



Guidelines for clubs holding Dos

Entrance

- Well lit for checking money, ID etc.
- At least one member of security on the door
- Use a clear wristband system, to differentiate between under and over 18s. County will sell at cost if required.
- As from 01/01/2009 – no under 16s/16-18 members only and signed in by an over 18.
- Consider applying a 'One Member One Guest' policy where non members are signed in, if you are worried about the numbers of non members.
- Place a car park disclaimer in the entrance
- Check bags so drink is not taken in. (Glass bottles are a hazard)

Advertising

- Fliers – ensure they have full and comprehensive information, clearly state the ages that can attend. Make sure there is more than one contact number.
- If you wish to advertise on Facebook, be selective in the information you post, perhaps just a vague location and a couple of contact numbers if they wish to find out more information.

Miscellaneous

- Place clear signs behind the bare stating that you will not serve under 18s, the type of wristbands that will be served and 'No Smoking' signs
- Ensure you have SIA certified security personnel: 1 x first 100 then a further one for each further 50 people
- Ensure you have enough toilets for the amount of people in a well lit area
- Ensure you have a designated, qualified First Aider, with a well stocked first aid kit. You should have a quiet area where people can sit down.
- Ensure you have adequate security fencing for the site, securing any potential hazards off from the public.