



Policy Title:	Liquor Licensing and Alcohol Service Policy
Organisation Name:	Hervey Bay City Bridge Club Inc.
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1. Purpose —

This policy sets out the requirements for managing any liquor licence held by the Club and the conditions under which alcohol may be supplied at Club premises or Club-sanctioned events.

Where this policy conflicts with the Liquor Act 1992 (Qld) or the Club Constitution, the Act or Constitution prevails.

2. Licence Status —

The Club may hold a Community Other Liquor Licence under the Liquor Act 1992 (Qld). If a licence is held, the Club must comply with all obligations under the Act and with any conditions imposed on that licence.

The Club may, at the discretion of the management committee, temporarily cease the service of liquor, close the bar, or impose additional restrictions on the supply of alcohol at any time. These operational decisions do not affect the legal status of any liquor licence held by the Club and do not constitute a suspension, amendment, or alteration of that licence.

The management committee will consult with the membership regarding any changes to the service of alcohol.

3. Supply of Liquor —

Liquor may only be supplied to:

- financial members
- reciprocal members (financial members of another bridge club)
- bona fide guests and visitors signed in according to this by-law

A bona fide guest is a person invited by a financial member and is known to the member, who must remain in the company of that member while on the premises. All guests and visitors must be entered into the Club's guest register.

Minors may be present on the premises only in accordance with the Liquor Act 1992 (Qld) and must not be supplied alcohol under any circumstances.

4. Guest Register Requirements —

The Club must maintain a guest register in a fixed and accessible location.

All guests and visitors must be entered into the register before being supplied liquor. The register must record:

- Full name of the guest or visitor — to identify the person
- Name of the member who invited them — to confirm they are a bona fide guest
- Date of the visit — for compliance and audit purposes
- Time in and time out — optional but strongly recommended
- Signature of the guest — confirms attendance
- Signature or initials of the member — confirms responsibility for the guest

The management committee may prescribe additional details or procedures to ensure compliance with liquor-licensing obligations.

5. Operational Requirements —

If the Club holds a liquor licence, the management committee must ensure:

- accurate and current membership records are maintained
- a guest register is kept and monitored
- alcohol is not sold or supplied to the public
- responsible service of alcohol practices is always followed
- trading hours comply with the licence
- any risk-management, harm-minimisation or community-impact requirements imposed by the regulator are met
- all insurance obligations relating to the licence are complied with

6. Responsible Service of Alcohol —

The Club must promote and enforce responsible service of alcohol, including ensuring that:

- persons under 18 are not supplied alcohol
- intoxicated persons are not served
- RSA-trained personnel are present when required by law or licence conditions

Any person involved in the supply of liquor must comply with RSA requirements and any training obligations imposed by the licence.

7. Club Character and Non-Profit Status —

The Club must operate as a bona fide members' club. No profits or benefits may be distributed to members except as permitted by law and the Club's governing rules.

8. Compliance and Oversight —

The management committee is responsible for ensuring compliance with this policy and may implement procedures to support its operation. Any breach of this policy may be dealt with under the Club's complaint processes.