

Lynfield Tennis Club

Bar Policy

Version 1.0

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1. Background

- The Lynfield Tennis Club (“LTC”) bar is licensed through Auckland City Council.
- LTC must have a Certified Bar Manager in order to operate the bar.
- LTC can only sell alcohol on the premises within the allocated hours in our licence.
- LTC must only sell alcohol according to the requirements of law.
- LTC must only serve alcohol within the conditions specified in the liquor licence.
- The Management team will review this policy on an annual basis to confirm its appropriateness and whether any changes need to be made.

2. Duty Manager

- A duty manager must be appointed by the club to control the sale of alcohol. This does not have to be the liquor license holder/ Bar Manager (i.e. Rod Quick), however approval of the elected duty manager on the night (for any event and any person working the bar) is to be approved by the liquor license holder, Rod Quick.
- The name of the duty manager, or the name of the appointed duty manager on the day of an event must be displayed on the board at the bar.

3. Legal obligations

- Alcohol will not be served to minors (persons under 18 years).
- Alcohol will not be served to persons who are intoxicated.

IDENTIFICATION

- Persons consuming or purchasing alcohol who appear under the age of 25 years will be asked for age identification.
- Identification required to be produced may include:
 - New Zealand Drivers Licence
 - New Zealand or overseas passport
 - HANZ 18+ Card

INTOXICATION

- Intoxicated persons are not permitted to enter or remain on the premises.
- Alcohol will not be sold to any person exhibiting signs of intoxication or to any person who intends to supply alcohol to an intoxicated person.

ALCOHOL SELLING TIMES

Alcohol can only be sold during the following days and times:

- Monday 6.00pm to 10.00pm
- Tuesday 6.00pm to 11.00pm
- Wednesday 11.00am to 3.00pm and 6:00pm to 10:00pm
- Thursday 6.00pm to 12.00am (midnight)
- Friday 6.00pm to 12.00am (midnight)
- Saturday 12.00pm (midday) to 12.00am (midnight)
- Sunday 12.00pm (midday) to 9.00pm

OTHER REQUIREMENTS

- Drinking water is to be freely available to customers from the bar.
- The following steps must be taken to promote the responsible consumption of alcohol in line with our Host Responsibility Policy (posted by the Bar):
 - We will serve alcohol responsibly or not at all.
 - We will not serve intoxicated persons.
 - We will not serve minors.
 - If you look underage we will ask for ID

- We will not allow intoxicated persons to enter or remain on the premises.
- We provide and promote a wide range of low alcohol and non-alcoholic beverages.
- We provide and promote our food.
- We provide a telephone and ensure all reasonable steps are taken to ensure safe transport options.
- We will operate within the requirements of the Sale and Supply of Alcohol Act 2012.

4. People who can be served

The Sale and Supply of Alcohol Act 2012 entitles us to serve alcohol to “authorised customers” under our Club licence. “Authorised customers are”

- Members
- Persons who are at the Club on the invitation of a member, and are accompanied by that member
- Authorised visitors

Detail of these categories is set out below:

- A member is a person who has expressly agreed in writing to comply with the Club’s rules and is recognised as a member under those rules.
- Persons who are at the club on the invitation of a member (and are accompanied by them). This covers family/friends of our members.
- An "authorised visitor" is specifically defined in the Sale and Supply of Alcohol Act 2012 as visiting members of tennis clubs LTC has an arrangement for reciprocal visiting rights for members. This does not extend to a visitor of any member/person.

Two further points in respect of “authorised visitors” to be aware of:

- It is our understanding that ‘reciprocal visiting rights’ are in place for all tennis clubs within the Auckland Tennis region, without specific arrangements with individual clubs needing to be entered into.
- We have added a new clause to our liquor licence. The clause states “alcohol may be sold or supplies to a person who is on the premises at the invitation of an authorised visitor who is also on the premises”. This is to cover friends/family of visiting interclub teams. This is the one exception the Club licence can be extended to outside of the categories of persons who can be served above.

LTC has implemented sign-in procedures to ensure it is only serving alcohol to “authorised customers”. The Duty Manager must ensure the following people are signed in prior to serving them alcohol:

- Guests of members
- Guests of authorised visitors

5. Club events, Club functions and Hall Hire

- These events and functions must be compliant with the conditions of our liquor licence as detailed above.
- On duty manager or person authorised by the duty manager must be present during the sale of alcohol throughout the event.
- Sign in book must be available for the Duty Manager to sign in guests as detailed above.

6. Administration of Club Licence

- The Club Licence of the LTC is valid for 3 years. The current Club Licence expires on **7 March 2022**.
- An application to renew the Club Licence needs to be made at least 20 working days in advance of the expiry date. The due date for completing the application for the current licence will be **7 February 2022**.
 - A renewal form has in the past been posted to the Club in advance of the renewal date
 - Failing to file a renewal on time can mean an whole new Club Licence has to be applied for, rather than just renewing the current one.
 - If there is a valid explanation for filing the renewal late, the Council will accept a late application.
 - Providing the renewal documents have been filed, the Club can continue to sell alcohol even if a new licence has not been received prior to the expiry date.
 - Details of what is required for an application can be sourced here:
<https://www.aucklandcouncil.govt.nz/licences-regulations/business-licences/alcohol-licences-fines/open-business-sells-alcohol/apply-alcohol-club-licence/Pages/do-you-need-an-alcohol-club-licence.aspx>
- An annual fee (currently of \$161) needs to be paid to the Council each year and is due at the renewal date of the licence.

- The Bar Manager's certificate is valid for a period of 3 years. It is the responsibility of the Bar Manager (currently Rod Quick) to ensure his/her Manager's certificate is up to date and valid.