Parameters for Support Group Functions held @ Scotch College Dining Hall

The theory behind this information is to ensure the hard working Support groups still have the opportunity to host an end of season function or similar for their group whilst allowing the catering department to meet its core objective of caring for Scotch College boarders with minimal interruption.

Besides fulfilling the Event Logistics Form – Dining Hall and getting it in to me as soon as reasonably possible, some other points when organising your event follow:

1. Ensure the function’s focus is on the boys. This includes the menu, table settings and the length of the function.
2. The timing of the event should avoid encroaching on the boarders and their use of this facility. The Annex area is often booked by other groups (it is not in use for the boarders’ daily requirements) and there may not be sufficient time in which to set up another function. Advance booking will ensure clashes do not occur and the facility is available to you as early as possible. Preference is given to the requirements of the College before other groups.
3. All functions need to fit within the confines of the Annex area (preferable) or a slightly larger partitioned area can be arranged though it cannot encroach on the area required for the boarders. Be aware that there is no sound proofing should you wish to extend outside the Annex into the boarders area. There will be general noise from the boys as well as the noise of the staff who clean the facility once the boys leave. The dishwasher generally runs until 8pm and the vacuum cleaners generally run for an hour or two. These tasks cannot be put on hold.
4. The annex can accommodate the following numbers in the following formats
   a. Seated ANNEX ONLY - 64 people
   b. Seated ANNEX PLUS A SMALL PORTION OF THE DINING HALL – 100 people
   c. Canapé ANNEX ONLY – 100 people
   d. Canapé ANNEX PLUS A SMALL PORTION OF THE DINING HALL – 150

   The balcony can be utilised should the weather permit. This is often an area the teams and guests like to gather on prior to the function starting.
5. The function should be promoted as a casual affair, avoiding formalising it with elaborate decorations, extensive setting up and resetting times.
6. Consider the junior teams having their own wind-ups after the last fixture or training session and keeping the end of season function for the senior team(s)
7. Pipe Band and Hockey are functions that the other support groups could take some guidance from in terms of event logistics and target audience. These events are primarily organised and attended by the boys and a few coaching staff, remain focused on the boys and are over in a couple of hours.
8. Functions need to finish by 10.30pm. This allows the catering staff to then reset the hall for the boarders’ breakfast, which takes place 7 days a week throughout term times. It is also a reasonable finishing time for boys, staff and parents when functions are held on weeknights or the evening before PSA fixtures.
9. Should you decide to have the function in another area of the College, ie Gooch Pavilion, swimming pool, playing field and the like, we are still available to cater within a suitable timing and menu structure.
10. The Goland Club Dinner will not be affected by this policy document.

Designing your function around these parameters is greatly appreciated. This helps reduce the pressure on everyone from event organisers, coaches, boys, parents, support groups, boarders and catering staff. It will ensure the function remains ideally suited to the young men who have committed to their sport and team, and that the boarders are still able to utilise the facility.

Brett Barrett – Catering Manager