

# Special Event Information Pack



*The* **Heritage** *Re*  
FUNCTION CENTRE RYDE  
EASTWOOD  
LEAGUES

**HERITAGE FUNCTION CENTRE @ RYDE-EASTWOOD LEAGUES**

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# ABOUT US

The Auditorium is our flagship venue and is located on Level one of the building. It is suitable for large Conferences, Launches, Shows and Dance competitions. It features a permanent stage, sound and lighting equipment with huge screen and 2 side screens. It has a lift that takes you from Club lobby straight up to the main entrance of the Auditorium.

Set up is cabaret style with swivel chairs, and the stage is visible to all attendees from all different levels of the Auditorium. This setup is permanent, and only minor changes are allowed to ensure safety regulations are met. Every year a number of very successful events, dance competitions and shows are held in the Club Auditorium and our aim is to ensure your concert is just as successful. Please note, change rooms are available at an additional hire fee. Please discuss with Function Coordinator our hire rates if you need additional facilities upon booking.

## **CAPACITY:**

284 guests seated with dance floor.

## **ROOM HIRE:**

### **WEEKDAY RATES**

\$1000 for 5 hours including set-up time

\$1600 for a full day (up to 8 hours).

EXTRA HOUR THEREAFTER \$200

### **WEEKEND RATES**

\$1600 for 5 hours including set-up time

\$2000 for a full day (up to 8 hours).

EXTRA HOUR THEREAFTER \$200

## **REHEARSALS:**

Fee applicable (Fee subject to time and other requirements).

## **LIGHT AND SOUND:**

Technician Fee \$75 p/h, and is required to be at all events in the Auditorium from start to finish.

Projector hire: \$120

Microphones and other AV equipment will be quoted upon request

Piano hire: \$150

Security Guard: \$55 p/h (min 4 hours)

\*\*Bar or waiter service can be provided at:

\$35p/h per waiter minimum of 3 hours on weekdays.

\$55p/h per waiter minimum of 3 hours on weekends

\$70p/h per waiter, minimum of 3 hours on public holidays.

## **CATERING**

If your event includes lunch or dinner, please discuss menu options available with our Functions Coordinator.

## **REHEARSALS:**

Fee applicable (Fee subject to time and other requirements).

## **SAFETY**

The seating layout used by the club is designed to ensure the comfort of patrons and also ensure adequate provision of emergency exits – Any changes to the normal seating layout should be minimal and should be approved by club Management.

If you are selling tickets to the concerts please do not sell above the capacity and ask for additional seats to be provided as this compromises our duty of care (and yours as the organiser). We do not wish to upset you or your guests by refusing additional seating but safety is paramount.

You may wish to consider an additional concert or extended hours if you have large numbers if you are booking a concert.

A clear path to emergency exits both in the seating area and backstage should be maintained at all times.

Minors must be accompanied by an adult (requirement of Registered Clubs Act). If minors are being dropped off for concert rehearsal, parents are required to take them up to the auditorium, and pick them up from there afterwards.

Use of Fire Exits for costume change / make up etc strictly off limits. Limited space back of house. Additional rooms in function centre can be hired (if required)

Access to Auditorium preferred through Function Centre to be organised through Function Coordinator prior to event.

## ABOUT US

### **CLUB STAFF**

The club's in-house audio visual technician is required to be on hand for all audio visual requirements and this includes at least one hour before your event commences and 30 minutes after to ensure all technical requirements are covered.

Bar staff – our experience indicates that the bar should be manned for the duration of your concert to ensure your guests do not have to leave the room to obtain drinks in other bars throughout the club. Bar staff are rostered for 30 minutes before and after your function. A minimum of one staff member is required but the actual number will depend on the number of attendees.

### **SET UP**

We understand your big day requires a lot of set up and preparation. Our staff will assist in getting all your sets and equipment to the stage area wherever possible. However, please ensure you have allowed adequate time to prepare. Should you have any special requirements in this area including access outside our normal opening hours, please do not hesitate to discuss these with us. Note that any major change to the auditorium seating area may incur additional set up charges.

(The Functions Department will advise you of any extra charges when details are confirmed). NB: Any charges are also subject to conditions relating to safety above).

### **PAYMENT**

A deposit payment of \$500 is required on confirmation of your booking.

Full payment for your event must be finalised at least two weeks prior to your event date.

### **SECURITY**

Security is required for certain types of functions and will be advised by our function coordinator at the time of submitting your proposal.

### **CATERING**

If your event does not include catering and your timetable provides for a break for a meal, it is important to remember that our catering outlets can be busy and a sudden influx of a large number of customers will add a wait time for most patrons. It is important that you discuss this aspect with the coordinator to try and ensure the best outcome for your concert attendees. If your event includes lunch or dinner please discuss with our Functions Coordinator for available menu options and prices.



# 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)

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## PREMIUM BEVERAGE PACKAGE

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

INCLUDES:

**Standard Beverage Package items plus:**

- Draught beers (Carlton Draught, Great Northern)
- Standard domestic beers (Tooheys New, Carlton Draught, Pure Blonde, Hahn Super Dry and Hahn Premium Light)
- Rhythm & Rhyme Chardonnay, Rhythm and Rhyme Shiraz, Stonegate Sauvignon Blanc, Stonegate Cabernet Sauvignon

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## DELUXE BEVERAGE PACKAGE

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

INCLUDES:

**Premium Beverage Package items plus:**

- Rhythm and Rhyme Chardonnay • Stonegate Sauvignon Blanc • Rhythm & Rhyme Rose
- Rhythm and Rhyme Shiraz • Stonegate Cabernet Sauvignon
- Craigmoor Sparkling, and 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.



WHITE WINE

Rhythm & Rhyme Chardonnay (South Australia)	Glass (150ml)	\$5.20	\$22.00	
Stonegate Sauvignon Blanc (South Australia)	Glass (150ml)	\$5.20	\$22.00	
Ara Single Estate Sauvignon Blanc (Marlborough, NZ)				\$34.00
Rhythm and Rhyme Rose	Glass (150ml)	\$5.20	\$22.00	
Moonstruck Moscato	Glass (150ml)	\$5.60	\$25.00	
Wild Oats Pinot Grigio	Glass (150ml)	\$7.00	\$31.00	

CHAMPAGNE AND SPARKLING WINE

Craigmoor Sparkling (200mls)		\$7.70
Craigmoor Sparkling Rose (200mls)		\$7.70
Fiore Moscato (200ml)		\$8.30
Stonegate Chardonnay Pinot Noir		\$21.80
Trilogy Cuvee Brut		\$26.00
De Bortoli Prosecco		\$31.00
De Bortoli Prosecco (200ml)		\$8.30

RED WINE

Rhythm and Rhyme Shiraz	Glass (150ml)	\$5.20	\$22.00
Stonegate Cabernet Sauvignon			\$22.00
Molly’s Cradle Shiraz (Hunter Valley, NSW)			\$27.00
The Bard Cabernet Sauvignon (Connawarra, SA)			\$33.00
Jacob’s Creek Double Barrel Shiraz (Barossa Valley)			\$42.00

DRAUGHT BEER

VB Carlton Draught	Glass (285ml)	\$4.80
Great Northern (Mid strength)	Glass (285ml)	\$4.60

PACKAGED BEER

Victoria Bitter	\$7.00
Carlton Draught	\$7.20
Tooheys New	\$7.00
Tooheys Old	\$7.00
Pure Blonde	\$7.00
Hahn Super Dry	\$7.20
Crown Lager	\$7.60
Corona	\$7.60
Cascade Light	\$6.40
Great Northern (Mid strength)	\$6.60

SOFT DRINKS AND JUICE

Coke, Diet Coke, Lemonade	Glass (400ml)	\$4.20
Dry Ginger Ale, Lemon Squash	Jug	\$11.50
Mount Franklin Lightly Sparkling Water 330ml		\$5.20
OJ, Pineapple or Cranberry Juice	Jug	\$12.50

PREMIX

Vodka Cruiser	\$10.00
Jim Beam and Cola	\$10.00
Canadian Club and Dry	\$10.00

# TERMS AND CONDITIONS

## SECURITY

Please note that an additional charge of \$200 applies to functions of over 100 guests beginning before 10am.  
An additional charge of \$250 applies for 21st Birthdays to have a security guard for the duration of the event.

## 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 \$1800. 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 CEO 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 \_\_\_\_\_

