



The Coulsdon Club

EST. 1919
MUSIC & SPORT VENUE

Event Membership By-Law

1. Authority & Status

- 1.1 This By-Law is made by the Committee under Rule 16(3) of the Rules of the Club.
- 1.2 This By-Law regulates **Event Membership**, which is a form of **Temporary Membership** granted under Rule 8(1).
- 1.3 This By-Law shall be interpreted so as to preserve at all times:
 - the private members' club character of the Club;
 - the rights, privileges, and primacy of Full Members; and
 - compliance with licensing, safeguarding, and data-protection law.

2. Purpose of Event Membership

- 2.1 Event Membership exists solely to enable lawful admission of non-members to the Club for a specific event or organised activity.
- 2.2 Event Membership may be used only in connection with:
 - ticketed Club events;
 - invitation-only events hosted by members;
 - community, affiliated, or organised group activities approved by the Committee; or
 - private hire arrangements approved by the Club.
- 2.3 Event Membership **does not create public access**, casual attendance, or open entry to the Club.

3. Nature of Event Membership

- 3.1 Event Membership is a **temporary category of membership** created solely for attendance at specific events.
- 3.2 Event Membership:
 - may be recorded as an ongoing membership category within the Club's membership system;
 - does not of itself confer any right of entry or attendance.
- 3.3 Admission to the Club is permitted **only** when the Event Member:
 - holds a valid ticket, invitation, or organiser approval for a specific event; and
 - attends only for the date, time, and purpose of that event.



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- 3.4 Event Membership automatically lapses for access purposes at the conclusion of each event.

4. Rights and Restrictions

- 4.1 Event Members are bound by the Rules, By-Laws, Codes of Conduct, and licensing conditions of the Club.
- 4.2 Event Members:
- may access only those parts of the premises reasonably required for the event;
 - must comply with all directions of Club officers and staff.
- 4.3 Event Members **must not**:
- attend or vote at any General or Business Meeting;
 - introduce guests;
 - hold any office or position in the Club;
 - acquire a membership share;
 - claim any right, interest, or entitlement in Club property or on dissolution.
- 4.4 Event Membership confers **no pathway to Full Membership**, save by separate application under Rule 7.

5. Relationship to Full Membership

- 5.1 Nothing in this By-Law:
- alters or diminishes the rights of Full Members;
 - affects voting, governance, or ownership of the Club; or
 - permits non-members to influence the management or control of the Club.
- 5.2 Full Members retain priority access to the Club at all times except where exclusive hire has been expressly approved by the Committee.

6. Granting of Event Membership

- 6.1 Event Membership may be granted by:
- purchase of a ticket through a system approved by the Committee;



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- submission of an invitation or attendee list by a member or organiser; or
 - registration through a Club-approved booking or access-control system.
- 6.2 Acceptance of the Club's Rules and Codes of Conduct is a condition of Event Membership.
- 6.3 Same-day grant of Event Membership is permitted where admission control is otherwise compliant.

7. Member-Hosted Events

- 7.1 Where a member hosts an invitation-only event exceeding the standard guest limit, non-members attending shall be treated as Event Members.
- 7.2 Such Event Membership:
- applies only for the duration of the event;
 - does not permit repeat or casual attendance.

8. Community and Affiliated Group Events

- 8.1 Community groups, clubs, or organisations using the premises may be granted Event Membership for their participants for the duration of their booked activity.
- 8.2 Event Membership for such groups:
- does not confer exclusive use of the premises unless expressly agreed;
 - does not create ongoing or repeat access rights.
- 8.3 Club members retain access to the Club during such events unless exclusive hire has been approved.

9. Data Protection and Controller Responsibility

- 9.1 Where Event Membership arises through:
- third-party ticket sales; or
 - attendee lists supplied by a hirer, organiser, or community group,
 - the **organiser or ticketing provider remains the Data Controller** for the personal data collected for that event.
- 9.2 The Club acts as **Data Recipient only** and relies on the organiser's confirmation that:



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- attendees have consented to the sharing of their details with the Club for admission, conduct management, and licensing compliance; and
- attendees have accepted the Club's Rules, Codes of Conduct, and licensing conditions.

9.3 The Club is **not required to verify individual identity documents** for Event Members where:

- admission is controlled by ticket, invitation, or organiser list; and
- the organiser has accepted responsibility for the accuracy of attendee information.

9.4 The Club's obligation is limited to maintaining a **record of persons admitted under Rule 8(1)** sufficient to:

- demonstrate compliance with the Licensing Act 2003;
- support refusal of entry, exclusion, or enforcement action where required.

9.5 Any use of aliases, abbreviated names, or incorrect details remains the responsibility of the organiser or ticketing provider and does not invalidate Event Membership for licensing purposes where admission control is otherwise lawful.

10. Records, Duration, and Review

10.1 Event Membership records may be retained for administrative, safeguarding, and compliance purposes.

10.2 The existence of an Event Membership record **does not permit access** without a valid event booking or invitation.

10.3 Where an Event Member has not attended any event for a continuous period of **36 months**, the Committee may:

- archive the record; or
- require confirmation of continued consent before further attendance is permitted.

10.4 No subscription, joining fee, or annual renewal payment is required for Event Membership.



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11. Interpretation and Enforcement

- 11.1 This By-Law shall be interpreted to prevent the Club from operating as a public house or open venue.
- 11.2 The Committee retains absolute discretion to:
- refuse entry;
 - revoke Event Membership; or
 - impose conditions necessary to protect the Club, its members, or its licence.

Adopted by Committee Resolution on:

Date 14th January 2026

Effective from:

Date 14th January 2026

SIMON WILLSMER
PRESIDENT

Matt Goble

INTERIM SEC.