



A relaxed place to do business



For friendly and professional service, look no further than the Seaforth Function Centre for all your Corporate Entertaining needs!

Power Breakfasts Seminars
Boardroom Lunches Workshops
Corporate Cocktail Parties
Training Sessions Client Dinners
Product Launches Gala Dinners
Meetings Trade Shows
Office Celebrations
Conferences Social Club Events

We cater for groups of 20-500.

**For Meetings, Functions & Events,
call 9949 5477 or email: functions@balgowlahrsl.com.au**



Seaforth Function Room

The Seaforth Function Room has adaptable seating and staging facilities that complement large scale breakfasts, luncheons, gala dinners, exhibitions, conferences, theatre style seminars, forums and medium classroom style seminars. A versatile, multi functional room, the Seaforth Function Room is fully equipped with a state of the art kitchen, bar and full stage complete with sound and lighting equipment. When breaking up into smaller groups, the Seaforth Function Room is capable of being divided into four smaller rooms, each comfortably accommodating 60 people.

The Terrace Bar & Balcony

The Terrace Bar & Balcony is ideally suited to workshops, seminars, trade shows, client nights and social events. It is a very versatile room offering clients the opportunity to hold interactive workshops and informal meetings. The Terrace has its own balcony, perfect for a breakaway area and/or catering purposes.

The Boardroom

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 Configurations

Function Room	Cocktail	Banquet	U Shape	Theatre
Seaforth Function Room	500	300	50	300
Terrace Bar & Balcony	160	80	30	80
The Boardroom	12	12	-	-

Room Hire Charges

Function Room	1-5 hours	5 hours +
Seaforth Function Room	\$ 395	\$ 495
Terrace Bar & Balcony	\$ 250	\$ 300
The Boardroom	\$ 150	\$ 200

Room hire includes function room configuration of your choice, iced water with lemon & glasses, use of Lectern, Microphone, Flipchart, TV with VCR/DVD, projection screen & overhead projector.



Short Breaks

Short Breaks presented in a buffet style for guests to help themselves
Minimum 10 people

Refreshment Breaks

Freshly Brewed Tea & Coffee	\$3.00 p/p
Jugs of Chilled Orange Juice	\$3.00 p/p
Continuous Tea & Coffee Service (half day)	\$7.00 p/p
Continuous Tea & Coffee Service (all day)	\$10.00 p/p

Treats to complement your refreshment breaks

Gourmet Cookies	\$3.00 p/p
Selection of Sliced Slab Cakes	\$3.50 p/p
Freshly Baked Scones w Jam & Cream	\$3.50 p/p
Assorted Miniature Muffins	\$3.50 p/p
Mini Ham & Cheese Savoury Croissants	\$4.50 p/p
Assorted Cheeses on Crackers	\$5.00 p/p
Assorted Finger Sandwiches	\$8.50 p/p

a relaxed place to do business

Seaforth Function Centre at Balgowlah RSL Club

30-38 Ethel Street Seaforth NSW 2092 • Phone: 02 9949 5477 • Email: functions@balgowlahrsl.com.au • www.balgowlahrsl.com.au



Breakfast Menus

Minimum 20 people

Continental Buffet

Chilled Fruit Juices

Sliced Fresh Fruits & Yoghurt

Bakers Basket of Mini Croissants, Danish Pastries & Assorted Breads

Conserves, Preserves & Honey

Freshly Brewed Tea & Coffee

\$18 p/p

Traditional Full Breakfast from the Buffet

Chilled Fruit Juices

Sliced Fresh Fruits & Yoghurt

Bakers Basket of Mini Croissants, Danish Pastries & Assorted Breads

Conserves, Preserves & Honey

Creamy Scrambled, Poached or Fried Eggs

Crispy Bacon, Grilled Chipolata Sausages & Hash Browns

Sautéed Mushrooms & Grilled Tomatoes

\$25 p/p

a relaxed place to do business

Seaforth Function Centre at Balgowlah RSL Club

30-38 Ethel Street Seaforth NSW 2092 • Phone: 02 9949 5477 • Email: functions@balgowlahrs.com.au • www.balgowlahrs.com.au



Working Lunches

Minimum 5 people

Quick Light Lunch

Chef's Assortment of Gourmet Wraps & Sandwiches

Fresh Fruit Platter

Chilled Orange Juice & Assorted Soft Drinks

\$15 p/p

Hot Cocktail Lunch

Tomato & Basil Bruschetta

Assorted Pizzetta

Savoury Mini Quiches

Cocktail Sausage Rolls

Petit Party Pies

Vegetable Samosas

Chilled Orange Juice & Assorted Soft Drinks

\$18 p/p

Stand Up Networking Lunch

Chef's Assortment of Gourmet Wraps, Sandwiches & Baguettes

Crunchy Potato Wedges w Sweet Chilli sauce & Sour Cream

Cheese Platter w Crackers

Chilled Orange Juice & Assorted Soft Drinks

Freshly Brewed Tea & Coffee

\$22 p/p

a relaxed place to do business

Seaforth Function Centre at Balgowlah RSL Club

30-38 Ethel Street Seaforth NSW 2092 • Phone: 02 9949 5477 • Email: functions@balgowlahrs.com.au • www.balgowlahrs.com.au



Hot Buffet Lunch

Minimum 5 people

Choose one of the following dishes: Beef, Chicken or Mediterranean Vegetable Lasagne
Choose one of the following dishes: Thai Beef Stir-fry, Chilli Chicken Stir-fry or Mexican Chicken w Rice

Served with:

Garden Tossed Salad w Balsamic Vinaigrette

Potato Salad w Creamy Dressing

Fresh Crusty Bread

Fresh Fruit & Cheese Platter w Crackers

Chilled Orange Juice & Assorted Soft Drinks

Freshly Brewed Tea & Coffee

\$28 p/p

Terrace BBQ

Lunch prepared by a Chef on the Terrace. Minimum 20 persons.

Selection of:

Mini Steaks

Marinated Lamb Cutlets

Chipolata Sausages

Served with:

BBQ Onions & Selection of Bread Rolls

Greek Salad w Marinated Fetta

Roasted Potato Salad w Grain Mustard Aioli

Freshly Tossed Garden Salad w Balsamic Vinaigrette

Sauces & Condiments: Tomato Sauce, BBQ Sauce & Sweet Chilli Lime

\$30 p/p

Terrace Subject to Availability

a relaxed place to do business

Seaforth Function Centre at Balgowlah RSL Club

30-38 Ethel Street Seaforth NSW 2092 • Phone: 02 9949 5477 • Email: functions@balgowlahrsl.com.au • www.balgowlahrsl.com.au



Conference Packages

Half Day Delegate Package - \$45 p/p

½ Day Room Hire

Use of Lectern, Microphone & Flipchart

Use of TV with VCR/DVD, Projection Screen & Overhead Projector

Ice Water & Mints on Tables

Choice of Morning or Afternoon Tea, consisting of Tea & Coffee with Gourmet Cookies

Choice of Hot Cocktail Lunch or Stand up Networking Lunch

Day Delegate Package - \$55 p/p

Full Day Room Hire

Use of Lectern, Microphone & Flipchart

Use of TV with VCR/DVD, Projection Screen & Overhead Projector

Ice Water & Mints on Tables

Continuous Tea & Coffee Service

Morning Tea consisting of freshly Baked Scones w Jam & Cream

Hot Buffet Lunch

Afternoon Tea consisting of Sliced Slab Cakes

Post Conference Nibbles

Facilities & Equipment

Full stage; Sound and Lighting Equipment; VCR & Monitor; Overhead Projector & Screen;
Microphone; Lectern; Photocopying; Facsimile; Whiteboards / Markers / Erasers;
Extension Cord / Power Board; Dance Floor; CD Player; Data projector available (extra charge)

a relaxed place to do business

Seaforth Function Centre at Balgowlah RSL Club

30-38 Ethel Street Seaforth NSW 2092 • Phone: 02 9949 5477 • Email: functions@balgowlahrsl.com.au • www.balgowlahrsl.com.au



Add a Little Something Special to your Corporate Function...

For that Extra Special Personal Touch

For conference groups who require special attention or wish to have personalised service throughout the day, we can provide a dedicated butler at a cost of \$25 per hour.

Post Conference Refreshments

Relax in the Gold Bar after a hard day's work with chef's selection of Hot & Cold finger food served with House Wine, Draught Beer & Soft Drink, served at the conclusion of your Conference at \$27.00 per person for a 1 hour duration.

Cheese & Wine Tasting

Enjoy a selection of Local & Imported Cheeses matched with a selection of boutique
5 Wines & 3 Beers at \$30.00 per person.

Personalised Wine Labels

Impress your delegates and clients with a customised wine with your corporate logo.
Ask our functions team for a quote.

Create your own After Work Cocktail Party

Choose your menu from our party platters selection below. Each platter serves up to 10 people.
Allow \$15 pp for 1hr / \$20 pp for 2hr beverage service of House Wine, Draught Beer & Soft Drink
Or

Create a Bar Tab with your preferred beverage selection.

Assorted Dips Platter \$45

Chef's Trio of Fresh Dips
Marinated Olives
Toasted Vienna Bread

Seaforth Platter \$75

Assorted Mini Pizza
Miniature Quiches
Cocktail Sausage Rolls w Tomato Sauce
Mini Spring Rolls w Sweet Chilli Sauce

Cocktail Seafood Platter \$95

Prawn Wontons w Chilli Lime Dipping Sauce
Salt & Pepper Squid w Lime Aioli
Crab Claws w Garlic Butter Sauce
Tempura Fish Pieces w Tartare Sauce

Cheese & Fruit Platter \$100

Selection of Premium Cheeses
Fresh & Dried Fruits
Toasted Vienna Bread
Assorted Crackers

a relaxed place to do business

Seaforth Function Centre at Balgowlah RSL Club

30-38 Ethel Street Seaforth NSW 2092 • Phone: 02 9949 5477 • Email: functions@balgowlahrs.com.au • www.balgowlahrs.com.au



Terms & Conditions

1. 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.

2. 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.

3. 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.

4. 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) Service charges will be charged for credit card purchases as follows: Amex 3% and all other credit cards will incur a 2% surcharge.

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

6. 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.

7. 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.

8. 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.

9. 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.

10. Rules & Regulations

Non Members

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

- a. 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.
- b. If your guests live outside the 5km radius, they must sign the Visitor's register upon arrival at the club.



Terms & Conditions (continued)

Signage / Decorations

- a. No signage is to be placed over the existing Club notices, posters or signage.
- b. 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
- c. 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.

11. Surcharges On Sundays there is a 10% overall surcharge and on Public holidays 15% overall surcharge.

12. 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.**

13. 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.



Function Confirmation 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
Credit Card Payments:				
Credit card Name: _____				
Credit Card Type: (Circle) Visa Mastercard Bankcard Diners Club Amex				
Credit Card number: ____ / ____ / ____ / ____				
Credit Card Expiry: ____ / ____				
Signature of Cardholder: _____				
Please note: 3 % surcharge applies for Amex				
<i>(All information remains confidential)</i>				

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: _____