The Heritage
FUNCTION CENTRE

CORPORATE INFORMATION PACK

ABOUT US

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 and exhibitions 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 420 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.

ROOM-ONLY CHARGES & EQUIPMENT HIRE

HALF DAY ROOM HIRE (UP TO FIVE HOURS)

Ryedale Room	- $450*
Willandra Room	- $280*
Hermitage Room	- $280*
Denistone Room	- $280*
Rutledge Room	- $130*
Turner Room	- $100*
Hawks Room	- $100
**Auditorium	- $750

FULL DAY ROOM HIRE

Ryedale Room	- $800*
Willandra Room	- $500*
Hermitage Room	- $500*
Denistone Room	- $500*
Rutledge Room	- $260*
Turner Room	- $200*
Hawks Room	- $200
**Auditorium	- $1000

Above rates are inclusive of wireless internet access.
* These rooms can be combined to form a larger space. Combined room hire will be charged as the total of individual room rates.
** Auditorium Hire requires a deposit of $500

AUDIO-VISUAL EQUIPMENT

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

- PA system with ceiling speakers
- Lectern/microphone with lead
- Whiteboard with markers and eraser
- Projector screen
- iPod Amplifier

The following audio-visual equipment is available for hire:

Data Projector	$110
Laptop	$90
TV/DVD/Video	$60
Conference Phone	$25
Cordless Microphone	$50
Audio Headset for backstage communications	$50 per set
Lapel Microphone	$50
Flip Chart with paper and markers	$30
Portable stage (2m x 1.8m)	$100

Other equipment is available on request from our Sound and Lighting Technician. Technician fees $65 per hour (minimum four hours). 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.

OTHER SERVICES

- WIFI: $20 per day or $15 per half day. (Special requirements for multi-users and premium speed available on request)
- Pens and paper for each delegate - $2.50 per person
- Photocopying (B & W/colour) - 20c/60c per page
- Faxing (domestic) - 30c per page

FUNCTION ROOM CAPACITIES

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

RYEDALE

- 150 Theatre style
- 80 Classroom style
- 90 Banquet (with dance floor)
- 60 Buffet (without dance floor)

DENISTONE

- 50 Theatre style
- 30 Classroom style/25 U-shape
- 50 Banquet

HERMITAGE

- 50 Theatre style
- 30 Classroom style/25 U-shape
- 50 Banquet

WILLANDRA

- 80 Theatre style
- 50 Classroom style
- 30 U-shape
- 60 Banquet
- 50 Buffet

RUTLEDGE

- 25 Theatre style
- 20 Boardroom or classroom style
- 14 U-shape

TURNER.

- 10 Boardroom style

HAWKS

- 15 Boardroom style

AUDITORIUM

- 280 Cabaret style (with dance floor)
- 320 Cabaret style (without dance floor)

MENU SUGGESTIONS

BREAKFAST – MINIMUM 30 PEOPLE

CONTINENTAL BUFFET BREAKFAST - $17.50 PER PERSON

- Assorted Yoghurts and an Array of Cereals and Muesli
- Sliced Fresh Seasonal Fruit Platter
- Assorted Breads from our Bakery
- Selection of Preserves and Honey
- Assorted Muffins, Croissants and Danishes
- Freshly Brewed Coffee and Tea

BUFFET BREAKFAST - $28.50 PER PERSON

- Sliced Fresh Seasonal Fruit Platter
- An array of Cereals and Muesli
- Assortment of Natural and Fruit Yoghurts
- Assorted Muffins, Croissants and Danishes
- Assorted Breads from our Bakery
- Selection of Preserves and Honey
- Scrambled Eggs, Pancakes
- Breakfast Sausages, Crispy Bacon,
- Grilled Tomatoes, Sautéed Mushrooms and Hash Browns
- Freshly Brewed Coffee and Tea

COFFEE BREAKS (PRICES PER PERSON) MINIMUM 10 PEOPLE

Option 1 – $4.00 Freshly Brewed Coffee and Tea with Biscuits - single serve

Option 2 – $5.50 Freshly Brewed Coffee and Tea with Cookies - single serve

Option 3 – $8.00 Freshly Brewed Coffee and Tea with one of the following:

Warm Muffins
Danish Pastries
Fresh Baked Scones with Preserves and Cream
Caramel Slice
Carrot and Walnut slice
Banana Cake
Assorted Friands (GF)

OR
Savoury – Served with Freshly Brewed Coffee and Tea

Select one option from the following [1.5 serve per person]"

Mini Ham and Cheese Croissants
Mini Bacon and Egg Roll
Mini Quiches
Mini Mediterranean Vegetable Croissants (V)
Fetta & Spinach Fritters (V)
Spinach and Cheese Sausage Rolls (V)

Parties above 20 can select two options mixed half/half
Continuous Coffee and Tea Add $3.00 Extra per person

MENU SUGGESTIONS

LUNCH BREAKS – MINIMUM 10 PEOPLE

WORKING LUNCH – $11.50 PER PERSON

Minimum 10 people

Assorted Gourmet Sandwiches (1/2)
Assorted Tortilla Wraps (1/2)
Fruit and Cheese

Choose from Sandwich Fillings Below (choice of 2):
White, multigrain, wholemeal or Rye bread available
- Cajun Chicken avocado, lettuce, cheese and mayo
- Turkey, brie, alfalfa and cranberry
- Leg ham, cheese, tomato, lettuce and French mustard
- Smoked salmon, lettuce, cucumber, Spanish onion and crème fraiche
- Roast beef with rocket, Swiss cheese and Dijon mustard
- Curried egg, lettuce, mayo
- Tandoori chicken, lettuce, cucumber, yoghurt and chutney
- Tuna, lettuce, mayo
- Chicken Caesar
- Falafel, hummus and lettuce (V)
- Vegetarian Cheese, Salad and Mayo (V)
- Fetta and rocket, sundried tomato, avocado, grilled capsicum (V)

LUNCHTIME ONLY - MINIMUM 20 PEOPLE

LIGHT BUFFET LUNCH - $21.00

Cold Meat Platter
Chicken Skewers
Vegetarian Samosas
Mini Quiche
Cocktail Spring Rolls
Caesar Salad
Garden Salad
Fruit and Cheese Platter
Dinner Roll
Freshly Brewed Coffee and Tea

MINI BUFFET LUNCH- $24.50

Charcuterie Platter
Chef's Hot Dish served with Fried Rice
Chef's Hot Roast of the Day
Chef's Pasta Dish
Chicken Skewers
Vegetarian Samosas
Mini Quiche
Cocktail Vegetarian Spring Rolls
Caesar Salad
Garden Salad
Fruit and Cheese Platter
Freshly Baked Dinner Rolls
Freshly Brewed Coffee and Tea

MENU SUGGESTIONS

PLATTERS for 10 PEOPLE

CHEESE PLATTER - $55.00
Brie, Cheddar, Blue Vein, Dried Fruits, Nuts, Crackers & Grissini

FRUIT PLATTER - $50
Seasonal Fresh Fruits

ANTIPASTO PLATTER - $60
With Cured Meats, Semi dried Tomatoes, Kalamatta Olives, Marinated Capsicum, Eggplant, Artichokes, Mushrooms, Feta Cheese,

MEZZE PLATTER - $50
Dolmades, Marinated Vegetables, Feta Cheese & Olives, T rio of Dips (Hommus, Baba Ghanouj, Tzatziki), served with Pita Bread

COLD MEAT PLATTER – $50
Roast Chicken, Roast Beef, Leg Ham, Roast Turkey served with Condiments and Bread

SEAFOOD PLATTER $60.00
Prawn Cutlets, Salt and Pepper Squid, Fish Cocktail and Thai Fish Cakes, (50 pieces)

ORIENTAL PLATTER $50.00
Cocktail Spring Rolls, Dim Sim, Sweet Chilli Chicken Strips and Curry Puffs (50pieces)

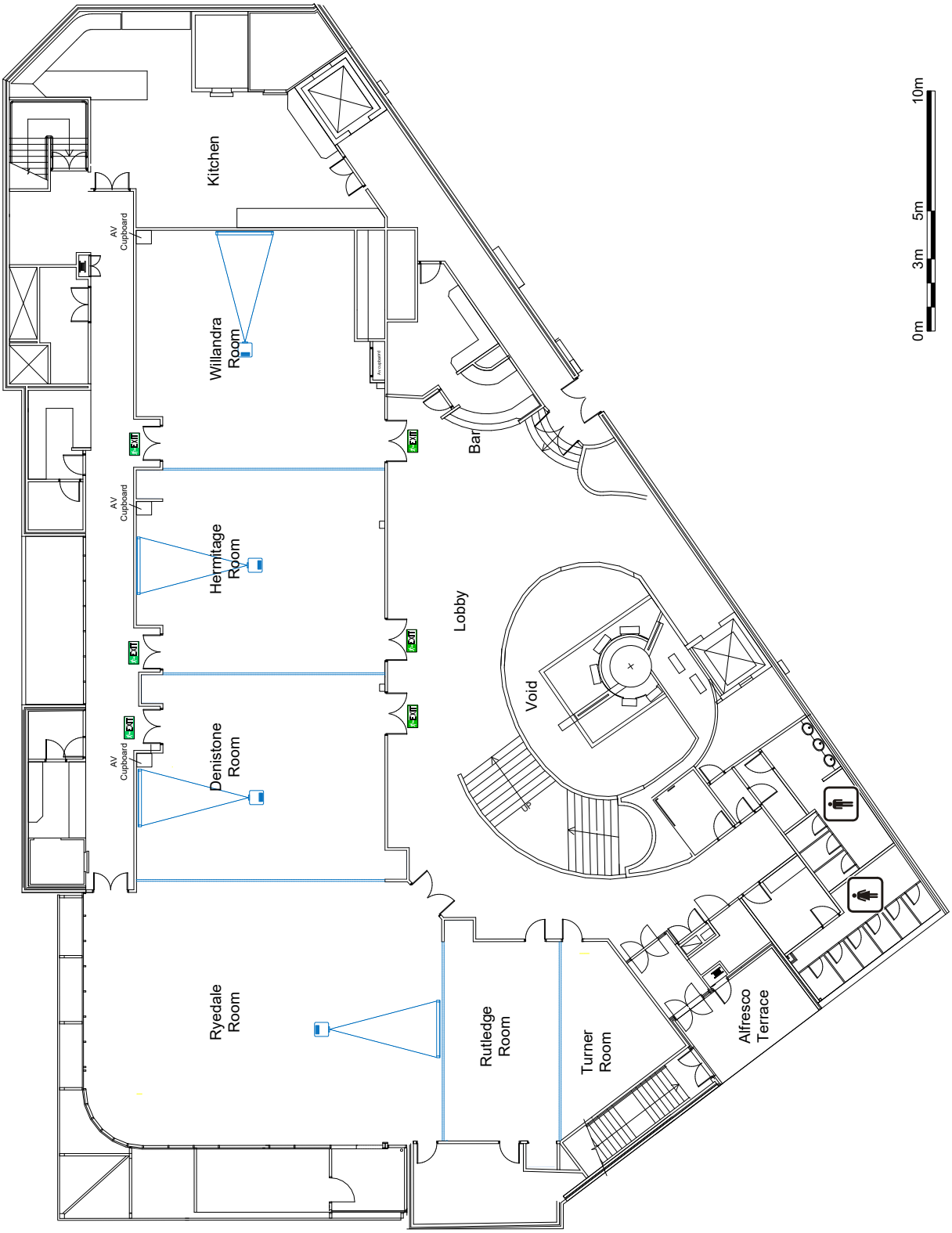
PARTY PLATTER $50.00
Party Pie, Party Roll, Cocktail Quiche and Meat Balls (50 pieces)

VEGETARIAN PLATTER $50.00
Cocktail quiche, Filo, Cocktail Spring Rolls, Curry Puffs and Risotto Balls (50pieces)

POTATO WEDGES $30.00
Served with Sweet Chilli and Sour Cream

DESSERT PLATTER $50.00
Petite Slices and Macaroons (40 pieces)

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. Our auditorium requires a $500 deposit.

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.

Less than 30 days' notice - deposit will not be refunded and/or full 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%

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. Full payment is required at least 7 days prior to function date. If beverages are to be charged on consumption, payment for beverages is required on the night.

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 not allowed
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 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_____

The Heritage
FUNCTION CENTRE

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

Post:
PO Box 163,
West Ryde
1685

Phone:
02 9807 2444

Web:
www.releagues.com.au

Email:
functions@releagues.
com.au