

*The Heritage*  
FUNCTION CENTRE

*RE.* RYDE  
EASTWOOD  
LEAGUES



CORPORATE  
EVENTS

RE.

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# 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 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.



RE.

# room hire & equipment



## Half Day Room Hire (up to five hours)

Ryedale room \$490\*

Willandra Room \$300\*

Hermitage Room \$300\*

Denistone Room \$300\*

Rutledge Room \$140

Turner Room \$110

Hawks Room \$110

## Full Day Room Hire

Ryedale room \$880\*

Willandra Room \$550\*

Hermitage Room \$550\*

Denistone Room \$550\*

Rutledge Room \$285

Turner Room \$220

Hawks Room \$220

**Auditorium - week day and weekend rates apply\*\***

Prices available upon request.

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
- Whiteboard with markers and eraser
- Projector screen
- iPod Amplifier

The following audio-visual equipment is available for hire:

- Data Projector \$120
- Laptop \$100
- TV/DVD/Video \$60
- Conference Phone \$25
- Cordless Microphone \$20
- Audio Headset for backstage communications \$50 per set
- Lapel Microphone \$50

- Flip Chart with paper and markers \$30
- Portable stage (2m x 1.8m) \$200

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





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choose  
your menu

# breakfast menu



## CHOOSE ONE OF THE FOLLOWING



**MINIMUM 30 GUESTS**

Additional items can be added to your menu, price on your enquiry.

**DIETARY:** GF - GLUTEN FREE, V - VEGETARIAN,  
VEG - VEGAN, DF - DAIRY FREE, PESC - PISCATARIAN  
LF - LACTOSE FREE, EF - EGG FREE

### Continental Breakfast \$30pp

- Seasonal fruit platter
- A selection of Danish pastries and muffins
- Freshly baked croissants with preserves
- Chilled orange juice
- In-room espresso coffee and a selection of organic & herbal teas

### Seated Modern Breakfast \$35pp

- Seasonal fruit platter GF, DF, V, VEG
- Chilled orange juice
- In-room espresso coffee and a selection of organic & herbal teas
- Choose one of the following, or two to be served alternate:**
- Wild mushroom ragout on toasted pain de mie with feta cheese & sautéed spinach V
- Eggs benedict on toasted English muffin (choice of smoked salmon or honey glazed ham)
- Smoked salmon, egg, smashed avocado on toasted focaccia
- Scrambled eggs, crispy bacon, button mushroom, roasted tomato & toasted ciabatta

### Canapé Breakfast \$35pp

- A selection of chilled juices
- Espresso coffee and a selection of organic & herbal teas
- Choose six of the following:**
- Cold Canapés**
- Breakfast yoghurt pot with granola & fresh fruits EF, V
- Seasonal fruit skewer GF, DF, EF, V, VEG
- Mini milk bun, cream cheese, smoked salmon, preserved lemon and dill EF
- Freshly baked assorted danish
- Toasted banana bread, honeyed ricotta
- Hot Canapés**
- Smoked leg ham & cheese croissant
- Caramelised onion & goats cheese on crouton V
- Mini sausage roll EF, GF, DF
- Roasted pumpkin arancini with garlic aioli V
- Egg, bacon & tomato tartlet

# breakfast menu



**MINIMUM 30 GUESTS**

Additional items can be added to your menu, price on your enquiry.

**DIETARY:** GF - GLUTEN FREE, V - VEGETARIAN,  
VEG - VEGAN, DF - DAIRY FREE, PESC - PISCATARIAN  
LF - LACTOSE FREE, EF - EGG FREE



## Coffee Breaks

- In-Room Espresso coffee services and a selection of organic and herbal teas \$5.00pp
- with cookies \$7.00pp
- Selection of chilled fruit juices \$4.50pp
- Continuous In-Room Espresso Coffee services and a selection of organic and herbal teas \$10.00pp
- with cookies \$12.00pp

## Morning/Afternoon Tea \$15pp

In-Room Espresso coffee services and a selection of organic & herbal teas

**Please choose two options from the following:**

### Sweet

- A selection of Danish pastries
- Warm scones with jam and cream
- Assortment of freshly baked muffins
- Chefs selection of cakes and slices
- Seasonal fruit platter
- Gourmet cookies

### Savoury

- Mini ham & cheese croissants
- Gourmet vegetarian mini quiche
- Gourmet mini pies
- Mini pizza
- Mini smoked salmon croissant

# Luncheon selection

MINIMUM 15 GUESTS

Additional items can be added to your menu, price on your enquiry.

DIETARY: GF - GLUTEN FREE, V - VEGETARIAN,

VEG - VEGAN, DF - DAIRY FREE, PESC - PESCATORIAN

LF - LACTOSE FREE, EF - EGG FREE



## CHOOSE ONE OF THE FOLLOWING



### Tummy-Filler \$30pp

Crusty mini baguettes filled with an array of the freshest ingredients

Garden salad dressed with Italian vinaigrette V, GF, DF

Crispy potato chips served with sweet chilli sauce & sour cream

Chilled orange juice

In-Room Espresso coffee services and a selection of organic & herbal teas

### Hunger Buster \$32pp

Variety of sliders

Chicken Caesar salad

Potato chips with sweet chilli sauce & sour cream V, GF

A selection of cakes & slices

Chilled orange juice

In-Room Espresso coffee services and a selection of organic & herbal teas

### Health & Wellbeing \$32pp

Assortment of gourmet sandwiches & tortilla wraps

Roast sweet potato, feta, spinach & walnut salad GF, V

Fruit yoghurt V

Fresh seasonal fruits GF, V, DF, EF

Mini vegetarian quiche V

Spinach & Ricotta Ravioli V

Chilled orange juice

In-Room Espresso coffee services and a selection of organic & herbal teas

### Little More Substantial \$35pp

#### Choose from:

Butter chicken served with steamed jasmine rice GF

Beef tortellini in a creamy boscaiola topped with shaved parmesan

Beef stroganoff served with steamed jasmine rice GF

Lamb korma curry with aromatic jeera rice GF

Ricotta & spinach ravioli in a napolitana sauce V

Creamy chicken, mushroom & tarragon served with steamed rice DF

#### Served alongside:

Crusty bread rolls & butter

Garden salad dressed with Italian vinaigrette GF, V, DF, EF

Fresh seasonal fruits GF, V, DF, EF

Chilled orange juice

In-Room Espresso coffee services and a selection of organic & herbal teas

### On the Go \$20pp

An assortment of tortilla wraps with gourmet fillings

Garden salad dressed with Italian vinaigrette V, GF, DF

Fresh seasonal fruits GF, V, DF, EF

Chilled orange juice

In-Room Espresso coffee services and a selection of organic & herbal teas



# conference packages

**MINIMUM 15 GUESTS**

Additional items can be added to your menu, price on your enquiry.

**DIETARY:** GF - GLUTEN FREE, V - VEGETARIAN,

VEG - VEGAN, DF - DAIRY FREE, PESC - PISCATARIAN

LF - LACTOSE FREE, EF - EGG FREE



## Full Day Conference Package \$55pp

## Half Day Conference Package \$50pp

We are delighted to have this opportunity to present our corporate services to you. Our catering and staff are the highest standard ensuring that your conference or seminar is an outstanding success.



### On arrival

In-Room Espresso coffee services and a selection of organic & herbal teas

Cookie selection

### Morning Tea

In-Room Espresso coffee services and a selection of organic & herbal teas

Chilled orange juice

An assortment of freshly baked muffins

Fresh seasonal fruits

### Lunch

#### On the Go Lunch

An assortment of tortilla wraps with gourmet fillings

Garden salad dressed with Italian vinaigrette GF, V, DF

Fresh seasonal fruits GF, V, DF, EF

Chilled orange juice

In-Room Espresso coffee services and a selection of organic & herbal teas

#### Tummy Filler Lunch

Crusty mini baguettes filled with an array of the freshest ingredients

Garden salad dressed with Italian vinaigrette GF, V, DF

Crispy potato chips served with sweet chilli sauce & sour cream

Chilled orange juice

In-Room Espresso coffee services and a selection of organic & herbal teas

### Hunger Buster Lunch

Variety of sliders

Chicken Caesar salad

Potato chips with sweet chilli sauce and sour cream GF

A selection of cakes and slices

Chilled orange juice

In-Room Espresso coffee services and a selection of organic and herbal teas

### Health & Wellbeing Lunch

Assortment of gourmet sandwiches and tortilla wraps

Roast sweet potato, feta, spinach & walnut salad GF

Spinach & ricotta ravioli V

Fresh seasonal fruits GF, V, DF, EF

Fruit yoghurt V

Chilled orange juice

In-Room Espresso coffee services and a selection of organic & herbal teas

### Afternoon Tea

In-Room Espresso coffee services and a selection of organic & herbal teas

Chilled orange juice

Selection of gourmet petite cookies

### Other Inclusions

Whiteboard, marking pens & eraser

Flipchart & paper

Data projector & screen

Lectern with cordless microphone



RE.

booking  
your event

# booking your event



## THINGS YOU NEED TO KNOW

### Deposit

Required to secure your booking.  
Must be paid within 14 days prior to event. Final numbers must be confirmed 7 days prior to event.

### Beverage Packages

There are multiple options available for beverage service:

We have several beverage packages to suit your event, please ask our functions coordinator when booking your event.

Beverages on consumption/bar tab. This is where you advise a limit you wish to put on the bar. Our staff will advise you when you are close to reaching this limit and give you the option to increase the amount or for the guests to now purchase their own beverages.

Cash bar is also available where guests purchase their own drinks throughout the event.

### Security Labour

Functions such as 21st birthdays require security.

This will incur additional fees starting at \$55 an hour (minimum 4 hours).

# terms & conditions



The Registered Clubs Act requires that any person holding an event with Ryde-Eastwood Leagues Club must be a member of the Club. The member is then responsible for all non-members of the Club and anyone under the age of 18 years. Please contact the Club for membership information. 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.

- Tentative booking dates are held for three (3) working days only.
- Confirmation is required within ten (10) 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. If the client fails to return the signed terms & conditions agreement with the payment of the deposit, then the company shall be entitled to allocate the event date and premises to another client.
- All prices are current at the time of quotation but may be subject to change based on rising costs. The quoted prices include GST and upon receipt of your confirmation and deposit, fixed prices will be confirmed in writing.

## FINALISING EVENT DETAILS

Ryde-Eastwood Leagues Club require all event details to be finalised ten (10) days prior to the event date. At this time our Functions Team will discuss and confirm all Food & Beverage options, including: any specific dietary requirements, room setup, decorations, equipment hire, entertainment and any miscellaneous expenses or special instructions required.

## FINAL NUMBERS AND PAYMENT

Confirmation of the final numbers of guests must be made no less than seven (7) days prior to the event date. Final numbers will be taken to be the minimum number of guests attending the event. Upon confirmation of final numbers a final invoice will be issued to the Event Organiser. The final invoice payment is required seven (7) days prior to the event date. This payment can be made in Cash, Credit Card, EFTPOS or Bank Cheque only.

Any additional guests in attendance on the event date, post final payment, will require approval by the Event Organiser and will be charged accordingly. The resulting balance owing must be settled on the day of the event. 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%

In default of such prompt payment, you undertake to pay late payment fees of 2.5% per month on any amount outstanding and to indemnify us and pay all costs and expenses on a solicitor and own client basis if legal action is necessary, and/or EC Credit Control Pty Ltd's fees, which we may incur in recovering from you any overdue amount. Non-refundable prepayment of the balance of the total estimated amount is payable 7 days prior to the event date. If the balance of the total estimated amount is not paid 7 days prior to the event date, the client will be deemed to have cancelled the event at that time.

The payment by any person of any fees & charges for such facilities, and the issue to any such person of any receipt for such sum and/or confirmation of the event shall be deemed to be an acknowledgement and acceptance by such person of the conditions contained herein. The Client agrees that beverages will be charged according to Ryde-Eastwood Leagues Club records of consumption, or at the agreed amount in the case of a beverage package option being confirmed by the client. Any variations in beverage consumption,

any increase in confirmed numbers, extension of the event time and any other agreed additional costs incurred are payable via credit card on the day of the event. The client must provide Ryde-Eastwood Leagues Club final menu choices and numbers of guests attending the event in writing no later than ten (10) Days prior to the event date.

## FOOD & BEVERAGE

We offer clients an exquisite range of menus to accompany any occasion. The Club does not permit clients to provide external food and beverage on the premises. Clients are also advised that due to food safety liability standards, surplus food and beverage not consumed during the event is unable to be removed from the premises. Prior arrangements for celebration cakes must be made with the Functions Team. When providing your own cake, we offer two plating options as follows:

1. Do it yourself, we will provide utensils and plates for you to cut and serve the cake yourself.
2. Cake service, for our chef to cut and place on a shared platter a \$1.50 per person charge will apply.
3. Cake service, for our chef to cut, individually plate and garnish a \$3.00 per person charge will apply.

Children aged between four (4) and twelve (12) years will be charged at half the adult rate. Children below the age of four (4) years are free of charge (when choosing from a buffet menu).

Where events require the use of external contractors not employed by Ryde-Eastwood Leagues Club the client will provide the Functions Team with a copy of the external contractors Public Liability Insurance when finalising the event details, twenty eight (28) days prior to the Event Date. All external contractors must liaise with the Functions Team in regards to delivery, setup and break down of equipment.

## DELIVERY & COLLECTION OF GOODS

All deliveries and collections of goods to or from Ryde-Eastwood Leagues Club on the client's behalf can only be made by prior arrangement with the Functions Team. All deliveries must be clearly marked with the name of the event. Ryde-Eastwood Leagues Club will take all reasonable care but accept no responsibility for items delivered or left for collection.

## SECURITY PERSONNEL

Our Functions Manager will provide advice to the extent considered necessary for the provision of security, crowd control or emergency requirements that need to be arranged for the event. Any costs associated with the requirement will be payable by the Client / Event Organiser. All security service arrangements are booked directly through Ryde-Eastwood Leagues Club and charged back to the client / Event Organiser at cost. All 21st birthday parties are required to have security. The club reserve the right to request security, for any function and to be charged to client.

If you require longer than the normal five (5) hours for your half-day function there will be additional charges. Please note that an additional charge of a minimum of 4 hours security fee which applies to functions of over 100 guests beginning before 10am. 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. Ryde-Eastwood Leagues Club will take no responsibility or liability for damage or loss of merchandise, goods or property of the client or their guest left at Ryde-Eastwood Leagues Club prior, during or after functions/exhibitions.

The client and client contractors/suppliers must remove from Ryde-Eastwood Leagues Club immediately after the conclusion on the event all gifts, equipment and other items they may have brought onto or had delivered to the Club. Ryde-Eastwood Leagues Club shall not be liable in any way to the client or client contractors/suppliers for any loss or damage to such gifts, equipment and items whilst they are on Ryde-Eastwood Leagues Club property. Ryde-Eastwood Leagues Club may dispose (as it deems fit) of any gifts, equipment or items that are left behind at Ryde-Eastwood Leagues Club without being liable for consequential damages of any nature for any reason whatsoever.

## EVENT CANCELLATION

For cancellations or postponements of confirmed bookings the following conditions apply:

1. Written notice is required for all booking cancellations.
2. Any confirmed booking cancelled or postponed more than sixty one (61) days prior to the event date, the client will be refunded the full amount of the deposit payment.
3. Any confirmed booking cancelled or postponed thirty one (31) to sixty (60) days prior to the event date, the client will forfeit 50% of the estimated cost of the event (including the deposit payment amount).
4. If cancellation or postponement of the confirmed booking occurs less than thirty (30) days prior to the event date, the Cancellation Fee will consist of the total estimated cost of the event and the deposit payment amount.
5. If cancellation or postponement of the confirmed booking occurs less than seven (7) days prior to the event date the cancellation fee will consist of the total estimated cost including the food and beverage component.

Where circumstances beyond Ryde-Eastwood leagues Club control prevent Ryde-Eastwood Leagues Club from fulfilling any obligations under this contract, The Club will be released from this contract without penalty. Organisers are financially responsible for any damage sustained to their property or that of Ryde-Eastwood Leagues Club that is caused by the client or their guests prior, during or after functions/exhibitions. The use of drawing pins, staple guns or any fastening material on walls is strictly prohibited. Repair and replacement costs will be passed on to the client.

Public Holidays – 15% overall surcharge. I understand that a cleaning fee of \$500.00 can be charged to the client after the events finalization, as per the manager on the days discretion. Ryde-Eastwood Leagues Club reserves the right to adjust any set-up to ensure fire, life and safety codes are met. Ryde-Eastwood Leagues Club reserves the right to charge for security on events as it deems necessary the Club reserves the right to adjust any setup to ensure fire, life and safety codes are met. The Club reserves the right to charge for security on events as it deems necessary.

## DRESS REGULATIONS & CONDUCT

The appearance of all members and guests must be neat and tidy at all times. The following dress is not permitted at any time; thongs, bare feet, singlets, swimwear, offensive t-shirts and caps. The Management's decision will be final.

## COMPLIANCE

1. 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.
2. Guests must either be a member of the Club, reside outside the five (5) kilometre radius from Club premises or be signed in by a member. All persons under the age of eighteen (18) years are prohibited from entering gaming and areas adjacent to licensed bar areas and must always be accompanied by and in the immediate presence of a responsible adult.
3. Use of smoke machines is not allowed, if you are supplying our own DJ please advise them of this restriction. NB:The cost associated with a fire alarm being activated by client or their contractors will incur the full cost of the false fire alarm fee.
4. 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.

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. 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. 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.
8. 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.

## SMOKING AT VENUES

All Event rooms are 'Smoke Free' in accordance with the Smoke Free Environment Act. Clients, their guests and staff may use the designated smoking areas which are easily accessible from all Event areas.

## INDEMNITY

The Client uses and occupies the Event Area, including but not limited to the area of the Event Venue in which the event is conducted, at their own risk. The Client hereby indemnifies Ryde-Eastwood Leagues Club and agrees to keep Ryde-Eastwood Leagues Club indemnified, against all actions, suits, proceedings, claims and demands, damages, costs and expenses whatsoever which may be taken or made against Ryde-Eastwood Leagues Club and/ or incurred arising out of injury or damage to any person or property from or during the use of Ryde-Eastwood Leagues Club's facilities referred to in this agreement and the Event Confirmation.

## EMERGENCIES & INDUSTRIAL ACTION

Ryde-Eastwood Leagues Club may cancel this agreement at any time if there exists an emergency or threat of danger to any person or of damage to property (or as a result of such damage or danger). Similarly this agreement may be cancelled at any time by Ryde-Eastwood Leagues Club if the use of the Event Venue is prohibited or hindered by cessation or interruption of utility supplies (electricity or gas), failure of plant or equipment, unavailability of food items, any industrial action or other unforeseeable event or incident. Deposits paid by the client would be refunded or such proportion as is appropriate within seven (7) working days of the event date. such proportion as is appropriate within seven (7) working days of the event date.

## GOVERNMENT BY-LAWS

The Client shall conform to the requirements of the Local Government Act and any other relevant act, bylaws, rules or regulations and shall be liable for any breach of any such act, by-laws, rules or regulations.

## RESPONSIBLE SERVICE OF ALCOHOL

Ryde-Eastwood Leagues Club is committed to the Responsible Service of Alcohol. Club management will not permit or suffer any riotous, disorderly, offensive or improper conduct in any of the event areas inside or adjacent to the event area or within its confines. Any person believed to be approaching intoxication or involved in any riotous, disorderly, offensive or improper conduct will be escorted off the premises.

Ryde-Eastwood Leagues Club has a Responsible Service of Alcohol Policy. It is illegal to serve alcoholic beverage to any person in a state of intoxication and as such Ryde-Eastwood Leagues Club reserves the right to refuse service to any such persons and/or request their departure from the premises. It is illegal to serve alcoholic beverage to any person under eighteen years of age & Ryde-Eastwood Leagues Club reserves the right to request suitable identification to this end. If a guest or organiser is asked to leave no monetary compensation will be given and the client will be charged the full amount for the event.



## CONTACT US



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