Windsor Lawn Bowling Club
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Group Event Policy

1. Windsor Lawn Bowling Club [WLBC] facilities may host group events.

2. The primary purpose of any group event must be participation in lawn bowling activities.

    a. If a group is not reasonably able to participate in lawn bowling activities during an event due to unforeseen circumstances, such as rain or extreme heat, the group may use the remaining facilities agreed to.

    Outside Groups

3. Unless excluded below, outside groups will be charged the standard $20 fee to help offset our costs and insurance fees;

    a. Corporate use of facilities for team building and other related activities - $500/day for events over 4 hours, or $300/day for events up to 4 hours,

    b. Not for Profit Organizations (such as Charities, Churches etc.) and other Community, Neighbourhood, Friend and Family Groups/Clubs - $10 per participant.

    c. The above may be subject to a $125 cleaning fee.

4. The following groups will pay a reduced participant fee of $10 for all events with a cap of $300.

    a. School groups;

    b. Clubs or organizations whose primary focus is on providing services to youth;

    WLBC Members

5. WLBC members may host personal events at the club, provided they submit a written request to the board for approval. These events will be subject to a cleaning fee.

6. This benefit does not apply to events held on behalf of outside businesses or organizations.

7. Fees may be imposed for member-hosted events in cases of excessive demand.

8. Members will be expected to return all facilities to the same condition as when they arrived for member-hosted events.

Conditions of Use

9. Unless explicitly agreed, groups do not have exclusive use of any WLBC facilities.

10. The following are included for all groups:

    a. Use of greens;

    b. Use of club bowls;

    c. Use of washrooms;

    d. Use of picnic tables and surrounds;

    e. Use of main hall; and

    f. Volunteers to assist in playing bowls.

11. Unless otherwise agreed, all groups will be provided access to WLBC facilities for three hours.

12. Bar service can be provided upon request subject to availability of certified bartenders.

13. Food can be brought in by the group upon request, subject to availability of certified Safe-Food Handlers. Only food prepared in a certified facility or purchased at a commercial business will be permitted.

14. Group events may be scheduled concurrently with other WLBC activities, but only if the event would not pose a significant detriment to those activities.

Group Event Coordinator

15. The group event coordinator [EC] shall bear primary responsibility for scheduling and coordinating group events.

16. The EC's duties shall include:

    a. Receiving and responding to group event requests;

    b. Scheduling group events in accordance with this policy;

c. Coordinating sufficient volunteers to assist groups – taking into consideration the size, age, and experience of the group;

d. Coordinating certified bartenders and/or safe-food handlers if required by the group;

e. Only confirming group events when facility and volunteer availability permit;

f. Ensuring that applicable fees are collected;

g. Making most decisions regarding whether any fees are payable by a group applying for a group event; and

h. Referring questionable cases regarding fees to the board for a final decision.

17. WLBC shall retain the right to make exceptions to this policy at any time should it be determined that such exception would be beneficial to the club.

Approved by board on April 16, 2026

Revised on March 28, 2026