper is aware of it. He/she will also arrange volunteers (1 per rink).
6. Under no circumstances can alcohol be consumed on Lawn Bowling property (clubhouse, grounds or greens).
7. The LBC member host must make arrangements with the BBC General Manager if the use of the facilities or services of the main club are required.
8. The LBC member host of the event must:
  - a. Set up the rinks, including large mats at both ends
  - b. Replace the equipment properly after use
  - c. Lock up the buildings and entrance gate and return the key to the main club
9. If the event must be cancelled, the Corporate Events Coordinator and BBC General Manager (if applicable) must be notified as soon as possible.