EVERYTHING YOU
NEED TO KNOW

# RYDE-EASTWOOD LEAGUES CLUB

# REMEMBRANCE

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# ROOM HIRE

The Heritage Function Centre is conveniently located with easy access by road and rail from all areas of Sydney. For the convenience of your guests, our facilities include free undercover parking for over 450 vehicles

**WAKES UP TO 50 PEOPLE**
Special discounted room hire fee of $180

**WAKES FOR 50 PEOPLE AND ABOVE**
Special discounted room hire fee of $300

**Bar Service**
$35 per hour for 1 Bar Steward weekdays
$55 per hour for 1 Bar Steward weekends

**ABOVE PRICES INCLUDE**:

• Set up of the room with round tables

• White linen

• Screen in the room if required

• Lectern & Microphone if required

• Ample parking for your guests

**CONFIRMATION OF BOOKING & PAYMENT**

Once booking has been made and numbers confirmed, we request full payment of total amount for catering, room hire and bar stewards.

If you would like further information or any assistance with planning please contact our Functions Coordinator on:
(02) 9808 7612 or email to functions@releagues.com.au..

RYDE-EASTWOOD
LEAGUES CLUB
YOUR OPTIONS
COCKTAIL
SELECTIONS
YOUR OPTIONS
RYDE-EASTWOOD
LEAGUES CLUB

# CANAPE PACKAGES

## CANAPE OPTIONS

| | |
|---|---|
| **CHOICE OF SIX (6) ITEMS** | **$30PP** |
| **CHOICE OF NINE (9) ITEMS** | **$40PP** |
| **CHOICE OF TWELVE (12) ITEMS** | **$55PP** |
| **ADDITIONAL ITEMS** | **$4.50PP EACH** |

CANAPE HOT SELECTIONS

Satay chicken skewers

Red quinoa, roast pumpkin and mozzarella arancini with honey mustard aioli dipping sauce (V, GF)

Kale and Quinoa arancini (V, GF)

Chicken & prawn sui mai

Wagyu beef slider, cheese, tomato relish in a charcoal bun

Chicken slider, cheese, tomato relish in charcoal bun - slider

Blini with smoked salmon mousse, chives and salmon roe

Jalapeno and not real chicken arancini with lemon aioli (V)

Beef brisket croquette

Pea and parmesan arancini with minted pea puree (V, GF)

Spinach & feta filo pillows

Tandoori chicken nibbles with cumin and mint yoghurt

Italian beef meatballs

Salt and pepper calamari, lime coriander aioli

## CANAPE HOT SELECTIONS

Lamb and fresh herb kofta with mint yogurt

Traditional middle eastern falafel (GF, DF, EF, V)

Quinoa falafel (GF, DF, EF, V)

Ricotta, feta & chive pastizzi

Assorted gourmet mini pizza

Assorted gourmet pie

Mini pie, pumpkin and basil (GF, V)

Assorted gourmet quiche

Quiche lorraine (GF,V)

Quiche spinach (GF,V)

Aussie beef pie (GF)

Chicken & leek quiche (GF)

Vegetarian pie (V)

Traditional vegetable samosa

Vegetable roll (GF, V)

Assorted gourmet sausage roll

Spinach and Ricotta tart

Tempura battered fish bites

Teriyaki beef skewers

Tandoori chicken skewers

Arabic lamb kofta on skewer

Asian vegetable spring rolls

Peking duck spring rolls

Spiced pulled pork Tostada chargrilled corn, avocado, crispy tortilla

Spicy pulled beef corn fritter with tomato relish and horseradish cream

Slow cooked jerk lamb tart with chipotle aioli

## CANAPE COLD SELECTIONS

Cigarillo roast duck filo pastry cigar with caramelised onion, coriander and plum dipping sauce

Antipasto vegetable skewers

Prawns, wild lime chiili ginger on skewers

Caramelised onion & goats cheese tartlet

Creamy blue swimmer crab with zesty cream fresh and chervil on blinis base

Roast heirloom tomato tart with ricotta basil and balsamic glaze

Spicy vodka oyster shooter

T+C$^{S}$ /

**MINIMUM 30 GUESTS.**
ADDITIONAL ITEMS CAN BE ADDED TO YOUR MENU, PRICE ON YOUR ENQUIRY.

**DIETARY: GF- GLUTEN FREE, V- VEGETARIAN, DF - DAIRY FREE, EF - EGG FREE**

# COCKTAIL SELECTIONS

## SUBSTANTIAL CANAPE

**$15.00 EACH**

**MUST BE ON A CANAPE PACKAGE TO CHOOSE ADDITIONAL ITEMS FROM THIS MENU**

Soup served with organic sourdough - (Spiced pumpkin, Creamy potato and leek, or Ham and pea)

Pulled pork taco, guacamole, pico de gallo and crema

Beer battered flathead fillet with shoestring fries and dill mayonnaise

Marinated lamb skewer with Greek salad and cucumber yoghurt

Wild mushroom risotto with shaved grana padano

Aromatic butter chicken with steamed rice and cucumber raita

Hokkein noodle stir fry tossed with Asian vegetable - choice of chicken or tofu

Steamed fish on jasmine rice with soy, ginger and shallot sauce

Thai green curry chicken on fragrant coconut rice

Italian style meatballs in spicy tomato sauce and casarecce pasta

Fritto misto of crumbed calamari, tempura fish, salt & pepper prawn, with lemon

Barbeque German sausage, mash potato and sauerkraut

Cheese burger with tomato ketchup, pickles and French fries

Casarecce pasta with Italian sausages and pork ragout

Shredded beef salad with baby cos lettuce, garlic croutons, tomato and cucumber

Kale quinoa and baby beet salad with marinated feta

Middle Eastern barbeque chicken with flat bread, hummus, tabouleh and garlic

Vietnamese chicken salad with rice noodles, aromatic Asian herbs and nuc cham

Falafel salad with cucumber, cherry tomato, cos lettuce and a Greek yoghurt dressing

## SWEET CANAPE

**$5.00 EACH**

Chocolate and caramel tartlet

Fresh Strawberries with chocolate dipping sauce

Passionfruit curd tart

Lemon meringue pies

Mini bambino gelato cones

Individual decorated cupcake

Assorted Verrine desserts

Fresh Strawberry tart

Caramelised apple strudel

Pecan and caramel tart

Petite angel cake gateaux

Banoffee tart

Flourless chocolate gateaux

Double chocolate mousse

Hazelnut petite nougat

Red velvet with fresh cream

Chocolate sacher square

Petite strawberry, chocolate and cream profiterole

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**MINIMUM 30 GUESTS.**
ADDITIONAL ITEMS CAN BE ADDED TO YOUR MENU, PRICE ON YOUR ENQUIRY.

# PACKAGES & ADDITIONALS

## PACKAGES

**PACAKGE 1** — **$15PP**

Tea & coffee

Sandwich platter

**PACKAGE 2** — **$20PP**

Tea & coffee

Sandwich platter

Petite dessert platter

**PACKAGE 3** — **$25PP**

Tea & coffee

Sandwich platter

Chefs canapes (3)

**PACKAGE 4** — **$35PP**

Tea & coffee

4 canapes

2 dessert canapes

### SUPPLEMENTS AND ADDITIONAL ITEMS

| | |
|---|---|
| Assorted potato chips (Price - per bowl) | **$8PB** |
| Assortment of freshly cut sandwiches | **$10PP** |
| Double smoked leg ham and cheese croissants | **$8PP** |
| Smoked salmon and brie croissant | **$10PP** |
| Assortment of gourmet tortilla wraps | **$10PP** |

### PLATTERS : PRICES ARE PER PLATTER EACH PLATTER SERVES 10

| | |
|---|---|
| Corn chips, crudités and trio of dips | **$35** |
| Seasoned potato wedges with sweet chilli sauce and sour cream | **$35** |
| Seasonal fresh fruit platter | **$95** |
| Chefs selection of cocktail food (5 varieties) | **$150** |
| Selection of farmhouse cheeses, dried fruits, nuts and lavosh | **$120** |
| Mezze platter<br>Beetroot & fetta dip, fried chickpea hummus, marinated olives, falafel, dolmades and grilled sourdough | **$120** |
| Charcuterie Board<br>Fine selection of local and imported meats, paté and cheese balanced with sweet fruit and sour salty pickles and crusty bread | **$170** |

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**MINIMUM 30 GUESTS.**
ADDITIONAL ITEMS CAN BE ADDED TO YOUR MENU, PRICE ON YOUR ENQUIRY.

# BEVERAGE OPTIONS

## WHAT YOU GET

There are multiple options available for beverage service.

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 guests to now purchase their own beverages.

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

### DECORATIONS

We are happy to organise decorations on your behalf through our suppliers (additionals charges to apply) or you are welcome to organise your own decorations. Please advise your event specialist if you are organising your own decorations.

### CAKES

You are welcome to provide your own cake for the event. We are happy to store this for you on the day until it is required. You have three options for the cutting of your cake:

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.

### ENTERTAINMENT

You are welcome to organise your own entertainment. Please advise your event specialist and get confirmation from them of the entrainment you wish to organise. Your event specialist is also happy to provide options and source entertainment for you.

We do ask if you are providing your own entertainment to provide a copy of their Public Liability to us.

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ADDITIONAL ITEMS CAN BE ADDED TO YOUR MENU, PRICE ON YOUR ENQUIRY.

TERMS & CONDITIONS

# TERMS AND CONDITIONS

**Terms and Conditions 01**

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 02**

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 & Payment 03**

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 out standing 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 04**

Catering HQ offers 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 five (5) and twelve (12) years will be charged at half the adult rate. Children below the age of five (5) 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 05**

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 06**

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 Clubb 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 an overtime charge of $3.30 per confirmed guest per hour or part thereof.

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/sup- pliers 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-East- wood Leagues Club without being liable for consequential damages of any nature for any reason whatsoever.

**Event Cancellation 07**

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, Catering HQ 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.

# TERMS AND CONDITIONS

**Room Access** **08**

Access to the room is 1 hour prior to your start time. If you wish to have access earlier a room hire fee will be charged.

**Compliance** **09**

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.

**Dress Regulations & Conduct** **10**

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, caps. The Management's decision will be final.

**Smoking at Ryde Eastwood Leagues Club** **11**

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** **12**

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, dam- ages, 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** **13**

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** **14**

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

**Responsible Service of Alcohol** **15**

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 changed the full amount for the event.

RYDE-EASTWOOD
LEAGUES CLUB

CATERING
HQ

The Heritage
FUNCTION CENTRE

02 9808 7612 | FUNCTIONS@RELEAGUES.COM.AU | CATERINGHQ.COM.AU