

## CHAPTER 7 - FUNCTION DEFINITION

### 0701. **Introduction**

Where functions are held within messes they are to be provided through the sitting contractor.

0702. **Formal (Official) Function.** A Formal (Official) function is one at which all mess members may be required to attend and Service personnel are on official duty. Entitlement to such functions is clearly laid out in Queens Regulations. The actual number of such functions will be detailed in the Contract Quantity Tables. In an Officers' mess, 12 such functions and a SNCO mess 6 functions are normally authorised per year. For all such functions labour costs (up to midnight or as otherwise authorised by the TLB) are funded at public expense. All other costs are funded by individuals attending or by the mess. Examples of such functions are:

- a. Dining in, Mess Dinners, guest or ladies nights.
- b. Cocktail parties.
- c. Unit CO's Reception or other official hospitality.
- d. Other functions at the Unit CO's discretion.

0703. **Informal (Unofficial) Function.** Informal functions are to be encouraged because they contribute to military ethos and therefore promote the morale component of fighting power. An informal function is one that is organised by the mess committee. All costs are to be agreed, by the mess committee, with the contractor and are to be recovered from mess members or mess funds., Examples of such functions are:

- a. Christmas Draw unless as part of a formal ball.
- b. New Year's Eve dance.
- c. Dinner dances.
- d. Steak nights.
- e. Barbecues, discotheques or similar functions.

0704. **Private Functions.** Private functions are to be encouraged because they contribute to military ethos and therefore promote the morale component of fighting power. All service personnel and entitled mess members may seek the appropriate permission to use mess facilities for a private function. All costs are to be agreed between the individual and the contractor. These costs are to be met by the individual. In addition the authority may levy charges for use of the mess/facility. Examples of such functions are:

- a. Wedding receptions.
- b. Christening parties.
- c. Individual members' parties and dinners
- d. Bar Mitzvahs.

0705. **Official Entertainment.** Refer to JSP 462 – Chapter 44 Financial Management Policy Manual Sound Governance

0706. **Use Of Core Catering Manpower.** For informal and private functions CCM may be employed in accordance with Chapter 9 para 0918.

0707. **Foodstuffs.** Foodstuffs for all functions will be sourced from the CRL contractor or from a reputable source agreed with the CRL contractor acting reasonably.

0708. **Beverages.** Beverages for formal and informal functions shall normally be sourced through the mess. Beverages for private functions shall be agreed with the function sponsor and the CRL contractor.

0709. **Cost Pricing Expectations.** The Authority expects that the contractor shall offer prices for informal and private functions which have regard to their contribution in military ethos and moral component. The Authority's expectations are that standards of service and function prices will offer value for money to the sponsor.

0710. **Alternative CRL.** Refer to Chapter 15

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