



## SOCIAL INFORMATION PACK



**Visit:**  
Ryde-Eastwood  
Leagues Club,  
117 Ryedale Road,  
West Ryde.

**Post:**  
PO Box 163,  
West Ryde  
1685

**Phone:**  
02 9807 2444

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*The* **Heritage**  
FUNCTION CENTRE



## ABOUT US

At The Heritage Function Centre our aim is to make your special occasion memorable for you and your guests.

Our stylish and relaxed lobby area features a beautiful indoor waterfall and our flexible function space can cater for small, intimate parties to banquets of up to 300 guests.

Our chefs have created a wide range of catering options to suit your needs; from cocktail menus to buffets and set menus all made by our Gold Licensed caterers\*. We also offer a great selection of quality wines and other beverages to suit you and your guests.

We are experts in organising any social function including:

- Birthday parties
- Engagement celebrations
- Christmas parties
- Anniversaries
- Christenings and Cocktail receptions.
- Graduations

To make planning your event easy our dedicated functions team will look after your every need.

We can organise:

- Cakes, chair covers, balloons, flowers, centrepieces and other decorations
- DJs, MCs, jukeboxes, karaoke and other entertainment

*Pricing will be quoted upon request.*

To simplify the planning of your function all our package prices are inclusive of:

- Room hire for up to five hours (this includes set up time)
- Selected menu
- Room set-up to your specifications
- Linen, crockery and cutlery
- Dance floor (on request)
- Your choice of serviette colour to coordinate with decorations
- Basic audio-visual equipment (e.g. microphone, projector screen)
- Bar service\*\*

\*Restaurant & Catering NSW Gold License no. 228 .

\*\*Waiter service can be provided at a cost of:

\$30p/h per waiter minimum of 3 hours on weekdays.

\$50p/h per waiter minimum of 3 hours weekends and public holidays.

\$70p/h Public Holiday



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## 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 \$150 applies to functions of over 100 guests beginning before 9am. An additional charge of \$250 applies for 21st Birthdays to have a security guard for the duration of the event.

### PUBLIC HOLIDAYS

Please note that additional charges 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.

### ENTERTAINMENT

- Jukebox and Karaoke - \$300
- Professional DJ - \$380

*Live bands, solo artists, cartoonists, comedians and other entertainment available*

### DECORATIONS

- Chair covers with sash covers of your choice from \$5.50 per chair
- Floral centrepieces - for floral arrangements, quoted as per requirement

### BALLOONS

- Loose helium-filled balloons: 50 from \$130, 100 from \$240
- Balloon centrepieces (3 balloons): \$15 each
- Balloon arches and other decorations quoted as per requirement

*Balloon Delivery Fee of \$10.00 applies*

### TRADITIONAL CAKES

Cakes - from simple to extravagant, let our preferred supplier create your dream cake. Please note we don't cater for Theme Cakes. Prices start from \$120 (serves 45 people)

### AUDIO-VISUAL\*

Hire of data projector and screen - \$110

Small stage (2m x 1.8m) - \$100

Piano (only in auditorium) - \$100

Other audio-visual equipment available on request

Sound and light technician - \$65 per hour, minimum 3 hours

\* Please see terms and conditions re use of own equipment



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# STANDARD BUFFET

**\$39 PER PERSON – MINIMUM 50 GUESTS**

**HOT DISHES (your choice of two dishes)**

- Chicken Stroganoff • Fish Fillet with Sweet Corn Sauce
  - Honey Soy Chicken Pieces • Teriyaki Chicken
  - Chicken Curry • Penne Bolognaise
  - Mongolian Beef Chicken with Pesto Cream Sauce
  - Beef Stroganoff • Pork and Asian Vegetable with Chilli Garlic Sauce
  - Beef with Black Bean • Indian Butter Chicken
  - Vegetarian Lasagne • Thai Green Curry Vegetable
- Served with Fried Rice or Egg Noodles*

**CARVERY**

- Leg of Pork
- Roast Beef

*Served with Baked Potatoes and Baked Pumpkin*

**COLD MEAT PLATTER**

- Leg Ham
- Corned beef
- Salami

**FRESH SALADS**

- Creamy Potato
  - Caesar
- Greek Salad with Olive and Fetta
  - Garden

**DESSERTS**

- Pavlova
- Cheesecake
- Fresh Fruit

*Menu also includes fresh bread rolls, coffee, a selection of teas and after-dinner mints*

**Extras:**

Appetiser Platters: Please refer to separate section  
Fresh King Prawns and/or Oysters: Market Price

Children 3 to 12 years: \$26      Children under 3 years: Free



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# PREMIER BUFFET MENU PACKAGE

**\$43 PER PERSON – MINIMUM 40 GUESTS**

## HOT DISHES

(your choice of four dishes from the items below or select from the Standard Buffet Menu hot dish selections)

- Thai Chilli Chicken
- Grilled Barramundi Fillet with Creamy Caper Sauce
- Chicken a la King
- Chicken with Tomato, Olive and White Wine Sauce
- Sate Beef
- Stir-fry Beef with Chilli Paste and Fresh Basil
- Beef Lasagne
- Spicy Indian Chicken and Mango Curry
- Penne Boscaiola
- Spinach and Ricotta Ravioli
- Beef Stroganoff
- Beef Ravioli with Tomato Basil Sauce
- Curry King Prawns
- Chicken Ravioli with Creamy Mushroom Sauce
- Sweet and Sour Pork
- Beef with Honey Pepper Sauce
- Special Combination
- Garlic King Prawn

*Served with Fried Rice and Noodles*

## CARVERY (your selection of three carvery items)

- Leg of Pork
- Leg of Lamb
- Roast Beef
- Leg of Ham

*Served with Baked Potatoes and Baked Pumpkin*

## COLD MEAT PLATTER

- Leg Ham
- Smoked Turkey Breast
- Corned Beef
- Salami

## FRESH SALADS

- Caesar with Chicken
- Creamy Potato
- Greek Salad with Olive and Fetta
- Avocado and Prawns
- Garden

## DESSERT

A selection of Tortes, Creme Brulee, Double Choc Mousse and Pavlova & Fresh Fruit  
Menu also includes fresh bread rolls, coffee, a selection of teas and after-dinner mints

## EXTRAS:

Appetiser Platters: Please refer to separate section  
Fresh King Prawns and/or Oysters: Market Price

Children 3 to 12 years: \$28

Children under 3 years: free



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# DELUXE BUFFET MENU PACKAGE

**\$50 PER PERSON – MINIMUM 40 ADULTS**

**HOT DISHES (your selection of four dishes)**

- Seafood Mornay • Penne Marinara • Indian Butter Chicken with Papadums
  - BBQ Pork Fillet • Veal Scaloppini with Mushroom Sauce
  - Thai Stir King Prawns with Chilli Paste and Basil • Lamb Korma
- Served with fried rice, noodles and stir-fried vegetables

**CARVERY (your choice of three carvery items)**

- Leg of Ham • Turkey • Beef in Mustard Crust
- Lamb • Pork

*Served with Baked Potatoes*

**COLD CUT**

- An Array of Meat Antipasto with Smoked Salmon and Cheese
- Fresh King Prawns

**FRESH SALADS**

- Caesar with Char-grilled Chicken • Prawn and Avocado • Baby Octopus and Rocket
- Greek Salad • Garden Salad

**DESSERT**

- Mixed Berry Crème Brulee • Mango Panna Cotta
- Individual Chocolate Mousse • Array of Tortes and Slices
- Pavlova • Fresh Fruit

Menu also includes fresh bread rolls, coffee, a selection of teas and after-dinner mints

Children under 3 years: Free Children 3 to 12 years: \$31.00



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## STANDARD SET MENU PACKAGE

Two course \$42 per person – minimum 50 adults  
Three course \$48 per person – minimum 50 adults  
Select two items for each course to be served alternately.

### ENTRÉES

- Smoked Salmon, Mixed Leaf Lettuce, Onion, Tomato, Cucumber Salsa
- Antipasto Plate with Cured Meats, Grilled Vegetables, Marinated Olives and Bocconcini Cheese
  - Caesar Salad with Grilled Chicken Breast and hard-boiled Egg
  - Medley of Asian Entrée served with Sweet Chilli
  - Indian Butter Chicken served with Saffron Rice
- Chicken and Wild Mushroom Vol Au Vent • King Prawn Cocktail
  - Vegetarian Arancini served with Tomato Coulis (V)
  - Seared Haloumi and Mediterranean Vegetable stack (V)
  - Butternut Pumpkin soup with Crème Fraiche (V)

### MAIN COURSES

- Grilled Angus Scotch Fillet served with Creamy Dianne Sauce
- Pork Fillet wrapped with Bacon served with Wild Mushroom Sauce
  - Roast Tandoori Lamb Rump served with Raita
- Grilled Barramundi Fillet served with Creamy Lemon Caper Sauce
  - Roast Tuscan-spiced Chicken served with Hollandaise
  - Roast Turkey and Leg Ham served with Cranberry Jus
  - Traditional roast dinner with Red Wine Glaze
- Four Cheese Raviolone with Creamy Napolitana Pesto Sauce Topped with Shaved Parmesan (V)

*All Main served with the following:*

#### CHOICE OF ONE:

Roast Potato  
Creamy Mash Potato  
Baked Potato Gratin

AND

#### CHOICE OF ONE

Steamed Seasonal Vegetable  
Fresh Garden Salad

### DESSERTS

- Sticky Date Pudding served with Caramel Sauce and Vanilla Ice Cream
- Boston Mud Cake served with Chantilly Cream and Raspberry Coulis
- Chocolate Pudding with Coffee Anglaise • Baked N.Y. Cheesecake garnished with Strawberries
- Individual Pavlova with Fresh Fruit and Passionfruit Sauce • Warm Plum Pudding with Brandied Anglaise
  - Fresh Fruit Plate served with Chantilly Cream and Mango Sorbet

Dinner roll, after dinner mints plus tea and Percolated coffee included.  
Add an assortment of cold canapés to be served on arrival – \$3.00 per person

### CHILDREN'S MENU

\$22 per child – 3 to 12 years old

- Beef/Chicken Burger with Chips
  - Fish Cocktails and Chips
- Chicken Nuggets and Chips
  - Minute Steak with Chips
- Crumbed Calamari with Chips
- Ice Cream Sundae for Dessert

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## DELUXE SET MENU PACKAGE

Two course \$48 per person – minimum 50 adults  
Three course \$53 per person – minimum 50 adults  
Select two items for each course to be served alternately.

### ENTRÉES

- Thai Beef Salad with Lime and Sweet Chilli Dressing
- Smoked Salmon Timbale filled with Sautéed Leek and Pernod Cream
  - Indian Butter Chicken served with Saffron Rice
- Pan-seared prosciutto wrapped scallops served on miniature Greek salad, balsamic glaze
  - Moroccan-spiced Lamb with Feta, Baby Spinach and Sun-dried Tomato
    - Seared Haloumi and Mediterranean Vegetable stack (V)
    - Baked Tart of Roasted Vegetables and Fetta, Balsamic Glaze (V)
- Seafood Thermidor Vol au Vent topped with Cheese
  - King Prawn and Avocado served with Cocktail Sauce
  - Smoked Salmon and Avocado served with Cocktail Sauce
- Prawns and Avocado with Mango Salsa and Cocktail Sauce
  - Tandoori Chicken with Pilau Rice and Papadum
  - Caesar Salad with King Prawns and hard-boiled Egg
  - Australian Seafood Chowder

### MAIN COURSES

- Grilled Salmon Fillet with Creamy XO Sauce
  - Steamed Wild Barramundi Fillet with Ginger, Shallot, Soy Vinaigrette
  - Char-grilled Beef Fillet, Forest Mushroom, Eschalot, Port Wine Confit
  - Beef Fillet wrapped with Bacon, served with Roast Capsicum, Olive and Blue Brie
    - Roast Lamb Rump with Pesto Sauce
- Pan-fried Veal Escallop stacked with Roast Capsicum, Eggplant, Salami topped with Napolitana & Mozzarella
  - Pan-fried Veal Medallion with Mushroom and Pepper Cream Sauce
- Baked Chicken Supreme stuffed with Crab Meat and Brie served with Hollandaise

*All Main served with the following:*

#### CHOICE OF ONE:

Roast Potato  
Creamy Mash Potato  
Baked Potato Gratin

AND

#### CHOICE OF ONE

Steamed Seasonal Vegetable  
Fresh Garden Salad  
Ratatouille Vegetables

### DESSERTS

- Tira Misu served with Chocolate Ice Cream
  - Warm Apple and Rhubarb Crumble with Macadamia Nut Ice Cream
  - Warm Chocolate Pudding served with Chocolate Fudge Sauce and Vanilla Ice Cream
    - Warm Bread and Butter Pudding with Nougat Gelato
    - Mixed Berries and Mascarpone Stack with Passionfruit Coulis
  - Mango Panna Cotta with Kiwi Fruit Coulis
    - Trio of Fruit Sorbet served with Strawberries
    - Assortment of fine Australian Cheeses with Dried Fruit and Crackers
- Dinner roll, after dinner mints plus tea and Percolated coffee included.  
Add an assortment of cold canapés to be served on arrival – \$3.00 per person.

### CHILDREN'S MENU

- \$22 per child – 3 to 12 years old
- Beef/Chicken Burger with Chips
    - Fish Cocktails and Chips
    - Chicken Nuggets and Chips
    - Minute Steak with Chips
  - Crumbed Calamari with Chips
  - Ice Cream Sundae for Dessert

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## STANDARD COCKTAIL MENU

Select 6 items – minimum 20 people for duration of 3 hours

Self-serve from the buffet – \$28.000 per person

Waiter service – \$32.00 per person

### HOT SELECTIONS

- Tempura Fish Cocktails with Tartare (3)
- King Island Gourmet Petite Pie and Sausage Roll
- Chicken or Beef Skewer with Peanut Sauce
- Cocktail Vegetarian Spring Roll and Samosa
- Italian Meat Balls with Provencale Sauce (2)
- Mini Pizza (2)
- Mini wonton with prawn consommé and coriander
- Prawn Cutlet with Sweet and Sour (2)
- Gourmet Pasties (2)
- Thai Fish Cake (3)
- Falafel with Yoghurt Dipping Sauce (3)
- Tempura Prawn with Japanese Dipping Sauce (2)
- Vegetarian Curry Puff (2)
- Gourmet Mini Quiches (2)
- Mini Vegetarian Quiches (2)

### COLD SELECTIONS

- Mini Canapés with Assorted Toppings (2)
- Tomato and Basil Bruschetta (2)
- Nori Roll with Soya Sauce and Wasabi (2)



## DELUXE COCKTAIL MENU

Select 8 items – minimum 20 people for duration of 3 hours

Self-serve from the buffet – \$34.000 per person

With Waiter service – \$38.00 per person

### HOT SELECTIONS

- Steamed Har Gow with Soy Sesame Dipping Sauce (2)
- Sesame Dipping Sauce (2)
- Salt and Pepper Prawn (3)
- BBQ Pork and Creamed Leek Tartlet (2)
- Peking Duck and Caramelized Onion Tartlet (2)
- Prawn Cutlet with Sweet and Sour (2)
- Gourmet Pasties (2)
- Thai Fish Cake (3)
- Cocktail Vegetarian Spring Roll and Samosa
- Italian Meat Balls with Provencale Sauce (2)
- Mini Pizza (2)
- Steamed Siu Mai with Soy
- Salt and pepper squid with Garlic Aioli (3)
- Crispy Chicken Wings with Sweet Chilli(2)
- ScrambleD Egg and Blueswimmer Crab Tartlet (2)
- Roast Vegetable and Fetta Tartlet (2)
- Tempura Fish Cocktails with Tartare (3)
- King Island Gourmet Petite Pie and Sausage Roll
- Chicken or Beef Skewer with Peanut Sauce
- Mini Vegetarian Quiches (2)
- Falafel with Yoghurt Dipping Sauce (3)
- Tempura Prawn with Japanese Dipping Sauce (2)
- Mini wonton with prawn consommé and coriander

### COLD SELECTIONS

- Peeled King Prawn with Lime and Coriander Dressing (2)
- Fresh Salmon Sushi Roll (2)
- Vietnamese Tiger Prawn Roll (2)
- Assorted Cake Slices
- Prosciutto Wrapped Melon Ball Skewer
- Smoked Salmon, Cream Cheese and Pearls (2)
- Club Sandwiches with Assorted Fillings
- Fruit Salad Cup



# ASIAN STYLE BUFFET

**\$50 per person – minimum 40 adults**

## ENTRÉES

- Prawn Cutlets
- Spring Rolls
  - Samosa
  - Dim Sim
- Calamari and Prawn Chips
- Fresh King Prawns

## HOT DISHES (your selection of four dishes)

- Beef Teriyaki
- Thai Green Seafood Curry
- Indian Butter Chicken with Papadums
- BBQ Pork Fillet

*Served with fried rice and egg noodles*

## CARVERY

- Roast Beef
- Leg of Lamb
- Leg of Pork

*Served with Baked Potatoes, Pumpkin and Stir Fried Vegetables*

## FRESH SALADS

- Thai Beef Salad
- Caesar Salad with Chicken
- Garden Salad with Japanese Vinaigrette
- King Prawn Salad

## DESSERT

- An Array of Tortes and Fresh Fruit

## BEVERAGE

Tea and Percolated Coffee

Children under 3 years: free  
Children 3 to 12 years: \$31.00



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## CHINESE BANQUET PACKAGE

**\$45 per person – minimum 50 adults. Set menu including all items:**

### SOUP

- Sweet Corn and Crab Meat

### ENTRÉE

- Chinese Mixed Entrée

### MAINS

- Diced Fillet Steak Chinese style
- Peking Pork Chop
- Mongolian Lamb
- Boneless Lemon Chicken
- Salt and Pepper King Prawns
- Special Fried Rice

### DESSERT

- Fried Ice Cream
- Green and black teas, coffee and after-dinner mints included



## APPETISER PLATTERS

Appetiser platters are a mixed selection of finger food designed to be served on each table upon your guests' arrival to complement our buffet or set menu packages.

### **PARTY PLATTER – \$25 PER PLATTER**

- Party Pies and Sausage Rolls
- Devil Chicken Wings
- Mini Quiches
- Fish Cocktails

### **ASIAN PLATTER – \$25 PER PLATTER**

- Spring Rolls and Samosas
- Thai Fish Cakes
- Tempura Prawns
- Dim Sims

### **ITALIANO PLATTER – \$30 PER PLATTER**

- Antipasto platter
- Tomato and Basil Bruschetta

Potato Wedges with Sweet Chilli and Sour Cream-\$15.00 per platter

Potato Crisp and Nuts-\$15.00 per bowl



## HIGH TEA

**\$32 per person – minimum 10 persons.**

- Ribbon Sandwiches with Assorted Fillings
  - Savoury Tarts and Pies
- Scones with Jam and Chantilly Cream
  - Petite Dessert Slices
  - Selection of Teas

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## BEVERAGE PACKAGES

### STANDARD BEVERAGE PACKAGE

\$7.00 per person, per hour (minimum 2 hours)

INCLUDES:

- Orange juice (by the glass)
  - Apple juice
  - Pineapple juice
- Soft drinks (by the glass)

### PREMIUM BEVERAGE PACKAGE

\$9.00 per person, per hour (minimum 2 hours)

INCLUDES:

**Standard Beverage Package items plus:**

- Draught beers (VB and Cascade Light)
- Standard domestic beers (Tooheys New, Carlton Draught Pure Blonde, Tooheys Dry and Hahn Premium Light)
- House Wine (Riesling, Moselle and Claret)

### DELUXE BEVERAGE PACKAGE

\$12.00 per person, per hour (minimum 2 hours)

INCLUDES:

**Premium Beverage Package items plus:**

- The Point (Margaret River) Chardonnay, The Farm Semillon Sauvignon Blanc (Margaret River) and The Point (Margaret River) Shiraz (by the glass)
  - Craigmoor Sparkling, Craigmoor Sparkling Rose (200mls)  
(sparkling wines for toasts will be charged on a consumption basis)
  - Premium domestic and imported beers (Crown Lager, Corona)

Alternatively, beverages can be provided on a dry till (bar tab to be settled at the conclusion of the function) or cash (pay-as-you-order) basis.

All spirits purchased on a cash or dry till basis.

Beverage packages exclude jugs and carafes.



*The Heritage*  
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# FUNCTION CENTRE WINE & BEVERAGE LIST

## WHITE WINE

The Point Chardonnay (Margaret River)	Glass (150ml)	\$4.90	\$21.10
The Farm Semillon Sauvignon Blanc (Margaret River)	Glass (150ml)	\$4.90	\$21.10
Angove Studio Series Sauvignon Blanc			\$21.10
Upside Down Sauvignon Blanc (Marlborough, New Zealand)			\$24.50

## CHAMPAGNE AND SPARKLING WINE

Craigmoor Sparkling (200mls)			\$6.20
Craigmoor Sparkling Rose (200mls)			\$6.20
Jacobs Creek Chardonnay Pinot Noir			\$21.10
Trilogy Cuvee Brut			\$24.50

## HOUSE WINE

Riesling, Moselle and Claret	Glass (150ml)	\$3.90	
	Half Carafe	\$11.70	
	Carafe	\$21.10	

## RED WINE

The Point Shiraz (Margaret River)	Glass (150ml)	\$4.90	\$21.10
The Accomplice Shiraz			\$21.10
Angove Studio Series Cabernet Sauvignon			\$21.10
<i>Most other styles of wine are available on request</i>			

## DRAUGHT BEER

VB	Glass (285ml)	\$3.90	
Cascade Premium Light	Glass (285ml)	\$3.20	

## PACKAGED BEER

Tooheys New		\$5.70	
Tooheys Old		\$5.70	
Victoria Bitter		\$5.70	
Carlton Draught		\$5.70	
Hahn Super Dry		\$5.90	
Pure Blonde		\$5.90	
Tooheys Dry		\$5.90	
Crown Lager		\$7.00	
Corona		\$7.00	
Hahn Premium Light		\$5.00	
Coopers Mild Ale		\$5.20	

## SOFT DRINKS AND JUICE

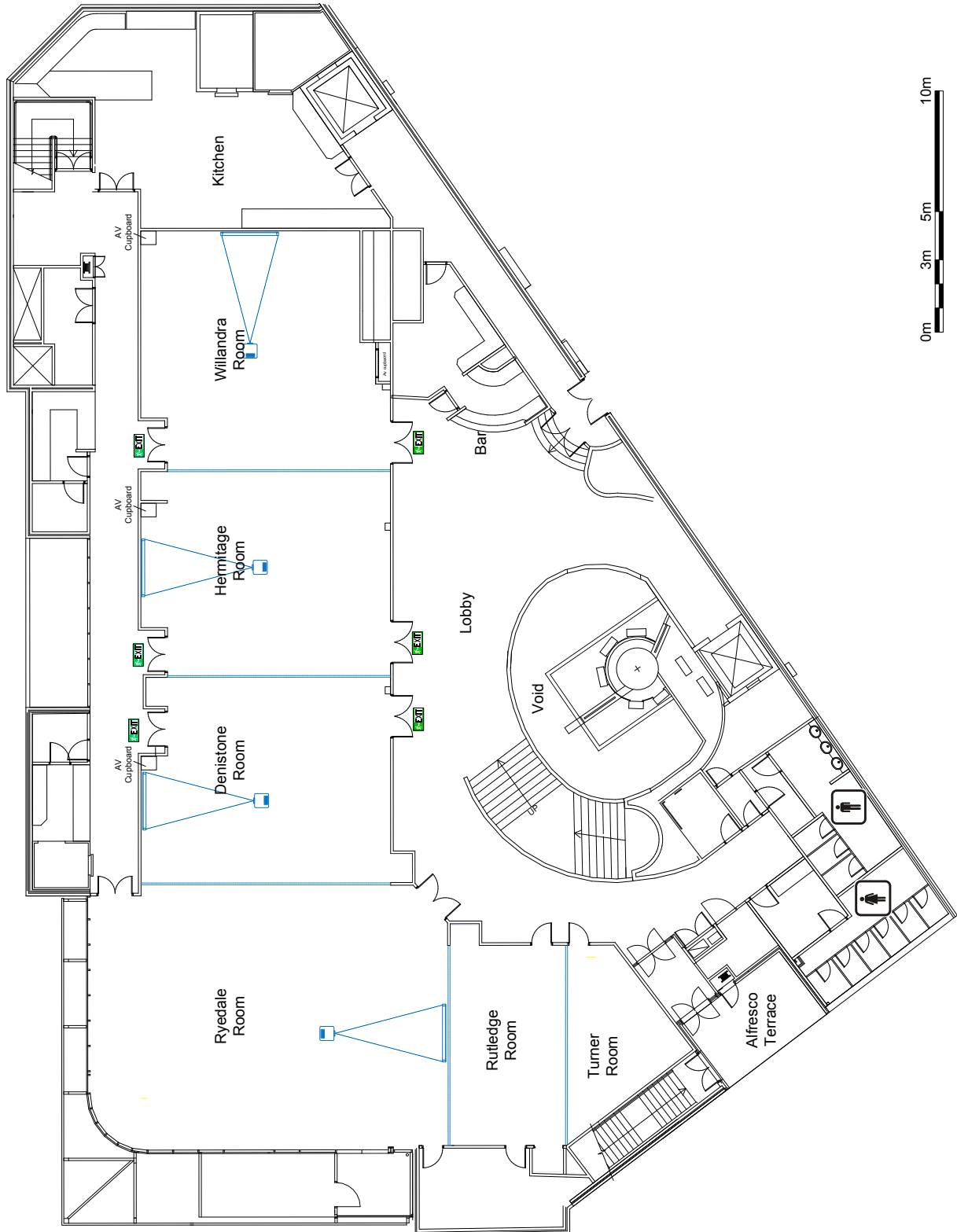
Coke, Diet Coke, Lemonade	Glass (400ml)	\$3.60	
Dry Ginger Ale, Lemon Squash, Orange Juice	Jug	\$9.50	

## PREMIX

Vodka Cruiser		\$10.00	
Jim Beam and Cola		\$10.00	
Johnny Walker Red and Cola		\$10.00	



# FUNCTION ROOM SPECIFICATIONS







# TERMS AND CONDITIONS

## **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.

## **PUBLIC HOLIDAYS**

Please note that an additional surcharge of \$5.50 per person will apply on the menu price for public holidays depending on function and service requirements.

## **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

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%

Union Pay - 2.2%

American Express – 3.3%

Final payment must be made prior to the function date.

## **CONFIRMATION**

Selected menus and beverage requirements are required at least 21 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 \_\_\_\_\_



# TERMS AND CONDITIONS

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. Use of smoke machines is strictly prohibited. If you are supplying your own DJ, please advise them of this restriction. NB: The current cost for a false alarm by the Fire Brigade is \$850. Any costs will be passed to the organiser.
5. 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.
6. Ryde-Eastwood Leagues Club offers full food and beverage facilities. Food and Beverage cannot be brought onto the premises.
7. 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.
8. 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.
9. 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.
10. Ryde-Eastwood Leagues Club accepts no liability for loss or damage to equipment left on our premises unattended.
11. 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.
12. For all Heritage Function Centre clients wishing to use their own electronic equipment during a function, please be advised that the club cannot be held responsible for any incompatibility issues with the club's Audio visual system, particularly in regard to Apple Mac computers. Please ensure this aspect is discussed in detail with the club's coordinator.
13. 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.
14. 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 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 \_\_\_\_\_