



Corporate Functions @ Seaforth Function Centre

BALGOWLAH RSL MEMORIAL CLUB



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Thank you for considering Balgowlah RSL's, Seaforth Function Centre for your occasion. With 3 versatile rooms on offer we cater for small intimate groups of 10 to dinner events of 300. Whether it is a cocktail party, buffet or multi course sit down meal our talented catering team offer flexible menu options catered to your needs.

General Information and booking guide

- **Seaforth Function Room** has adaptable seating and staging facilities that complement a variety of social functions. A versatile multi function room for weddings, social club dinners, gala dinners, exhibitions and private social occasions. The Seaforth Function centre is fully equipped with state of the art kitchen, bar and full stage complete with sound and lighting equipment.
- **The Terrace Bar and Balcony** is ideally suited to most social functions, including christening, birthday parties, engagement parties, anniversaries and wakes. The Terrace room has its own balcony perfect for pre dinner drinks and canapés and BBQ's.
- **The Boardroom** is an ideal space for small meetings or confidential seminars. It can also be used for small planning sessions, corporate lunches and presentations.

Function Room	Cocktail	Banquet	U Shape	Theatre	5 hour R/ Hire	8 hour R/Hire
Seaforth Function Room	500	280	50	300	\$395	\$495
Terrace Bar & Balcony	160	80	30	80	\$250	\$300
The Boardroom	25	25	12	-	\$150	\$200

Room Hire & Function Times

- Access time is available 1 hour before the function start time unless organized previously with the function Coordinator.
- The bar operates at the start of the function and close 15 minutes before the finish time.

Food & Beverage

- Within this function pack you will find a selection of menus. These packages are our suggestion only and can be tailored to suit your individual requirements and budgets.
- Menu selections are to be finalised 2 weeks prior to the function date.
Menus and prices are subject to change without notice.

Equipment

- Microphones and lecturn, Large Screen and whiteboard and pens is available to the client at no charge. . Extra equipment charges and details are listed at the end of this document.

Parking

- Guests attending the function may utilise the member's car park, free parking is located on the 1st and ground floor.

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Short Breaks

Freshly brewed coffee and tea selections
\$3.00 per person

Freshly brewed coffee & tea selections w / biscuits
\$4.00 per person

Freshly brewed coffee & tea selections w / mini muffins
\$6.00 per person

Freshly brewed coffee & tea selections w / assorted cakes
\$6.50 per person

Freshly brewed coffee & tea selections w freshly baked scones w jam & cream
\$7.50 per person

Freshly brewed coffee & tea selections mini croissants & mini pastries
\$8.50 per person

Freshly brewed coffee & tea selections w assorted gourmet sandwiches
(Vegetarian option included, approx 3 pieces per person)
\$10.50 per person

Freshly brewed coffee & tea selections w seasonal fruit platter
\$12.50 per person

Jug of orange juice
\$8.00 per person

Minimum of 10 guests



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Working lunches

Quick Light Lunch 1

Chef's assorted gourmet sandwiches
Fresh fruit platter
Chilled orange juice & assorted soft drinks

\$18.00 per person
(Minimum 10 people)

Stand Up Networking Lunch 2

Chef's assortment of gourmet wraps, sandwiches & baguettes
Cheese platter w crackers
Fresh fruit platter
Chilled orange juice & assorted soft drinks
Freshly brewed coffee & tea selection

\$25.00 per person
(Minimum 10 people)

Hot Buffet Lunch 3

Casserole
Curry
Tossed garden salad
Mediterranean salad
Jasmine rice
Cold Cuts
Ham, salami, beef, Turkey
Freshly brewed coffee & tea selection

\$35.00 per person
(Minimum 20 people)

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BBQ Menu

Minimum 30 guests

BBQ is prepared by a Chef on the Terrace

Seaforth BBQ

Mini Steaks
Marinated Lamb Cutlets
Chipolata Sausages

Served with:
BBQ Onions

Greek Salad with Marinated Fetta
Roasted Potato Salad with Grain Mustard Aioli
Freshly Tossed Garden Salad with Balsamic Vinaigrette

Sauces & Condiments: Tomato Sauce, BBQ Sauce & Sweet Chilli Lime
Fresh oven Bread Rolls

\$30.00 per person

BBQ Surf and Turf

BBQ Prawn skewers
Baby Octopus
200gr Sirloin Steak
Lamb and Mint Sausages

Served with:
BBQ Onions

Freshly Tossed Garden Salad with Balsamic Vinaigrette
Rocket Salad

Sauces & Condiments: Tartare Sauce, Tomato Sauce, BBQ Sauce & Sweet Chilli Lime
Fresh oven Bread Rolls

Assorted cakes

\$38.00 per person

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Facilities and Equipment

Available in the Terrace and SFC room

EQUIPMENT	PRICE
Microphone and Lectern	N/C
2 Roving Microphones	N/C
lighting with 7 controlled dimmers	N/C
Large Screen	N/C
Whiteboard / Markers / Erasers	N/C
CD/ DVD Player	N/C
Data Projector & Laptop	\$75.00
Overhead Projector	\$50.00
Sound and Lighting operator	Price of request

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Terms and Conditions

1. Security We specialise in 21st Birthday Parties. All 21st Birthday celebrations at the Club require security. The ratio is 1 guard per 50 guests at a cost of \$50 per security guard per hour with a minimum 5 hour call. Our functions Coordinator will arrange this for you.

2. Membership you are required to be a member of Balgowlah RSL to hold a function. This will be arranged for you. You will be responsible for all non-members attending the function. **3. Confirmation** A booking for a function, conference or event is only considered confirmed when a deposit has been paid. Tentative bookings can be held for short periods of time – but cannot be considered confirmed until the deposit is paid. **4. Deposits** A deposit equivalent to the room hire fee is required to confirm your booking. Your deposit will be returned in the case of cancellation of the event, with more than four weeks' notice (in writing). No refund will be made where less than eight weeks notice is given. Short notice cancellation (less than 2 weeks) of the event will also render the hirer liable to pay all costs that have been incurred by Balgowlah RSL in preparing for the event such as entertainment & security.

5. Final Payment Full payment for functions is expected one week in advance unless special arrangements have been made with Balgowlah RSL. Bar accounts are to be settled on the night of the function. Payments can be made by cash, cheque or card (excluding diners club). **6. Room Hire** The Room Hire charge applies to a set time in the Room. Please refer to our function room hire chart for clarification. **7. Insurance & Damage** Balgowlah RSL will take reasonable care, but will not accept responsibility for damage or loss of any item before, during or after a function. No goods are to be stored in the bar during the function. You are also responsible for any equipment hired by us for your function. In the circumstance that this is damaged you will be responsible for costs. Any damage to furniture will incur cleaning and/or repair costs. An organizer should ensure they have sufficient insurance to cover loss, damage and third party claims. **8. Catering** Confirmation of number of guests attending the function is required 7 days prior to the event and food and beverage catering will be charged on the confirmed amount. **9. Responsible Service of Alcohol** Balgowlah RSL staff adheres to the legislation that enforces the Responsible Service of Alcohol at all times. Any patron showing signs of intoxication will be refused further service and asked to leave the premises. Drunk, noisy or abusive patrons will be required to leave the premises. Food must be provided for all events supplying alcohol and a minimum food requirement may apply in keeping with our best practises. **10. Smoking** Balgowlah RSL advises that its function rooms and restaurant area are Smoke Free Environments. However our Terrace bar area has an outdoor covered smoking balcony which may be used.

11. Rules & Regulations Non Members

Guests are required to follow the rules and regulations of the Club and State Government

- If your guests attending the club live within a 5km radius, they must either be a member of the Club or be signed in by a Member of the Club.
- If your guests live outside the 5km radius, they must sign the Visitor's register upon arrival at the club.

Signage / Decorations

- No signage is to be placed over the existing Club notices, posters or signage.
- Tables, chairs and other equipment are not to be placed in front of the fire exit doors. We reserve the right to alter any function set up to comply with our OH&S policies
- Decorations are not to be taped to walls or doors (blue tack is permitted).

No Food & Beverages brought into the Club No food or beverages of any kind are permitted to be bought onto club premises.

12. Surcharges On Sundays there is a 10% overall surcharge and on Public holidays 15% overall surcharge. **13. Prices** All prices are inclusive of GST. Every endeavour is made to maintain prices as printed, however these may be subject to change. Prices will not change once you booking has been confirmed with a deposit. **14. Outside Contractors** All outside contractors must liaise directly with the functions department in all matters of deliveries, set-up and breakdown. They must also sign into the club on arrival. Outside contractors, arranged by the client will be the responsibility of the client. The client is responsible for their own additional sound and light requirements other than normal lighting and audiovisual equipment that is included.

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Booking Form

CONTACT DETAILS

Company Name: _____

Contact Name: _____

Membership Number: _____

Home Phone: _____

Mobile: _____

Work Phone: _____

Fax No: _____

Email: _____

Postal Address: _____

FUNCTION DETAILS

Function Name: _____

Date of Function: _____

Function Time: _____

Location of Function: _____

Function Type: _____

Catering: (Circle) Morning Tea Lunch Afternoon Tea Dinner Cocktail

Seating Style: (Circle) U Shape Boardroom Theatre Banquet Cocktail

No. of Guests: _____

Payment Method: (Circle) Cash Credit Card Cheque EFT

Credit Card Payments:

Credit card Name: _____

Credit Card Type: (Circle) Visa Mastercard Bankcard Amex

Credit Card number: _____ / _____ / _____ / _____

Credit Card Expiry: ____ / ____

Signature of Cardholder: _____

Amount charged to card: _____

Please note: 3 % surcharge applies for Amex

(All information remains confidential)

All correspondence can be faxed marked to attention of the Function Coordinator on 02 9949 9211, or mailed to:

Balgowlah RSL Memorial Club Functions Department
30 – 38 Ethel St, Seaforth NSW, 2092

Cancellation charges are subject to the conditions identified in the Functions Terms and Conditions document.

The above details are correct and I have received and agree to Balgowlah RSL Memorial Club Function Terms and Conditions.

Signed: _____ Date: ____ / ____ / ____

Name: _____