

CHAPTER 7 - FUNCTION DEFINITION

0701. **Introduction.** All functions held within the unit are to be delivered by the incumbent Industry Partner (IP) for the duration of the Contract. This applies to Formal, Informal and Private Functions. There may be circumstances when the IP does not wish to deliver a Private Function but must always be offered first refusal. When this occurs the Private Function, Sponsor may seek an alternative provider in accordance with the appropriate regulations for the occasional use of MOD property.

0702. **Official Mess Function (OMF).** An Official Mess function is one at which all mess members may be required to attend and Service Personnel are on official duty and where 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.

0703. **Official Mess Function (OMF) Entitlement.** The entitlements for official Mess functions are as follows:

a. Royal Navy and Royal Air Force.

(1) **Officers' Mess.** 12 OMF per annum. Generally, these are 2 x seasonal balls and 10 x other functions (e.g. Mess Dinners) as agreed by mess committees. Contract Quantity Tables will detail function times for which TLB labour charges are approved.

(2) **Warrant Officers' & Senior Rates/Sergeants' Mess.** 6 OMF per annum. Generally, these are 2 x seasonal balls and 4 x other functions (e.g. Mess Dinners) as agreed by mess committees. Contract Quantity Tables will detail function times for which TLB labour charges are approved.

b. Army¹. The revision of allocation of OMF for Army structures effective 1 Apr 2016, is listed below:

(1) **Regular unit, station/garrison and formation headquarters:** The Officers' Mess and the Warrant Officers' and Sergeants' Messes both have an allocation of 8 functions per mess.

(2) **Reserve units.** Allocation of 2 functions per mess, to be held at annual training camp, with paired unit or at the nearest suitable mess facility.

(3) **Corps and Regiments.** All Officers, Warrant Officers and SNCOs not at Regimental Duties are to be able to attend 1 OMF per FY.

0704. **Informal Function.** An Informal function is one that is organised by the mess committee. All costs are to be agreed, by the mess committee, with the IP 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. Dinner dances.

0705. **Private Functions.** Where spare capacity is available all Service Personnel and entitled mess members may seek the appropriate permissions to use mess facilities for a private function. All costs are to be agreed between the individual, the Authority and the IP and are to be met by the individual. In addition to accord with the regulations for occasional use of MOD property the Authority shall licence and levy charges for use of the Mess/facility. Examples of such functions are:

¹ Detailed guidance is shown QRs for the Army, Chap 5 Part 18 para 5.705 – 06 and at Part 3 to Annex D,

- a. Wedding receptions.
- b. Individual members' parties and dinners

0706. **Domestic Assistance & Official Hospitality Policy.** For Domestic Assistance refer to JSP 464 Tri-Service Accommodation Regulations; for Official Hospitality refer to JSP 462 Financial management and Charging Policy Manual (Part1, Chapter 15).

0707. **Use of Core Catering Manpower.** For informal and private functions CCM may be employed in accordance with Chapter 9 para 0918.

0708. **Foodstuffs.** Foodstuffs for all functions will be sourced from the IP or from a reputable source agreed with the IP acting reasonably.

0709. **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 IP.

0710. **Cost Pricing Expectations.** The Authority's expectations are that standards of service and function prices will offer value for money to the sponsor.

0711. **Alternative CRL.** Refer to Chapter 15.

0712. **HESTIA Contract.** [Units whose catering services are provided through the HESTIA contract should refer to the relevant contract documents.](#)

0713 – 0799. Reserved.