SEAFORTH FUNCTION CENTRE

CORPORATE • CELEBRATIONS • PARTIES • EVENTS



BALGOWLAH RSL

30-38 Ethel St, Seaforth NSW 2092
functions@balgowlahrsl.com.au
Phone 9949 5477

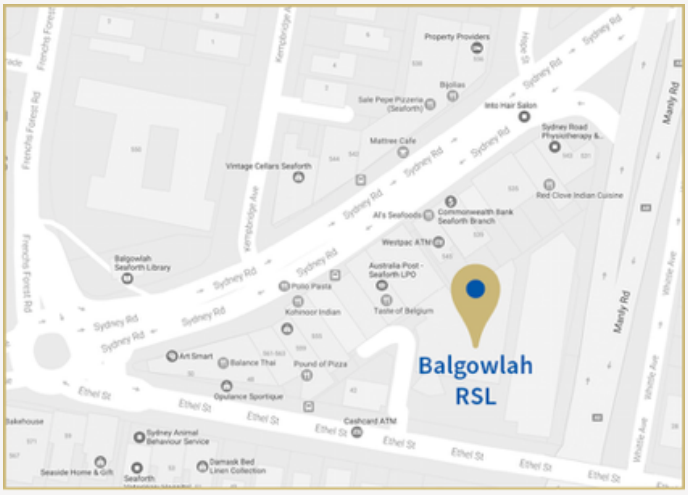
CENTRE DETAILS

LOCATION & ACCESSIBILITY

The Balgowlah RSL Club is situated at the entrance to the Northern Beaches in Seaforth. The Club is just off Sydney Road, with easy access to and from the City Centre, Manly, and the Northern Beaches.

Balgowlah RSL is the perfect spot to host any special event as we can tailor a range of attractive function packages and options to suit your requirements.

Whether it is a Gala Dinner, Birthday or Christmas party, Social or Corporate Event, Monthly Meeting, Conference or Wake, we can easily turn any event into a memorable occasion, hassle-free.



PARKING

There are over 200 car spaces, with 150 undercover spaces for all weather conditions.
Private Access available to the Function Room from the undercover car park.



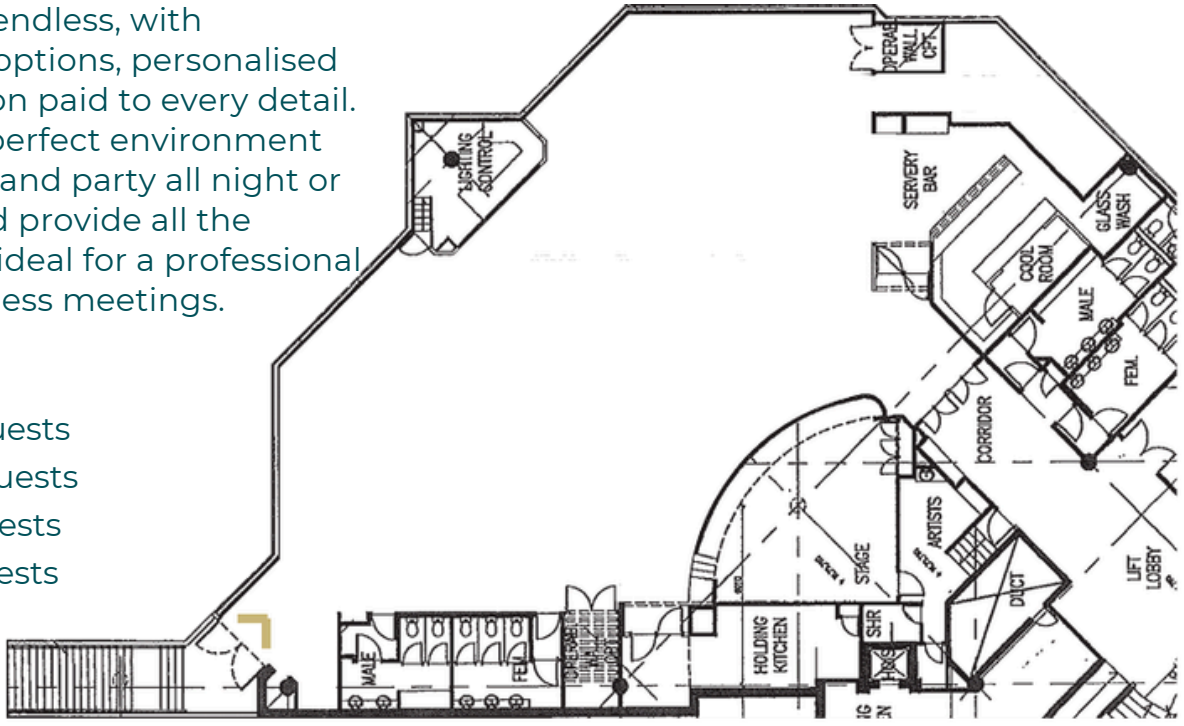
SFC



We cater for everyone from small intimate groups to large cocktail events for up to 300 people.
Catering for over 200 social and business events per year, Balgowlah RSL has the experience and personalised service to manage your entire event, working within your budget to deliver the outcomes and image you desire.

The benefits of holding any event at Balgowlah RSL are endless, with outstanding menu options, personalised service, and attention paid to every detail. We can create the perfect environment for guests to dance and party all night or adjust the room and provide all the required amenities ideal for a professional conference or business meetings.

The Seaforth Function Centre has adaptable seating and staging facilities that complement dinners, conferences, exhibitions, and private social occasions. The Seaforth Function Centre is fully equipped with kitchen, bar, and full stage, complete with sound and lighting equipment. Your private function will be located on the top floor of the Club with private access from the undercover car park directly into your Function Room.



Capacity

- Cocktail: 300 Guests
- Banquet: 220 Guests
- Theatre: 250 Guests
- U-Shape: 50 Guests

Facilities & Equipment

Room Hire Fees
4-Hour Hire: $500.00
Available for day and evening bookings
8-Hour Hire: $1,000.00
Available for daytime bookings

Equipment	Price
Lectern	N/C
Roving Microphone	N/C
Lapel Microphone	$50.00
Large Screen	N/C
Lighting with 7 controlled dimmers	N/C
Whiteboard / Markers / Erasers	N/C
Flipchart	$20.00
Data Projector & Laptop	$75.00
Data Projector	$50.00
Sound and Lighting operator	Price on request

Decorations	Price
Tablecloths and Napkins	N/C
3 bunch balloon table bouquets (minimum 5 bouquets)	$24.00 each
5 bunch balloon floor bouquets	$32.00 each
7 bunch balloon floor bouquets	$38.00 each
100 ceiling balloons	$500.00
300 ceiling balloons	$1200.00
Chair Covers with/ or without sash	Price on request









LIGHT CATERING & CONFERENCE PACKAGE



Short Breaks

Freshly brewed coffee and tea selections – $3.80 pp
Freshly brewed coffee and tea selections with biscuits – $5.60pp
Freshly brewed coffee and tea selections with assorted cakes-$8.30pp
Freshly brewed coffee and tea selections with mini croissants & pastries – $12.00pp
Freshly brewed coffee and tea selections with assorted gourmet sandwiches (minimum 30 guests) –$12.00pp
Jug of orange juice – $9.60

Quick Light Lunch $25.00pp

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

Networking Lunch $38.50pp

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

Crowd Pleasers

Gourmet sandwiches (minimum 30 guests)– $9.00pp
Antipasto platter – $12.00pp
(Cured assorted meats, marinated vegetables, olives, and toasted Turkish bread)
Cake platter – $5.00pp
Dried fruit and cheese – $14.00pp
Seaforth platter – $12.00pp
(Cocktail sausage rolls, assorted mini pies, quiches and spring rolls)
Cocktail Seafood Platter – $15.00pp
(coconut prawns, salt & pepper squid, tempura fish pieces – All with dipping sauces)

Canapes

Cold Selection

Duck liver pate with caramelised onions on a seeded baguette

Caprese skewer - cherry tomato, bocconcini, basil & balsamic glaze (gf, V)

Seared tuna with capers, ricotta on a crostini

Smoked salmon blini with dill crème fraiche & capers

Prawn cocktail spoon with baby gem lettuce, avocado & marie rose sauce (gf)

Prosciutto, melon, basil & glaze (gf)

Rare beef, wild rocket and parmesan roll with green mustard dressing (gf)

Cauliflower & broccoli fritter with chive sour cream (V)

Peking duck pancakes with cucumber, shallots & hoisin

HOT SELECTION

Prawn toast with sesame, shiitake mushroom, coriander & sweet chilli sauce

Porcini mushroom arancini, mozzarella, roma tomato, basil, chervil (V)

Pork & fennel sausage rolls with chilli jam

Chicken satay skewers with peanut sauce (gf)

Salt & pepper calamari with lime aioli (gf)

Vegetable samosas with mint yoghurt

Potato & goat's cheese croquettes with herb mayo (V)

Steamed pork dumpling with hoisin sauce

House Pizza, shaved prosciutto, parmesan, rocket & fig vincotto

Baked spicy chicken wings with chipotle mayonnaise (gf)

Laksa marinated prawns with coriander dip (gf)

Substantial Canapes

Butter chicken with scented rice & mango chutney

Miso prawn & vegetable skewers with capsicum & cherry tomato (gf)

Crumbed fish with chips, tartare & lemon

Lobster roll, baby gem lettuce, chives, lemon mayo, brioche served with potato chips

Lamb kofta, hummus, tomato salsa, flatbread & garlic yoghurt

Vegetable bao, Asian slaw, tofu & spicy mayo (V)

Pulled pork & slaw sliders with smoky BBQ sauce (2 each)

Loaded wedges with Mozzarella, sour cream, guacamole & sweet chilli (V)



3 cold and 3 hot - $36.00 pp

4 cold and 4 hot - $42.00 pp

5 cold and 5 hot - $48.00 pp

1 Substantial add on - $11.00pp

BUFFET MENU

30 Guest Minimum

SALADS

Greek salad with lemon herb vinaigrette (v/gf)

Potato salad with seeded mustard aioli (v/gf)

Caesar salad with pesto croutons (v)

Quinoa, pumpkin, pine nuts & feta salad (v/gf)

CARVERY

Roast beef with gravy

Roasted lamb with mint sauce

Roast Pork with apple sauce

Honey glazed leg ham

HOT DISHES

Butter chicken with scented rice & papadums

Chicken skewers with satay sauce (gf)

Chargrilled lemon chicken breast with oregano & garlic

Beef stroganoff, mushroom, onion & creamy mustard sauce

Slow cooked beef short rib, smoky BBQ (gf)

Grilled beef sirloin with green peppercorn sauce (gf)

Seafood paella, saffron rice, prawns, calamari, mussels, peas & capsicum (gf)

Steamed barramundi fillets with ginger, soy & shallots (gf)

Vegetable pad Thai, rice noodles, seasonal vegetables, tofu, peanuts & tamarind dressing (gf)

Cauliflower & chickpea curry with cardamom rice (gf)

Wild mushroom risotto, green peas, spinach & parmesan (gf)

DESSERTS

Fresh Fruit salad with cream

Lemon and lime tart with cream

New York cheesecake

Display of assorted cakes

Tea and coffee

OPTION 1

1 Salad

1 Carvery

2 Hot Dishes

Served with: Vegetables,

Roasted Potatoes &

Fresh oven baked rolls

$45 per person

OPTION 2

2 Salad

1 Carvery

2 Hot Dishes

1 Dessert

Served with: Vegetables,

Roasted Potatoes &

Fresh oven baked rolls

$55 per person

OPTION 3

2 Salad

1 Carvery

3 Hot Dishes

1 Dessert

Served with: Vegetables,

Roasted Potatoes &

Fresh oven baked rolls

$65 per person



SIT DOWN MENU



30 Guest Minimum
Served with fresh oven baked rolls
Please select two dishes per course

ENTRÉE

Seared tuna tataki, avocado, sesame, pickled cucumber, rice crisp & ponzu (gf)
Prawn cocktail, avocado, baby gem lettuce & Marie Rose sauce (gf)
Burrata, heirloom tomato, basil, balsamic & crouton (gf*)
Prosciutto, beetroot, goat cheese, rocket, pistachio & citrus dressing (gf)
Rare beef, wild rocket and parmesan rolls with green mustard dressing (gf)
Charred zucchini, butternut, tapenade, hummus, dukkah & micro herbs (gf)

MAIN

Slow-braised lamb shank, truffle potato, Dutch carrots, charred broccolini, eschalots & rosemary jus (gf)
Barramundi, pressed potato, asparagus, salted grapes & chives beurre blanc (gf)
Crispy skin salmon, garden peas, potato rosti, confit leek & lemon butter (gf)
Beef sirloin, creamy potato mash, mushroom, truss cherry tomato & red wine jus (gf)
Chicken supreme, pearl couscous, roasted capsicum, sweet corn, crispy kale & tarragon jus
Pumpkin & ricotta ravioli, pepitas, spinach, sage & parmesan (V)
Pesto gnocchi, peas, kale & pine nuts (V)

DESSERT

Individual lemon & lime tart with cream
Mixed berry brulee with cream (GF)
Apple crumble with cream
Fresh fruit salad and cream (GF)
New York cheesecake with cream

1 course $40.00 per head, 2 course $55.00 per head, 3 course $70.00 per head

TERMS AND CONDITIONS

Security:
The Club reserves the right to require security guards in some circumstances. Any security guards will be charged to the client at $70.00 per hour. Please note Balgowlah RSL does not accept functions for 18th or 21st birthday parties.

Membership:
You are required to be a member of Balgowlah RSL to hold a function – please alert the Function Coordinator if you are not yet a member. 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 one (1) week– but cannot be considered confirmed until the deposit is paid.

Deposits:
·A deposit equivalent to the standard room hire fee is required to confirm your booking. Additionally, we require the booking form to be filled out and your nominated credit card details will be held on file. Your deposit will be returned in the case of cancellation of the event, with more than four (4) weeks' notice (in writing).
·No refund will be made where less than four (4) weeks' notice is given.
·Short notice cancellation less than two (2) weeks before the event will render the hirer liable to pay all costs that have been incurred by Balgowlah RSL in preparing for the event such as catering, staffing, entertainment, and security costs.

Final Payment:
·Full payment for the function is required ten (10) days 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, card, or eft.
·If the payment isn't received in the agreed-upon time Balgowlah RSL holds the right to cancel the event, withholding the deposit.
·If any outstanding balance, for example, the bar tab, is not paid within seven (7) days from the conclusion event, the credit card on file will be charged.

Catering Requirements:
·Confirmation of the number of guests attending the function is required at least ten (10) days prior to the event, food and beverage catering will be charged on the confirmed amount. If final numbers are not provided within the outlined timeframe the last provided numbers will be final.
·Final details of catering requirements must be given ten (10) days prior to the commencement of the event. If requirements are not supplied Balgowlah RSL reserves the right to make selections on your behalf based on any previous information given.
·Responsible Service of Alcohol - Balgowlah RSL staff adhere 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. Food must be provided for all events supplying alcohol and a minimum food requirement may apply in keeping with our best practices.

Allergies:
Whilst all efforts are taken in relation to special diet requests, it must be noted that within our kitchens we handle nuts, seafood, shellfish, sesame seeds, wheat flour, eggs, fungi and dairy products, along with all manner of fruits, vegetables and meats. Customer dietary requests will be catered for to the best of our ability. Individuals with health-threatening allergies or food intolerances, must be made aware of the possibility of trace allergens (by the event organiser) and dine at Balgowlah RSL using their own discretion. Allowances will be made should a guest want to bring their own food due to a life-threatening allergy.

Room Hire:
The room hire fee allows the rental of the Function Room to an agreed finish time; any extension of that finish time will be at the discretion of the Club Duty Manager and will incur an extra charge.

Smoking:
Balgowlah RSL advises that there is a covered smoking balcony on Level 1 of the Club and the Function Rooms are smoke-free environments.

Member Draw Night:
Balgowlah RSL reserves the right to cancel a scheduled event or offer alternate dates if the proposed event coincides with a significant Member Draw Night. In such cases, the club will provide reasonable notice to the event organiser, and every effort will be made to find a suitable alternative date for the event. The Function Coordinator will work closely with the organiser to minimise any inconvenience caused by such rescheduling.

TERMS AND CONDITIONS

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 organiser should ensure they have sufficient insurance to cover loss, damage, and third-party claims. Any company booking a private event at Balgowlah RSL shall provide a Public Liability Certificate upon request.

Guests and Non-Members Guests are required to follow the rules & 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 a 5km radius, they must sign the Function Sign-in Sheet or Visitor's register upon arrival.
·Members of other RSL clubs may enter if they produce their membership card.

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 WH&S policies
·Decorations are not to be taped to walls, ceiling, doors, or stage. Blu tack is permitted, however, if any damage is caused as a result – Balgowlah RSL reserves the right to charge any reasonable repair fees.
·Balgowlah RSL does not permit the use of confetti, if confetti is used without permission from the Function Coordinator, additional cleaning fees will be charged.
· All decorations are to be removed from the club at the close of the event, no decorations are to be left within the venue, any decorations left will incur disposal fees.
No Outside Food & Beverages:
No food or beverages of any kind are permitted to be brought onto club premises. Please contact the function coordinator for any exceptions.

Surcharges:
Sundays incur a 30% overall surcharge and Public Holidays will be priced on request.

Prices:
All prices are inclusive of GST. Every endeavour is made to maintain prices as printed; however, these may be subject to change due to seasonal availability &/or significant market price fluctuations.

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 audio-visual equipment that is included. Sub – Contractors, are required to supply the Club with a copy of their Public Liability Insurance.

Cleaning Bond:
A $200.00 cleaning bond is required for all events, the bond (or part thereof) may be forfeited in the event of any damage, loss, destruction, or theft of Club property or in the event that an additional cleaning fee is required. The final inspection will take place by management at the conclusion of the event and the client will be notified of the outcome within 3 days of the event. The bond will be charged to the credit card details on file.

Dance Floor:
No food or drinks of any kind are permitted on the dance floor. These may only be consumed in the seating areas. Any spillages must be notified to the function staff immediately, as they will cause serious injury if slipped on. In order to protect the dance floor and avoid injury, appropriate shoes must be worn at all times. At Balgowlah RSL, we ensure proper care and maintenance are provided for the dance floor, however, we encourage any damage/wear to be reported to the function coordinator.

Renovations:
Balgowlah RSL reserves the right to undertake renovations or improvements within the club premises that may be necessary for compliance and maintaining a viable business. In the event that renovations are anticipated to be too disruptive to scheduled functions, the club will provide a minimum of four (4) weeks' notice to the affected party. The club will make reasonable efforts to minimise any impact on scheduled events, and alternative arrangements may be discussed with the Function Coordinator.

BALGOWLAH RSL FUNCTION BOOKING FORM

CONTACT DETAILS

Contact Name: _____

Company Name: _____

Membership Number: _____

Mobile Phone: _____

Email: _____

Postal Address: _____

FUNCTION DETAILS

Name of Function Room: _____

Date of Function: _____

Function Type: (e.g., Conference, Birthday, Wedding) _____

Function Name/Title: _____

Function Start Time: _____

Function End Time*: _____

Estimated Number of Guests: _____

Catering Required: (Please tick one)

▫ Sit Down ▫ Buffet ▫ Canapés ▫ Light Catering

Specific Dietary Needs or Food Allergies:

Seating Style: (e.g., U-Shape, Theatre, Cabaret) _____

Audio/Visual Requirements: ▫ Yes ▫ No

If Yes, please specify: _____

Other Special Requests / Notes: _____

PAYMENT DETAILS

Total Amount (Deposit): $_____

Credit Card Name: _____

Credit Card Number: _____

Expiry Date: ____ / ____ CVV: _____

CONFIRMATION & TERMS

A completed booking form and security deposit are required to confirm all function bookings.

Balgowlah RSL reserves the right to cancel any tentative bookings not confirmed within 7 days.

Deposit payments may be made by cash, credit card or EFT.

*Please note: Any function that runs past the agreed end time will incur a fee to cover additional staffing and operational costs.

These fees are charged per 15-minute interval as follows:

- 0–50 guests: $50 per 15 minutes
- 51–100 guests: $100 per 15 minutes
- 101–200 guests: $200 per 15 minutes
- 200+ guests: $250 per 15 minutes

Cancellation charges are subject to the terms and conditions provided.

All terms and conditions are included in our function package, available at the time of booking or upon request.

Please contact our Function Coordinator on (02) 9949 5477 or email functions@balgowlahrsl.com.au with any queries.

AGREEMENT

By signing below, I confirm the above details are correct and I agree to the terms and conditions of Balgowlah RSL's Function Booking Agreement.

Name: _____

Signed: _____

Date: _____