

ADMISSIONS

VISITORS

There are different types of visitors that can come in to our clubs and the process for each is different.

- CONTRACTORS
 - First, ask the contractor to **sign the visitor log**, then let the Duty Manager know that they are in.

- GAMBLING COMISSION/FOOD HYGIENE/LICENSING STANDARDS OFFICERS
 - If someone claims to be from any of the above you should ask them for ID – they will be happy to provide this
 - Then ask them to **sign the visitor log** and again, let the Duty Manager know they are in.

- EMERGENCY SERVICES
 - If there is an emergency in the club and any Emergency Services Personnel come in, **direct them quickly** to the most relevant person. (I.E. if an ambulance has been called, be prepared to show the paramedics to the injured person)
 - If this is a **non-emergency visit**; ask them to **sign the visitors log** and let the Duty Manager know they are in.