



Events

The Heritage Function Centre offers excellent facilities for all types of corporate events. Our flexible function space can cater for small meetings to large seminars of over 300 guests.

We are centrally located with excellent road and rail links to all areas of Sydney including:

- Rhodes Corporate Precinct (5 minutes)
- Sydney Olympic Park (10 minutes)
- North Ryde Corporate Precinct (10 minutes)
- Parramatta CBD (20 minutes)
- Sydney CBD (30 minutes)

Facilities

- Free undercover parking for over 450 vehicles
- Hire of audio-visual equipment
- Sound and light technicians
- Business facilities including photocopying and faxing
- Full in-room catering plus access to The Coffee Club and Ryde-Eastwood Leagues Club's a-la-carte restaurant and bistro

Our professional functions team and excellent facilities will ensure that your event makes a lasting impression on your delegates.

Corporate



Half Day Room Hire (up to five hours)

Ryedale Room	- \$250*
Willandra Room	- \$170*
Hermitage Room	- \$170*
Denistone Room	- \$170*
Rutledge Room	- \$75*
Turner Room	- \$65*
Hawks Room	- \$75
Auditorium	- \$375

* These rooms can be combined to form a larger space.
Combined room hire will be charged as the total of individual room rates.

Audio-visual equipment

The following audio-visual equipment is included (on request) with room hire:

- PA system with ceiling speakers
- Lectern/microphone
- Microphone (with lead)
- Whiteboard with markers and eraser
- Projector screen

The following audio-visual equipment is available for hire:

· Data Projector	\$110
· Laptop	\$90
· TV/DVD/Video	\$40
· Conference Phone	\$25
· Cordless Microphone	\$25
· Lapel Microphone	\$25
· Flip Chart with paper and markers	\$30
· Overhead Projector	\$40
· Portable stage (2m x 1.8m)	\$75

Other equipment is available on request from our Sound and Lighting Technician. Technician fees \$55 per hour (minimum four hours).

Other services

- High speed wireless internet access
\$10 – 1 hour, \$15 – 5 hour, \$20 – 10 hour
- Pens and paper for each delegate
\$2 per person
- Photocopying (B & W/colour)
20c/60c per page
- Faxing (domestic)
30c per page
- Tea and Coffee

hire
&
services
charter

The Heritage Function Centre's eight venues are designed to suit functions of all sizes.

Ryedale

- 150 Theatre style
- 80 Classroom style
- 80 Banquet (with dance floor)
- 100 Banquet (without dance floor)
- 100 Banquet (with dance floor, inc. Rutledge and Turner)

Denistone

- 50 Theatre style
- 30 Classroom style/U-shape
- 50 Banquet (without dance floor)

Hermitage

- 50 Theatre style
- 30 Classroom style/U-shape
- 40 Banquet (with dance floor)
- 50 Banquet (without dance floor)



Willandra

- 80 Theatre style
- 50 Classroom style
- 40 U-shape
- 50 Banquet (with dance floor)
- 60 Banquet (without dance floor)



Rutledge

- 25 Theatre style
- 20 Boardroom or classroom style

Turner

- 12 Boardroom style

Hawks

- 20 Boardroom style

Auditorium

- 300 Cabaret style



Breakfast – Minimum 30 people

Continental – \$11 per person*

- Fresh Fruit Platter
- Assortment of Danish Pastries, Toast with Butter and Jam
- Bottomless Tea and Coffee

Australian – \$20 per person*

- Fresh Fruit Platter
- Selection of Breakfast Cereals with Fresh Milk
- Plated Crispy Bacon and Eggs, Grilled Sausages, Tomatoes and Potato Wedges
- Assortment of Danish Pastries, Toast with Butter and Jam
- Bottomless Tea and Coffee

*NB: \$3 surcharge per person for breakfast served before 8.30am

Coffee Breaks – Minimum 10 people – available from 10am

Option 1 – \$1.50 per person

Tea and Coffee

Option 2 – \$3.00 per person

Assorted Biscuits with Coffee and Tea

Option 3 – \$5.00 per person

Assorted Danish Pastries with Coffee and Tea

Option 4 – \$5.00 per person

Scones with Jam and Cream, Coffee and Tea

Option 5 – \$5.00 per person

Assorted Muffins, Coffee and Tea

Option 6 – \$5.50 per person

Assorted Club Sandwiches with Coffee & Tea

Option 7 – \$6.50 per person

Assorted Club Sandwiches, Danish Pastries, Coffee and Tea

Option 8 – \$6.50 per person

Assorted Club Sandwiches, Fresh Fruit and Cheese Platter, Coffee & Tea



Lunch Breaks – Minimum 10 people

Option 1 – \$9.50 per person

- Assorted Club Sandwiches
- Mini Pies and Sausage Rolls
- Cocktail Spring Rolls
- Fish Cocktails
- Bacon Vol-au-vont
- Tea and Coffee

Option 2 – \$12.50 per person

- Assorted Club Sandwiches
- Prawn Cutlets
- Chicken and Beef Skewers
- Tea and Coffee
- Crumbed Fish Pieces
- Mini Quiches
- Vegetarian Samosa

Light Lunch – \$9.50 per person

- Turkish Bread and Gourmet Wraps with assorted fillings
- Fresh Fruit and Cheese Platter
- Tea and Coffee

Light and Healthy – \$12.50 per person

- Turkish Bread and Gourmet Wraps with assorted fillings
- California Rolls
- Salmon Sushi Rolls
- Fresh Fruit and Cheese

Healthy Lunch – \$16 per person

- Turkish Bread and Gourmet Wraps with assorted fillings
- Rice Paper Prawn Rolls
- California Roll Sushi
- Salmon Sushi
- Fresh Fruit and Cheese Platter
- Tea and Coffee

Lunchtime only, minimum 20 people

Mini Buffet – \$16 per person

- Chef's Special Hot Dish served with Fried Rice or Stir-fried Noodles
- Caesar Salad
- Chicken and Beef Skewers
- Vegetarian Samosa
- Crumbed Fish Pieces
- Bacon Vol-au-vont
- Cocktail Spring Rolls
- Fresh Fruit and Cheese Platter
- Tea and Coffee



Menu Suggestions

Design your own lunch

Select four or more items to be served during your break – minimum 10 people, prices per piece

Mini Vol Au Vont filled with:

Bacon and Mushroom	\$1.50
Chicken and Mushroom	\$1.50
Seafood	\$1.50
Ratatouille	\$1.50

Traditional Japanese Sushi:

Tuna	\$3.00
Atlantic Salmon (2)	\$3.00
California Roll (2)	\$3.00
Pickled Ginger and Cucumber (2)	\$2.50

Crumbed Fish Cocktails (2) \$1.20

Tempura Fish Cocktails (2) \$1.00

Prawn Cutlet \$1.50

Peeled King Prawn \$2.00

Petite Pie and Sausage Roll \$2.00

Crispy Chicken Wings (2) \$3.00

Chicken or Beef Skewer with Peanut Sauce \$2.50

BBQ Seafood Skewer \$4.00

Thai Fish Cake (2) \$1.50

Gourmet Mini Quiches (2) \$3.00

Cocktail Vegetarian Spring Rolls and Samosa \$1.50

Club Sandwiches with Assorted Fillings \$3.00

Turkish Bread with Assorted Fillings \$5.00

Gourmet Wrap with Assorted Filings \$5.00

Mini Canapés with Assorted Toppings (2) \$3.00

Assorted Dips with Crispy Vegetables (per person) \$2.50

Assorted Chips and Nuts (per person) \$2.00

Tomato and Basil Bruschetta \$3.00

Antipasto Platter (per person) \$6.00

Sydney Rock Oyster with Mango Salsa \$3.00

Fresh Fruit and Cheese Platter (per person) \$3.00

Fresh Fruit \$2.50

Bottomless Coffee/Tea with Biscuits \$3.00

Bottomless Coffee/Tea \$2.50

RUJEN



Standard Cocktail Menu

Select 6 items – minimum 10 people

Self-serve from the buffet – \$22 per person

Waiter service – \$26 per person

- Mini Vol-au-Vonts filled with:
Bacon and Mushroom
Chicken and Mushroom
Seafood
Ratatouille
- Tempura Fish Cocktails (2)
- Prawn Cutlets
- Peeled King Prawns
- Petite Pies and Sausage Rolls
- Thai Fish Cakes (2)
- Cocktail Vegetarian Spring Rolls and Samosa
- Crumbed Cheese Bites (2)
- Assorted Dips and Crispy Vegetable Platter
- Assorted Chips and Nuts
- Fresh Fruit and Cheese Platter
- Bottomless Tea and Coffee



UNION

Deluxe Cocktail Menu

Select 8 items – minimum 10 people

Self-serve from the Buffet – \$26 per person

Waiter service – \$30 per person

- Traditional Japanese Sushi
Salmon (2)
California Rolls (2)
Pickled ginger and Cucumber (2)
- Tempura Prawns
- Crispy Spicy Garlic Prawns
- Vietnamese Tiger Prawn Roll
- Sydney Rock Oysters with Mango Salsa
- Fried or Steamed Dim Sims (2)
- Petite Pies and Sausage Rolls (mixed)
- Tomato and Basil Bruschetta
- Mini Canapés with Assorted Toppings
- Devil Chicken Wings
- Chicken or Beef Skewers with Satay Sauce
- BBQ Prawn Skewers
- Thai Fish Cakes (2)
- Gourmet Mini Quiche (2)
- Cocktail Vegetarian Spring Rolls and Samosa (mixed)
- Assorted Dips and Crispy Vegetable Platter
- Assorted Chips and Nuts
- Seafood and Meat Antipasto Platter
- Fresh Fruit and Cheese Platter
- Tea, Coffee and Chocolates



Additional Charges

Catering

Please note that an additional charge will apply if catering is required before 9am, this does not include tea, coffee and biscuits.

Security

Please note that an additional charge of \$120 applies to functions of over 100 guests beginning before 9am.

Public Holidays

Please note that additional charge will apply depending on function and service requirements.

Please advise at time of booking if organisers/presenters require early access for set-up.

Access to Ryde-Eastwood's car park is restricted to the lower ground level before 9.30am. If you require access to other levels for disabled parking or for delivery of equipment for your function please advise the Function Coordinator.

Function Centre Trading Hours:

Monday	8am – 11pm
Tuesday	8am – 11pm
Wednesday	8am – 11pm
Thursday	8am – 11pm
Friday	8am – 12am
Saturday	8am – 12am
Sunday	8am – 11pm

Club Membership

As the facilities of the Club are available only to members and their guests, it is essential that the member organising a function be on premises for the duration of the function to facilitate the registration of guests and to be responsible for the function.

Booking Confirmation

Acceptance of these terms and conditions will be taken as confirmation of this booking. Confirmation is required within fourteen (14) days of a tentative booking being made; tentative bookings not confirmed within this time frame may be cancelled. A deposit of no less than \$200.00 (or payment in full, whichever is less) must be received to confirm a tentative booking. This deposit will be taken as part-payment for the function.

Cancellation Fee

All cancellations must be in writing. A cancellation fee will be charged for bookings cancelled within the following time frames:

More than 90 days' notice – no cancellation charge, deposit will be refunded

Less than 90 days' notice – deposit will not be refunded and/or 50% of room hire fee will be charged.

Any cancellation charges incurred by the club (including any cancellation fee that may be charged to Ryde-Eastwood Leagues Club by the club's contractors) will be billed to the function organiser.

Final Numbers

An estimated number of attendees is required at the time of booking confirmation. Final numbers are to be confirmed not less than fourteen (14) days prior to the function. All per head charges will be based on this final minimum number. This final figure may be increased but cannot be reduced.

Payments

All payments are to be made by cash, EFTPOS or credit card. Credit card payments will incur a surcharge as per the following:

Visa, MasterCard, Bankcard – 1%

American Express – 3.3%

Final payment must be made prior to the function date.

Confirmation

Selected menus and beverage requirements are required at least ten working days prior to the function. Minimum number of guests attending the function is required no later than fourteen (14) days prior to the function. This will confirm the minimum number to be billed. Upon confirmation of final details an "Event Details Form" will be issued. The event organiser is required to sign and return this form as confirmation of the aspects relating to the function at least 14 days prior to the function.

Initials _____

- 1 All room-only, half day and social package prices are for up to five (5) hours' use. Full day packages are for up to ten (10) hours' use. Charges for extra time is at the discretion of the Functions Coordinator or club management.
- 2 Ryde-Eastwood Leagues Club reserves the right to alter the originally booked venue under reasonable circumstances. If a venue change is necessary the function organiser will be notified.
- 3 Ryde-Eastwood Leagues Club reserves the right to alter prices without notice. All prices quoted are GST inclusive.
- 4 Ryde-Eastwood Leagues Club values your privacy. If you would like to view our privacy policy please ask for a copy from the Functions Coordinator or club management.
- 5 Ryde-Eastwood Leagues Club offers full food and beverage facilities. Food and Beverage cannot be brought onto the premises.
- 6 All function bookings are subject to the approval of the board of directors and club management. We reserve the right to cancel a booking if the club has reason to believe that a function will adversely affect the club's operation or reputation.
- 7 The function organiser (or the organisation they represent) will be held liable for any damage to club property caused as a result of the function.
- 8 Ryde-Eastwood Leagues Club's General Manager must approve all advertising bearing the name and/or logo of Ryde-Eastwood Leagues Club. Please forward any such material for approval before publishing or distribution.
- 9 Ryde-Eastwood Leagues Club accepts no liability for loss or damage to equipment left on our premises unattended.
- 10 Ryde-Eastwood Leagues Club has implemented measures to protect user's data when utilising the club's equipment but accepts no responsibility for loss of or damage to data whilst using any hired equipment.
- 11 The club's dress code applies to those attending functions. Management reserves the right to refuse entry to function guests if their appearance does not meet this dress code.
- 12 In accordance with the Registered Clubs Act 1974 and Ryde-Eastwood Leagues Club's Constitution all guests attending a function must meet the requirements of membership. If a function guest is not a member of Ryde-Eastwood Leagues Club they are required to enter their name and address on the club's visitor register. Function guests who do not meet the requirements of temporary membership (i.e. are not a member of another Leagues or Bowling Club and live within a 5km radius of the club) can sign in as a guest of the member organising the function. Guests who are signed-in in this manner are restricted to the function centre. Visitors who are signed-in by the member organising the function are not permitted to stay on club premises once the organising member has left.

I have read and understood the above terms and conditions.

Signed _____ Date _____

Print name _____

Function name _____

Organiser's name _____

Name of organisation _____

Address _____

Date of function _____ Time of function _____

Estimated number of attendees _____