



# WEDDING INFORMATION PACK



*The* **Heritage**  
FUNCTION CENTRE



## ABOUT US

*At The Heritage Function Centre we understand that your wedding is the most important day of your life. Our excellent service and attention to detail is sure to make your reception memorable for you and your guests.*

*Our stylish and relaxed lobby area features a beautiful indoor waterfall and our flexible function space can cater for small, intimate weddings to large banquets of up to 300 guests. Our dedicated functions team can assist with all your reception needs from catering and beverages to decorations, floral arrangements, entertainment and theming.*

*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.*

*If you would like further information or any assistance with planning for your big day please contact our Functions Coordinator on (02) 9808 7612 or email to [functions@releagues.com.au](mailto:functions@releagues.com.au).*



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# DELUXE WEDDING PACKAGE

**\$80 PER PERSON – MINIMUM 40 GUESTS**

To make planning your reception easy, the Deluxe Wedding Package includes:

- Deluxe Buffet (see menu below)
- Free hire of function room for up to five hours
  - Bar and drink waiter service
- Chair covers with sash colour of your choice
  - Floral centrepieces for each guest table
    - Rose posies in vases
- Professional DJ and MC for the length of your function
- All linen, crockery and cutlery including flounces on bridal table and buffet station
  - Beverage packages available separately

## DELUXE BUFFET MENU

### Hot dishes (your selection of four dishes)

Seafood Mornay  
Penne Marinara  
Seafood Thai Green Curry  
Indian Butter Chicken  
Fillet Steak with Honey and Pepper  
BBQ Pork Fillet  
Veal Scaloppini with Mushrooms  
Medley of Asian Entrée

*Served with fried rice, noodles and stir-fried vegetables*

### Carvery (your selection of three carvery items)

Leg of Ham  
Leg of Pork  
Turkey  
Leg of Lamb  
Beef in Mustard Crust

*Served with baked potatoes and pumpkin*

### Salads

Caesar with Char-grilled Chicken  
Baby Octopus and Rocket  
Mesculan Lettuce  
Prawn and Avocado  
Greek Salad  
Fresh Fruit  
A decorated array of Seafood and Meat  
Antipasto

### Desserts

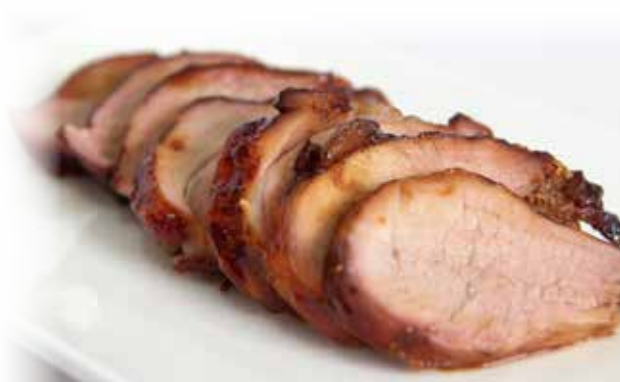
Vanilla Cream Brulee  
Pavlova with Fresh Fruit  
Individual Chocolate Mousse

Menu includes fresh bread rolls, coffee, a selection of teas and after dinner mints

### Extras:

An assortment of cold canapés served to your guests on arrival – \$3.00 per person.  
Fresh King Prawns and/or Oysters for your buffet – market price.

Children 3 to 12 years: \$44.50  
Children under 3 years: free





# PREMIER WEDDING PACKAGE

**\$90 PER PERSON – MINIMUM 40 GUESTS**

Our Premier Wedding Package includes all of your reception needs:

- Three course menu (see **sample menu** below)
  - Canapés on arrival
- Free hire of function room for up to five hours
  - Bar and waiter service
- Floral arrangement for bridal table and coordinating floral centrepieces for every guest table.
  - Rose posies in vases
- Chair covers with sash colour of your choice
- Professional DJ and MC for the length of your function
- All linen, crockery, cutlery including frounces on bridal table
  - Personalised menu on each table
- Beverage packages available separately

## PREMIER WEDDING MENU (Alternate serve)

### Entrées

Thai Beef Fillet Salad with Lime and Chilli Dressing  
King Prawns and Avocado with Cocktail Sauce  
Followed by a refreshing Champagne Sorbet

### Main Courses

Chargrilled Atlantic Salmon Fillet served with Mash Potato, Asian Greens and Saffron Beurre Blanc  
Chargrilled Beef Fillet served on a bed of Garlic Mash Potato with Café de Paris

### Desserts:

Tuile basket filled with macerated strawberries, mascarpone cream and passionfruit sauce  
Vanilla Crème Brûlée with berry compote and mango ice cream  
Dinner rolls, tea and coffee plus after dinner mints included

### Children's Menu

**\$22 per child – 3 to 12 years old**

- Beef/Chicken Burger with Chips
- Fish Cocktails and Chips
- Chicken Nuggets and Chips
- Minute Steak with Chips
- Crumbed Calamari with Chips
- Ice Cream Sundae for Dessert

**This is a sample of what our Chefs can create, we would be happy to tailor a menu to suit your requirements.**



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## BEVERAGE PACKAGES

### STANDARD BEVERAGE PACKAGE

\$7.00 per person, per hour (minimum 2 hours)

**INCLUDES:**

- Orange juice (by the glass)
  - Apple juice
  - Pineapple juice
- Soft drinks (by the glass)

### PREMIUM BEVERAGE PACKAGE

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

**INCLUDES:**

**Standard Beverage Package items plus:**

- Draught beers (VB and Cascade Light)
- Standard domestic beers (Tooheys New, Carlton Draught Pure Blonde, Carlton Dry and Hahn Premium Light)
- House Wine (Riesling, Moselle and Claret)

### DELUXE BEVERAGE PACKAGE

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

**INCLUDES:**

**Premium Beverage Package items plus:**

- The Point (Margaret River) Chardonnay, The Point Semillon Sauvignon Blanc (Margaret River) and The Point (Margaret River) Shiraz (by the glass)
- Craigmoor Sparkling, Craigmoor Sparkling Rose (200mls)  
(sparkling wines for toasts will be charged on a consumption basis)
- Premium domestic and imported beers (Crown Lager, Corona)

Alternatively, beverages can be provided on a dry till (bar tab to be settled at the conclusion of the function) or cash (pay-as-you-order) basis.

All spirits purchased on a cash or dry till basis.  
Beverage packages exclude jugs and carafes.





# FUNCTION CENTRE WINE & BEVERAGE LIST

## WHITE WINE

The Point Chardonnay (Margaret River)	Glass (150ml)	\$5.00	\$21.80
The Point Semillon Sauvignon Blanc (Margaret River)	Glass (150ml)	\$5.00	\$21.80
Angove Studio Series Sauvignon Blanc			\$21.80
Upside Down Sauvignon Blanc (Marlborough, New Zealand)			\$25.00
Luna Rosa Rose (Central Ranges, NSW)	Glass (150ml)	\$5.80	\$27.00

## CHAMPAGNE AND SPARKLING WINE

Craigmoor Sparkling (200mls)			\$6.60
Craigmoor Sparkling Rose (200mls)			\$6.60
Trilogy Cuvee Brut			\$24.90
Jacobs Creek Chardonnay Pinot Noir			\$25.00

## HOUSE WINE

Riesling, Moselle and Claret	Glass (150ml)	\$4.20	
	Half Carafe	\$12.10	
	Carafe	\$21.10	

## RED WINE

The Point Shiraz (Margaret River)	Glass (150ml) \$4.90		\$21.80
Angove Studio Series Cabernet Sauvignon			\$21.80
Molly's Cradle Merlot (Claire Valley)			\$27.50
Jacob's Creek Double Barrel Shiraz (Barossa, SA)			\$34.00

*Most other styles of wine are available on request*

## DRAUGHT BEER

VB	Glass (285ml)	\$4.20	
Cascade Premium Light	Glass (285ml)	\$3.50	

## PACKAGED BEER

Victoria Bitter		\$5.80	
Carlton Draught		\$5.80	
Tooheys New		\$5.80	
Tooheys Old		\$5.80	
Hahn Super Dry		\$6.00	
Pure Blonde		\$6.00	
Carlton Dry		\$6.00	
Crown Lager		\$7.00	
Corona		\$7.00	
Hahn Premium Light		\$5.20	

## SOFT DRINKS AND JUICE

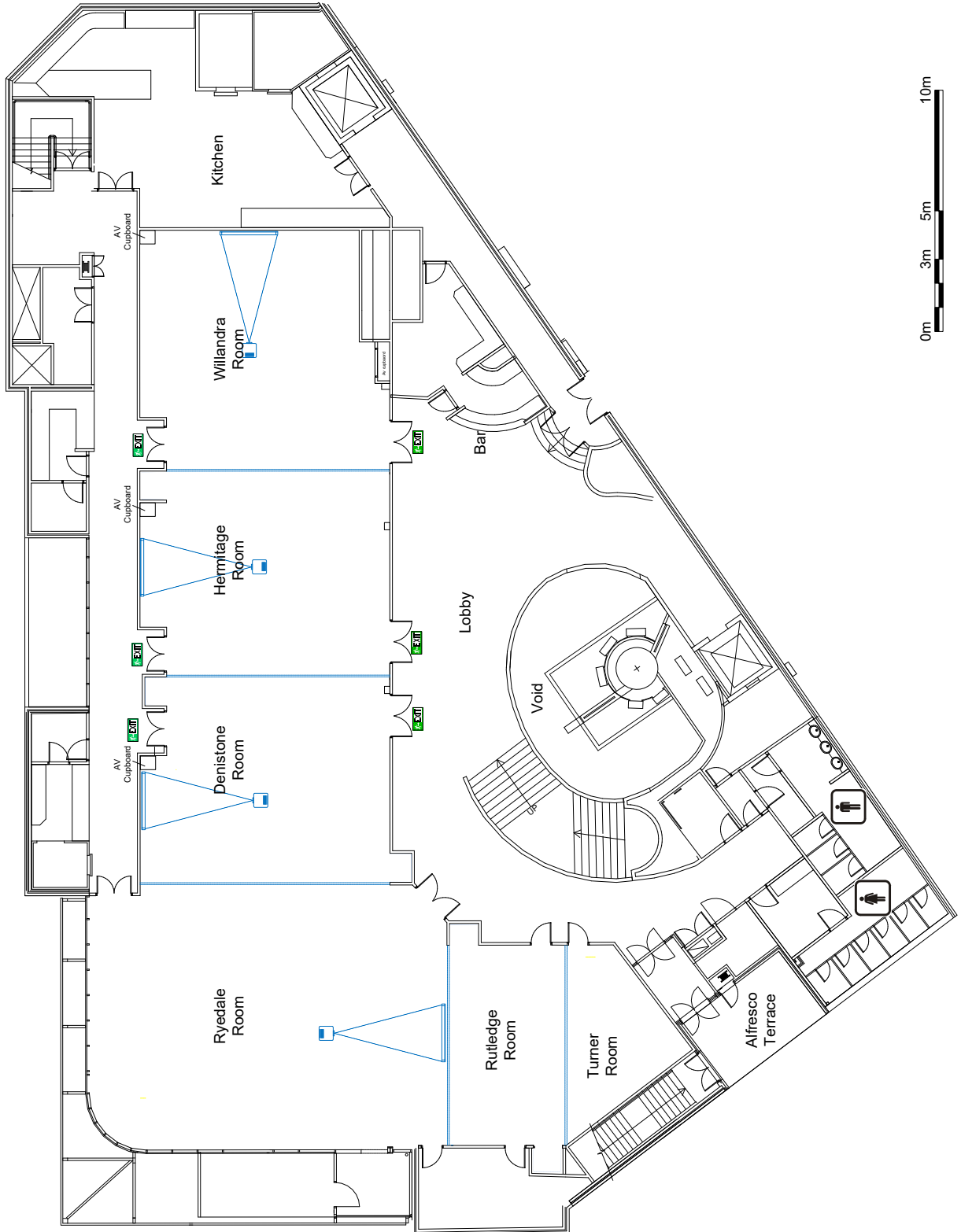
Coke, Diet Coke, Lemonade	Glass (400ml)	\$3.90	
Dry Ginger Ale, Lemon Squash, Orange Juice	Jug	\$9.80	

## PREMIX

Vodka Cruiser		\$10.00	
Jim Beam and Cola		\$9.00	



# 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.

## **CANCELLATION FEE**

All cancellations must be in writing. A cancellation fee will be charged for bookings cancelled within the following time frames:

More than 90 days' notice – no cancellation charge, deposit will be refunded

Less than 90 days' notice – deposit will not be refunded

Any cancellation charges incurred by the club (including any cancellation fee that may be charged to Ryde-Eastwood Leagues Club by the club's contractors) will be billed to the function organiser.

## **FINAL NUMBERS**

An estimated number of attendees is required at the time of booking confirmation. Final numbers are to be confirmed not less than fourteen (14) days prior to the function. All per head charges will be based on this final minimum number. This final figure may be increased but cannot be reduced.

## **PAYMENTS**

All payments are to be made by cash, EFTPOS or credit card. Credit card payments will incur a surcharge as per the following:

Visa, MasterCard, Bankcard – 1%

Union Pay 2.2%

American Express – 3.3%

Final payment must be made prior to the function date.

## **CONFIRMATION**

Selected menus and beverage requirements are required at least 21 working days prior to the function. Minimum number of guests attending the function is required no later than fourteen (14) days prior to the function. This will confirm the minimum number to be billed. Upon confirmation of final details an "Event Details Form" will be issued. The event organiser is required to sign and return this form as confirmation of the aspects relating to the function at least 14 days prior to the function.

Initials \_\_\_\_\_



# TERMS AND CONDITIONS

1. All room-only, half day and social package prices are for up to five (5) hours' use. Full day packages are for up to ten (10) hours' use. Charges for extra time is at the discretion of the Functions Coordinator or club management.
2. Ryde-Eastwood Leagues Club reserves the right to alter the originally booked venue under reasonable circumstances. If a venue change is necessary the function organiser will be notified.
3. Ryde-Eastwood Leagues Club reserves the right to alter prices without notice. All prices quoted are GST inclusive.
4. Use of smoke machines is strictly prohibited. If you are supplying your own DJ, please advise them of this restriction. NB: The current cost for a false alarm by the Fire Brigade is \$1800. Any costs will be passed to the organiser.
5. Ryde-Eastwood Leagues Club values your privacy. If you would like to view our privacy policy please ask for a copy from the Functions Coordinator or club management.
6. Ryde-Eastwood Leagues Club offers full food and beverage facilities. Food and Beverage cannot be brought onto the premises.
7. All function bookings are subject to the approval of the board of directors and club management. We reserve the right to cancel a booking if the club has reason to believe that a function will adversely affect the club's operation or reputation.
8. The function organiser (or the organisation they represent) will be held liable for any damage to club property caused as a result of the function.
9. Ryde-Eastwood Leagues Club's General Manager 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 \_\_\_\_\_



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

**Post:**  
PO Box 163,  
West Ryde  
1685

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