



*Cocktail Parties Relaxed Terrace BBQ
Travelling Entree menus Sit Down Dinners Themed buffets
Birthday Parties Christenings Formals & Graduations
Hens Nights Fancy Dress Parties Gala Dinners*

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

- Room hire is charged and can be reduced based on the room / space required and number of guests expected. Please ask our Function Coordinator for more information.
- 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 menu's. 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

- Screen, whiteboard, lectern and microphone are included in the room hire charges. 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.

Starters Party Pack

Minimum of 25 guests

On arrival

Platters of crudités & Turkish bread with assorted dips

Assorted marinated olives & sundried tomatoes

Served to guests

Mini gourmet party pies with tomato sauce

Fresh fish goujons with tartare sauce

Mini vegetable spring rolls with sweet chilli sauce

Assorted mini quiches

\$20.00 per person

Kiddies Package

(for kids 12 and under)

Popcorn Chicken Nuggets & chips or

Fish Dippers & chips or

Party Pies & chips with tomato sauce

Ice Cream Sundae

Orange Juice or Fire Engine

\$15.00 per child

Party Platters

Each Platter serves up to 10 people

Platters are placed on the tables for your guests to share

Assorted Dip Platters \$55.00

Chefs Trio of Fresh Dips

Marinated olives & toasted Vienna bread

Seaforth Platter \$90.00

Assorted Mini Pizza & Quiches

Cocktail Sausage Rolls w tomato sauce

Mini Spring Rolls w sweet chilli sauce

Antipasto Platter \$85.00

Grilled & Marinated Vegetables, Fetta & Olives

Cold Assorted Deli Meats

Toasted Vienna Bread

Cocktail Seafood Platter \$120.00

Prawn Wontons, Salt & Pepper Squid,

Crab Claws, Tempura Fish Pieces all with dipping sauces

Mixed Sandwich Platter \$100.00

Cake Platter \$95.00

Fruit & Cheese Platter \$100.00

Canapé Menu

Minimum of 25 guests

Please select a minimum of 6 items from the selections below

Cold Selection

\$2.50 per item (2pp)

Chicken liver pate on crouton
Tomato and basil bruchetta
Prawns with caviars on mini toast
Smoked salmon with dill mayonnaise and capers in pastry case
Rare beef on mini toast with a horseradish cream
Mix sushi on croutons

Hot Selection

\$3.50 per item (2pp)

Mushroom and chives risotto served on Chinese spoons
Shredded Asian pork served on Chinese spoons
Chicken mushroom in puff pastry
Lamb & herb meatballs
Assorted mini skewers (Satay chicken, chilli beef, Tandoori Lamb)
Salt and pepper squid with lime aioli
Crab claws with sweet chilli sauce

Vegetarian Tempura (zucchini, eggplant, carrot)

Substantial Canape's

(Served in Chinese bowls)

\$8.50 per item

Thai beef salad
Spinach and ricotta ravioli with cheese and pesto
Butter chicken with steamed jasmine rice
Asian pork stir fry with noodles
Chicken and cashew noodle
Thai beef noodle stir fry
Spicy pork stir fry
Smoked salmon risotto
Seafood risotto



Function Menu

Minimum of 25 guests

Menu inclusive of white linen, choice of coloured dinner napkins and tea light candles

Served with Fresh oven baked rolls and Tea & Coffee

Entree

Traditional Prawn Cocktail with fresh seafood dressing on shredded iceberg lettuce

Rare thai beef salad with a red papaya

Tasmanian smoked salmon and avocado with baby leaf salad and French dressing

Baked scallop in shells with a baby leaves salad

Chicken and char grilled vegetable strudel with pesto mayonnaise

Vegetable Frittata with warm tomato napolitana sauce, parmesan cheese and salad garnish

Main

Tender Grainfed Beef Fillet on a chive potato mash and seasonal vegetable ratatouille with wild mushroom sauce

Oven roasted chicken breast on a freshly made potato cake, vegetables and a pimento and sherry cream sauce

Twice roasted Pork Belly on a crispy coriander and asian vegetable base with steamed jasmine rice and our won spicy chilli and sweet soy dressing

Almond filled Chicken Supreme on a freshly made potato cake, seasonal vegetables topped with a whiskey cream sauce

Grilled Atlantic Salmon fillet on dill and chive potato mash with a leek and green bean bake

Herb crusted barramundi fillet served on a creamy mash with seasonal vegetables and a lemon beurre blanc

Individual Vegetable and Parmesan bake with a crisp Chefs salad and French dressing

Dessert

Mix berry crème brulee with fruit garnish and shortbread

Lemon and lime tart served w double cream

Flourless orange and almond cake w king island cream

Chocolate and white rum mousse

Mini caramel cheesecake and berry garnish

1 course \$26.00 per head

2 course \$40.00 per head

3 course \$50.00 per head

Buffet Menu

Minimum 25 guests

Salads

Traditional coleslaw
Greek with marinated fetta
Roasted potato salad with grain mustard aioli
Freshly tossed garden salad with balsamic vinaigrette
Tomato, baby bocconcini and basil salad
Mediterranean roasted vegetables

Carvery

Roast beef with gravy
Roasted lamb with mint sauce
Roast Pork with apple sauce
Honey glazed leg ham
Roast chicken

Hot dishes

Butter chicken marsala with rice pilaf
Beef Rogan josh with rice pilaf
Lamb korma with rice pilaf
Red Thai lamb curry with jasmine rice
Thai green fish curry served with rice
Beef stroganoff with mushrooms, sour cream & rice
Chicken mushroom lasagne
Vegetarian Frittata
Beef lasagne
Tortellini boscaiola,
Beef ravioli with Napoli sauce and parmesan cheese,
Mediterranean vegetable pasta bake.

Seafood

Fish Fillets Mornay
Seafood stir fry
Salt and pepper squid with stir fried vegetables and hokkien noodles
Steamed mussels with citrus beurre blanc

Desserts

Fresh Fruit salads
Display of assorted cakes

Option 1

1 Carvery
1 Hot Dishes
1 Salads
Served with:
Vegetables & Roasted Potatoes
Fresh oven baked rolls
\$28.00 Per person

Option 2

2 Carvery
2 Hot Dishes
2 Salads
1 Dessert
Served with:
Vegetables & Roasted Potatoes
Fresh oven baked rolls
\$35.00 Per person

Option 3

3 Carvery
2 Hot Dishes
3 Salads
1 Dessert
Served with:
Vegetables & Roasted Potatoes
Fresh oven baked rolls
\$42.00 Per person

BBQ Menu

Minimum 25 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

\$32.00 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

\$40.00 per person

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
Data Projector	\$50.00
Sound and Lighting operator	Price of request
Dance Floor (Terrace only)	\$100.00
DECORATIONS	
Table cloths, coloured Napkins and Crystal candles for tables	N/C
3 bunch balloon table bouquets	\$14.70 each
5 bunch balloon floor bouquets	\$18.90 each
7 bunch balloon floor bouquets	\$23.10 each
100 ceiling balloons	\$170.00
150 Ceiling balloons	\$250.00
Flower centrepiece arrangements (Small)	\$30.00 each
Chair Covers with sash	\$5.50 each
Karaoke Jukebox	\$275.00
Party DJ	\$400.00

Wine List

White Wines

Stony Peak Chardonnay	\$4.00	\$15.20
<i>Expressive flavours that combine easily with a wide range of foods.</i>		
Matua Valley Hawke's Bay Sauvignon Blanc NZ	\$5.80	\$21.90
<i>From the renowned Hawkes Bay region, a fragrant and refreshing Sauvignon Blanc</i>		
Rosemount Twilight Harvest Unoaked Chardonnay	\$5.80	\$22.00
<i>Delivers crisp citrus and Orchard fruit characters, without any oak influences</i>		
Rothury Semillon Sauvignon Blanc	\$4.40	\$17.20
<i>It displays zesty citrus & vibrant tropical flavours</i>		
Angel Cove Marlborough Sauvignon Blanc NZ	\$5.80	\$22.00
<i>Tropical fruit flavours dominate, the finish is refreshing & crisp</i>		
Wolf Blass Eaglehawk Riesling	\$5.30	\$19.90
<i>A fruit driven wine with citrus fruit character and a refreshing palate</i>		

Sparkling Wines

Stony Peak Brut Reserve	\$4.00	\$15.20
<i>Approachable expressive flavours that combine easily with a wide range of foods</i>		
Yellowglen Yellow Piccolo 200ml	\$5.70	

Red Wines

Saltram Makers Table Cabernet Sauvignon	\$4.90	\$17.50
<i>Maker's Table captures the full fruit characters of this majestic variety, with lifted aromas of Blackcurrant to red berry fruit</i>		
Stony Peak Shiraz Cabernet	\$4.00	\$15.20
<i>A wine crafted to offer approachable, expressive flavours that combine easily with a wide range of foods.</i>		
Matua Valley Hawke's Bay Merlot NZ	\$5.80	\$21.90
<i>From the renowned Hawkes Bay region, a vibrant fruit-driven Merlot, smooth with subtle tannins.</i>		
Rothbury Estate Cabernet Merlot	\$4.40	\$17.20
<i>It displays rich, ripe, berry and chocolate flavours with a soft, velvety finish</i>		
Jamiesons Run Limestone Coast Shiraz	\$6.60	\$22.60
<i>Lifted aromas of strawberries, raspberries, dark cherry and dark plum are interwoven with spice. The palate has sweet dark berry fruit and plum flavours</i>		

Standard Beverage Package

Your guests can enjoy selected beverages throughout your function.

Local Tap Beers, Selected white & red wines

\$24.00 per person for 2 hours \$30.00 per person for 3 hours

Terms and Conditions

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. **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. **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. **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. **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. **Room Hire** The Room Hire charge applies to a set time in the Room. Please refer to our function room hire chart for clarification. **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. **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. **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. **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.

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. **Surcharges** On Sundays there is a 10% overall surcharge and on Public holidays 15% overall surcharge. **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 remain constant for 2 months after payment of deposit. **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.

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 required: (Circle)	Morning Tea	Lunch	Afternoon Tea	Dinner		
Seating Style: (Circle)	U Shape	Boardroom	Theatre	Classroom	cabaret	
No. of Guests:						
Payment Method: (Circle)	Cash	Credit Card	Cheque	EFT		
<p>Credit Card Payments:</p> <p>Credit card Name: _____</p> <p>Credit Card Type: (Circle) Visa Mastercard Bankcard Diners Club Amex</p> <p>Credit Card number: ____ / ____ / ____ / ____</p> <p>Credit Card Expiry: ____ / ____</p> <p>Signature of Cardholder: _____</p> <p>Please note: 3 % surcharge applies for Amex</p> <p><i>(All information remains confidential)</i></p>						

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: _____