

# *The Heritage* FUNCTION CENTRE

## **CONTACT US:**

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02 9807 2444



*RE*  
**RYDE  
EASTWOOD  
LEAGUES**

## **SOCIAL EVENTS**



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# choose your menu



*R.E.*

# cocktail party selections

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 - PESCE/VEGETARIAN

LF - LACTOSE FREE, EF - EGG FREE

## CANAPÉ PACKAGES

Choice Of Six (6) Items.....	\$40pp
Choice Of Nine (9) Items.....	\$50pp
Choice Of Twelve (12) Items.....	\$60pp
Additional Items.....	\$4.50pp each



## Cold Selections

Handmade peking duck crêpes with hoisin sauce DF

Antipasto vegetable skewers GF, DF, V, VEG

Assortment of sushi and Californian rolls with wasabi and soy dipping sauce GF DF

Roast heirloom tomato tart with ricotta basil and balsamic glaze V

Creamy blue swimmer crab and mango cucumber rolls on toasted bread

Caramelised onion & goats cheese tart V

Tasmanian smoked salmon mousse, toasted pain de mie Vietnamese prawn rice paper roll GF, DF

Vietnamese vegetarian rice paper roll GF, LF, VEG, DF

## Hot Selections

Satay chicken skewers GF, DF

Kale and quinoa arancini V

Chicken & prawn sui mai DF

Wagyu beef slider, cheese & bush tomato relish in plain bun

Chicken slider, cheese, tomato relish in a charcoal bun

Mushroom arancini with truffle aioli V

Spinach & feta filo triangles V

Italian beef meatballs DF

Salt and pepper calamari, lime coriander aioli DF

Traditional middle eastern falafel V, DF, EF

Assorted gourmet mini pizza

Assorted gourmet pie

Mini pie, pumpkin and basil V

Assorted gourmet quiche

Aussie beef pie GF

Chicken & leek quiche GF

Vegetarian pie V GF

Traditional vegetable samosa V

Assorted gourmet sausage roll

Spinach and Ricotta tart V

Tempura battered fish bites DF

Tandoori chicken skewers GF Arabic lamb kofta on skewer GF, DF

Asian vegetable spring rolls V, VEG

Peking duck spring rolls GF

Spiced pulled pork Tostada chargrilled corn, avocado, crispy tortilla GF, DF

Slow cooked jerk lamb tart with chipotle aioli



# cocktail party selections

MINIMUM 30 GUESTS

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VEG - VEGAN, DF - DAIRY FREE, PESC - PESCE TARIAN

LF - LACTOSE FREE, EF - EGG FREE

Substantial.....\$15 each  
Must be on a canapé party package to  
choose additional items from this menu

Sweet Canapé.....\$5 each



## Substantial Canapé

Pulled pork taco, guacamole,  
pico de gallo and crema GF

Beer battered flathead fillet with  
shoestring fries and dill mayonnaise

Marinated lamb skewer with Greek salad  
and cucumber yoghurt GF

Aromatic butter chicken with  
steamed rice and cucumber raita GF

Singapore noodles stir fry tossed with  
Asian vegetable and tofu

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

Thai curry chicken on fragrant  
coconut rice GF, DF

Italian style meatballs in spicy  
tomato sauce and casarecce pasta DF

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

Barbeque German sausage,  
mash potato and sauerkraut

Cheeseburger with tomato  
ketchup, pickles and French fries

Kale quinoa and baby beet salad  
with marinated feta GF, DF

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

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

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

## Sweet Canapé

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

Banoffee tart

Flourless chocolate gateaux GF

Double chocolate mousse

Red velvet with fresh cream

Chocolate sacher square

Chocolate and cream profiterole

# grazing stations

MINIMUM 30 GUESTS

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

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LF - LACTOSE FREE, EF - EGG FREE

## WHAT YOU GET

Grazing Stations are available as an additional supplement to one of our function packages



### Seafood Station.....\$55pp

Prawns, oysters, smoked salmon, marinated mussels

### Cheese station.....\$35pp

Selection of farmhouse cheese, breads, lavosh, dried fruit, quince paste and nuts

### Charcuterie Station.....\$45pp

Selection of cured meats, pastrami, prager ham, prosciutto, salami, breads, marinated olives,

stuffed peppers and dips

## Platters

(Prices per platter, each platter serves 10)

Platters are available as an additional supplement to one of our function packages.

Corn chips, crudités and trio of dips.....\$35

Seasoned potato wedges with sweet.....\$35  
chilli sauce and sour cream

Seasonal fresh fruit platter.....\$95

Chefs selection of cocktail food.....\$150  
(5 varieties, 50 pieces)

Selection of farmhouse cheeses.....\$135  
dried fruits, nuts and lavosh

Mezze platter.....\$120  
Beetroot & feta dip, fried chickpea hummus, marinated olives, falafel, dolmades, lavosh and grissini

Charcuterie Board.....\$170  
Fine selection of local and imported meats, paté and cheese balanced with sweet fruit and sour salty pickles, lavosh and grissini



# plated menus

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 - PESCETARIAN

LF - LACTOSE FREE, EF - EGG FREE

**2 Course alternate serve.....\$60pp**

**3 Course alternate serve.....\$70pp**

Please choose 2 options for each course which will be served as an alternate drop. Please note all meals come with Bread Rolls and In-Room Espresso coffee services, organic and herbal teas.



## Entrée

Pumpkin, sage and goats cheese ravioli, pine nuts and sage butter sauce V

Cinnamon spiced ricotta with truffled wild mushroom, rocket and fetta tart V

Caramelised onion and roasted roma tomato tart with shaved Parmesan on a bed of rocket V

Grilled vegetable stack, rocket, pesto and shaved Parmesan. GF, V

Chilled tiger prawns with avocado cream, fresh mango and micro salad with honey lemon dressing GF, PESC, EF

Grilled squid, chorizo, cherry tomato, capers, baby mache, squid ink aioli and parley oil GF, PESC, DF

Casarecce pasta with smoked salmon, asparagus and dill cream sauce

Thai style beef salad with aromatic Asian herbs and chilli lime dressing GF, DF, EF

Grilled Moroccan lamb with cous cous and roasted Mediterranean vegetables DF, EF

Spiced butternut pumpkin soup, Parmesan croutons and fresh herbs EF

Caramelised French onion soup with gratinated cheese crouton

Slow roast pork belly, petite citrus salad, fruit mustard and snowpea tendrils GF, DF

Roast roma tomato and mozzarella tartlet, arugula and balsamic fig glaze

Roast Cajun spice chicken with avocado cream, pearl cous cous, charred corn, lime and coriander dressing

## Main

Tasmanian salmon fillet, new potato, minted peas, hollandaise GF, PESC

Humpty doo barramundi fillet with roast garlic mash, buttered beans, half roasted tomato, bearnaise GF, PESC

Black Angus beef brisket complimented with kipfler potato, red wine jus and buttered green beans GF

King island eye fillet complimented with red wine jus, Sebago fondant and buttered green beans GF

Pan seared chicken breast with truffle mash, green beans and porcini cream sauce GF

Chicken saltimbocca with lemon herb jus, potato purée and garlic beans GF

Succulent crispy skin pork belly with spiced apple and raisin chutney, sweet potato purée and red wine port jus GF

Texas beans with charred corn cob GF, DF

Victorian lamb rump with roast garlic potato, green beans and rosemary jus GF, DF

Sous vide pork loin, sage mash, roasted apple, sautéed spinach with star anise and fennel jus GF, EF

Roast confit duck, potato purée, caramelised cabbage, orange and Cointreau reduction GF, EF

Braised beef cheek with baby carrots, sprouts, potato purée and red wine glaze GF, EF

Parpadelle wild mushroom ragu V

# plated menus

2 Course alternate serve.....\$60pp

3 Course alternate serve.....\$70pp

Please choose 2 options for each course which will be served as an alternate drop. Please note all meals come with Bread Rolls and In-Room Espresso coffee services, organic and herbal teas.

## Dessert

Chocolate dome, berry coulis, marinated strawberries, crumbled chocolate soil

Tiramisu with coffee flavoured cream, toasted almonds and pistachio gelato

Ricotta cannoli tarte, honey and cinnamon mascarpone, marinated strawberries

Soft centered chocolate pudding with chocolate gelato and chocolate soil

Pavlova topped with lime and coconut cream, passionfruit coulis and strawberries GF, V

Sticky date pudding with caramel baileys butterscotch sauce

Salted hazelnut Caramel, raspberry compote and honeycomb ice cream

Baked blueberry cheesecake with summer berry compote

Fresh seasonal fruit served with fresh cream and praline

Selection of farmhouse cheeses, quince paste and lavosh EF

Raspberry pistachio slice, pistachio gelato, marinated strawberries

Chocolate, hazelnut and cranberry fudge brownie with warm chocolate sauce and double cream GF

Meringue tower with mango coulis and chantilly cream GF

MINIMUM 30 GUESTS

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LF - LACTOSE FREE, EF - EGG FREE





# buffet selections

## SELECT YOUR PACKAGE

Children 4 to 12 years is half price  
Children 3 years and under is free



### Buffet Package 1.....\$58pp

Assorted bread rolls

Salad - Orecchiette, sundried tomato, capers, olives, pesto, shaved parmesan, baby spinach, balsamic glaze V

Salad - Cous cous salad with mint, parsley, chopped tomatoes, shallots, lemon juice, olive oil and a hint of middle eastern spices V, VEG

Salad - Rocket, roasted Spanish onions, olives, shaved Parmesan V, GF

Cold - Charcuterie grazing board with cured meats, marinated vegetables, dips and bread

Hot - Braised chicken supreme with tomato, olives and white wine jus GF

Hot - Pan seared salmon, pizzaiola sauce, olives, tomato, capers and oregano GF, DF

Side - Steamed seasonal vegetables coated in butter and parsley GF, V

Dessert - Chocolate éclair filled with cream

Dessert - Seasonal fresh fruit platter GF, V, VEG, EF

In-Room Espresso coffee service, organic and herbal teas

### Buffet Package 1.....\$68pp

Assorted bread rolls

Salad - Traditional Caesar salad with baby cos, bacon, cage free egg, garlic croutons and shaved Parmesan

Salad - Mixed leaves, cherry tomatoes, cucumber, Spanish onion and shaved carrot GF, VEG, V, EF, DF

Salad - Salad niscoise (beans potato, olives, capers, boiled eggs) GF, DF

Cold - Marinated and chargrilled baby octopus GF, EF, DF

Cold - Chimichurri roast beef with mustard crust GF, EF, DF

Hot - Baked snapper fillet with lemon and spring onion dressing GF, EF

Hot - Braised Moroccan lamb , pomegranate, za'atar, mint and silvered onions GF, EF, DF

Hot - Asian greens GF, V, EF, DF

Side - Steamed jasmine rice GF, VEG, V, EF, DF

Side - Potatoes roasted with oregano, garlic and lemon GF, VEG, V, EF, DF

Dessert - Pavlova with fresh fruit and cream GF, V

Dessert - Fresh seasonal fruit GF, VEG, V, EF, DF

In-Room Espresso coffee service, organic and herbal teas

# buffet selections

## SELECT YOUR PACKAGE

Children 4 to 12 years is half price  
Children 3 years and under is free



### Buffet Package 3.....\$75pp

Assorted bread rolls

Salad - Traditional Caesar salad with baby cos, bacon, cage free egg, garlic croutons and shaved Parmesan

Salad - Mixed leaves, cherry tomatoes, cucumber, Spanish onion and shaved carrot  
GF, VEG, V, EF, DF

Salad - Salad niscoise (beans potato, olives, capers, boiled eggs) GF, DF

Cold - Marinated and chargrilled baby octopus GF, EF, DF

Cold - Chimichurri roast beef with mustard crust GF, EF, DF

Hot - Baked snapper fillet with lemon and spring onion dressing GF, EF

Hot - Braised Moroccan lamb , pomegranate, za'atar, mint and silvered onions GF, EF, DF

Hot - Asian greens GF, V, EF, DF

Side - Steamed jasmine rice GF, VEG, V, EF, DF

Side - Potatoes roasted with oregano, garlic and lemon GF, VEG, V, EF, DF

Dessert - Pavlova with fresh fruit and cream GF, V

Dessert - Fresh seasonal fruit GF, VEG, V, EF, DF

In-Room Espresso coffee service, organic and herbal teas

### Buffet Package 4 .....\$85pp

Charcuterie grazing board on arrival with cured meats, marinated olives, selection of breads, dips and stuffed peppers

Bread rolls and butter

Fresh king prawns, lemon and seafood sauce  
Marinated mussels served with fresh lemon GF, DF

Salad - Greek salad, marinated olives, fetta and red onion GF, V, EF

Salad - Rocket, roasted Spanish onions, olives, shaved Parmesan GF, V, EF

Salad - Pesto chicken salad, lettuce, olives, sun-dried tomato, walnuts GF, EF

Cold - Salmon gravlax with horseradish cream GF, DF, EF

Hot - Leg of lamb with rosemary and garlic GF, DF, EF

Hot - Beef Tortellini in house made Napolitana sauce

Hot - Wok tossed marinated chicken breast fillets with traditional spicy satay sauce GF, DF, EF

Side - Rice pilaf GF, EF, V

Side - Pumpkin roasted with honey and paprika GF, VEG, V, EF

Dessert - Farmhouse cheeses, quince paste, nuts and lavosh

Desserts – selection of cakes and slices

In-Room Espresso coffee service, organic and herbal teas



# asian buffet

## SELECT YOUR PACKAGE



### MINIMUM 50 GUESTS

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

DIETARY: GF - GLUTEN FREE, V - VEGETARIAN,

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LF - LACTOSE FREE, EF - EGG FREE

### Menu A.....\$55pp

Crunchy asian salad with toasted peanut and nuoc cham dressing DF, GF, EF

Calamari with spicy salt & chilli DF, EF

Mongolian lamb DF, GF, EF

Stir fry beef with broccoli and sesame DF, EF

Kung Pao chicken DF, EF

Steamed bok choy with garlic sauce GF, EF, V, VEG, DF

Vegetable fried rice GF, EF, DF OR

Wok fry vegetable chow mein noodles DF  
Seasonal fresh fruit platter GF, VEG, V, EF, DF

### Menu B.....\$65pp

Crunchy asian salad with toasted peanut and nuoc cham dressing DF, GF, EF

Sesame ginger green bean salad EF, DF, GF, VEG, V

Hand made chicken spring roll with sweet chilli sauce EF, DF

Kung Pao chicken EF, DF

King prawn & calamari with spicy salt & chilli DF

Fried fish fillet with sweet & sour sauce DF

Pork stir fry with green beans GF, DF, EF

Vegetable fried rice GF, EF, DF OR

Wok fry vegetable chow mein noodles DF

Seasonal fresh fruit platter GF, VEG, V, EF, DF

Cantonese egg tart

### Menu C.....\$75pp

Crunchy asian salad with toasted peanut and nuoc cham dressing DF, GF, EF

Sesame ginger green bean salad EF, DF, GF, VEG, V

Seafood hot and sour soup DF, GF

Fried soft shell crab with salt & pepper DF

Stir fry beef scotch fillet with seasonal vegetables GF, DF, EF

Shandong roast chicken GF, DF, EF

Steamed barramundi with ginger and shallot sauce GF, DF, EF

Steamed bok choy with garlic sauce GF, EF, V, VEG, DF

King prawn & calamari with spicy salt & chilli DF, EF

Fried fish fillet with sweet & sour sauce DF, EF

Braised mapo tofu with fermented bean paste GF, EF, V, VEG, DF

Vegetable fried rice GF, EF, DF OR

Wok fry vegetable chow mein noodles DF

Seasonal fresh fruit platter GF, VEG, V, EF, DF

Red bean paste sesame balls EF, DF

# school formal packages

## \$55pp MENU OPTIONS

- + Two course alternate seated dinner menu
- + Soft drink
- + Disc jockey included



**MINIMUM 70 GUESTS**

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

DIETARY: GF - GLUTEN FREE, V - VEGETARIAN,

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LF - LACTOSE FREE, EF - EGG FREE

### Main Course

(Choose 2 - Alternate Serve)

Beef tortellini in a creamy garlic sauce

Penne pasta with Napoletana sauce, basil and shaved Grana Padano V

Chicken schnitzel with wedges

Grilled chicken and salad GF, DF

Vegetarian casarecce with capsicum, Spanish onion, beans in napoletana sauce V

Rump steak served with potato chips and gravy DF, EF

### Dessert

(Choose 2 - Alternate Serve)

Warm chocolate brownie with chocolate sauce and fresh cream

Vanilla panna cotta with custard

Cheesecake served with raspberry compote

Fruit plate organic and herbal teas



# school formal packages

## Select your package

Years 10 to 12



### Package A (\$75 PP)

Mocktail on arrival  
Soft drinks & juice  
Two course dinner  
DJ

### Entree (Choose 2 - Alternate Serve)

Salt & pepper squid with lemon aioli DF  
Caesar salad, shaved Parmesan and garlic croutons  
Mushroom arancini with truffle aioli EF, V  
Roasted tomato tart with olive, rocket, shaved Parmesan and balsamic glaze V

### Package B (\$85 PP)

Mocktail on arrival  
Soft drinks & juice  
Three course dinner  
DJ  
Table Balloons

### Entree (Choose 2 - Alternate Serve)

Chicken Schnitzel potato purée, beans and porcini sauce  
Grilled fresh local fish, mash potato, baby cress and lemon butter GF, EF  
Oven roasted chicken breast, fried chat potatoes, baby spinach and garlic cream sauce EF, GF  
Wild mushroom risotto, shaved Parmesan and fried leek GF, EF, V

### Package C (\$95 PP)

Mocktail on arrival  
Chefs selection of canapés  
Soft drinks & juice  
Three course dinner  
DJ  
Chair covers  
Table Balloons

### Entree (Choose 2 - Alternate Serve)

Chocolate ganache pudding, fresh cream and strawberries  
Baby baked cheesecake, raspberry coulis  
Lemon citrus tart, fresh cream and fresh mint  
Individual tiramisu layered with cream and chocolate dust

# high tea menu

**MINIMUM 30 GUESTS**

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

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LF - LACTOSE FREE, EF - EGG FREE

**\$50 PER PERSON**



## Finger Sandwiches

Chicken, mayonnaise and rocket

Smoked salmon, cream cheese, capers and fresh dill

Roast beef, seeded mustard mayonnaise and tomato

Creamy egg & salad V

## Savoury

Mini savoury quiche

Truffle & mushroom arancini with saffron mayonnaise V

## Sweet

Macarons

Profiteroles

Lemon meringue tart

Chef's selection verrine

Opera slice

Strawberry tart

Devonshire scones served with cream and jam

In-Room Espresso services, organic and herbal teas



# 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.

### Decorations

You are welcome to provide your own decorations however, the club will not be held responsible for looking after them.  
A bump in /out time will be arranged at time of booking.

### Dance Floor

Dance floors are available and the size of the dance floor is dependent on the number of guests. There is a flat fee of \$120 per dance floor.

### 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 consumptoon/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).



# additional packages

**WE ARE HAPPY TO TAILOR PACKAGES TO SUIT  
YOUR REQUIREMENTS.**

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

## TO MAKE YOUR EVENT MORE SPECIAL



### **Standard Package** (\$100 PER TABLE)

**\*10 PPL PER TABLE**

Lycra chair covers  
Simple centrepiece

### **Luxury Package** (\$110 PER TABLE)

**\*10 PPL PER TABLE**

Lycra chair covers with satin sash  
(or band)  
Standard centrepiece  
Satin table runner

### **Luxury Package** (\$135 PER TABLE)

**\*10 PPL PER TABLE**

Lycra chair covers with satin sash  
(or band)  
Deluxe centrepiece  
Satin table runner

## **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 AND 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 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 | 04**

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 | 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 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 | 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, 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.

## 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.

## DRESS REGULATIONS & CONDUCT | 9

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 | 10

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 | 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, 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 | 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.