

FUNCTION PACKAGES



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Take the stress out of organising your next function!

Mortdale RSL's friendly, experienced and professional Functions Team in conjunction with the staff from Mikes Grill, are on hand to make your function a success.


Mortdale RSL is an ideal place to host your next Function. We're located just a few hundred metres from Mortdale Station, and offer 3 rooms and a variety of dining options with plenty of other advantages including live entertainment on Friday nights, a courtesy bus to ferry your guests and free on-site parking.

Our Team can cater for a variety of functions from Corporate Meetings with 10 guests to School Formals with 150 guests or a Cocktail Party for 220 guests. Our Functions Team will easily adapt to satisfy your needs.

For any further information, to discuss your Function or to arrange a viewing of our rooms and facilities, please contact our Functions Team by phoning 02 9850 3649 or by emailing functions@mortdalersl.com.au.

We look forward to hearing from you.

Warm regards,



Jackie Giblett
Function Manager
Mortdale RSL



Function Terms & Conditions

Enquiries and Tentative Bookings

Tentative bookings will be held for ten (10) working days. After ten (10) working days, a representative from our Functions Team will contact you, (Event Organiser), to confirm or cancel the tentative booking.

Confirmation of Bookings

To confirm the booking, the Event Organiser must be a member of the Club. If the Event Organiser is not a member they will need to become a join the Club prior to confirmation of the booking. The confirmation of bookings must include:

- A signed Terms and Conditions form,
- A completed Function Confirmation Form, and
- A \$200 Security Deposit to be paid.

Once received, a Confirmation Calendar will be sent to the Event Organiser.

Event Durations and Surcharges

Commencement and completion times of events are advised in the Confirmation Calendar sent to the Event Organiser. All events are scheduled for five (5) hour durations. If an event exceeds its proposed duration of hours, surcharges will apply for the following:

- Room Hire
- Entertainment
- Food and Beverage Waiters

All Bar Facilities & Entertainment will finish fifteen (15) minutes prior to confirmed completion times. Room hire fee is applicable to all functions.

Finalising Event Details

Mortdale RSL Club require event details to be finalised twenty eight (28) days prior to event. At this time we ask that you meet with our Functions Coordinator to discuss Food and Beverage options and specific dietary requirements, Entertainment, Room Setup, Decorations, and any special instructions.

Final Payment

Final Payments are due seven (7) days prior to your function. This payment can be Cash, Bank Cheque, EFTPOS or Credit Card only.

GST

All prices quoted are inclusive of GST.



Food and Beverage

Mortdale RSL Club has a delightful range of menu's to suit any occasion. The Club does not permit clients to provide their own catering or beverages. Clients are also advised, and therefore are not allowed to remove unconsumed products from the premises. Children aged between five (5) years and twelve (12) years will be charged at half the adult rate. Children under the age of five (5) are not charged. Mortdale RSL Club allows for two options for beverages to be charged during your function. These are:

- Dry till - Beverages charged according to consumption. You nominate how much you would like to spend and specify the beverages you would like to include; or
- Cash bars - All guests pay for their own drinks.

The Club enforces the Responsible Service of Alcohol Laws (RSA) at the venue. All of our employees have a duty of care to all guests attending the function and must ensure guests are not showing signs of intoxication or breaching RSA Laws. It is against the law for Mortdale RSL Club and or its staff, to supply alcohol to any person who is intoxicated and any decision in this matter rests entirely with the management of Mortdale RSL Club.

Event Cancellation

Any confirmed booking cancelled twenty one (21) days prior to the function will result in a loss of 50% of the Security Deposit.

Cancellation fourteen (14) days prior to the function will result in a loss of 100% of the Security Deposit.

Events cancelled less than fourteen (14) days prior to the function will result in forfeiture of the whole account.

Outside Contractors

For all events requiring the use of outside contractors who are not employed by Mortdale RSL Club, the client must provide the Functions Coordinator with the name and contact number of the contractor. The outside contractor must provide a copy of their Public Liability Insurance to the Functions Coordinator at least fourteen (14) days prior to event. All outside contractors must liaise with the Functions Coordinator (or a nominated representative) in regards to delivery, set up and pack down of equipment.

Property of the Guests

Mortdale RSL Club will take all necessary care, but accepts no responsibility for loss or damage to the property of the guests or clients during or after the event. This includes gifts, decorations or personal property brought in to the Club.

Security

Our Functions Coordinator will advise you if they feel a security guard needs to be arranged for the duration of your event and the charges that will be incurred. Security is always required for birthday events ages 21 years or less.



Damage to Property

The Event Organiser is deemed to have assumed responsibility for any wilful conduct resulting in damages caused during the event by any guests or other persons attending the function, whether in designated function area(s) or in any other part of the Club. The use of confetti or rice is not permitted on Club premises. The use of nails, pins or any other paraphernalia used to hang signs or other items to the walls is strictly prohibited.

Club Entry

Guests will be bound by Club entry requirements. Any guest, who is attending a function, is not a member of the Club and resides within five (5) kilometers of the Club premises, must be signed in by a member. For this particular reason the person booking an event must be a member of Mortdale RSL Club.

Thank you for choosing Mortdale RSL Club to host your function.

Please do not hesitate to contact the Function Coordinator on 9580 3649 or functions@mortdalersl.com.au if you have any further questions.

I have read and agree to the above Terms and Conditions:

Function Name / Company Name: _____

Contact Name (Event Organiser): _____

_____ Signature - Event Organiser Date: __/__/__

_____ Signature - Functions Coordinator Date: __/__/__



Function Confirmation Form

Function Name / Company Name: _____

Contact Name: _____

Phone Number: _____

Mobile Number: _____

Fax Number: _____

Email: _____

Membership Number: _____

Postal Address: _____

Date Of Function: __ / __ / ____

Location of Function: _____

Function Type: _____

Name of Room: _____

Room Setup: _____

Number of Guests: _____

Payment Method: (Circle) Cash Credit Card Bank Cheque

Credit Card Payments: (All information remains confidential)

Credit Card Name: _____

Credit Card Type: (Circle) Visa MasterCard Bankcard Diners Club Amex Credit

Card Number: ____ / ____ / ____ / ____ Credit Card Expiry: __ / __

Signature of Cardholder: _____

A Security Deposit can be taken using the Credit Card details. If card details are not supplied, a holding bond is required that will be returned within ten (10) working days of the function completion. Please make cheques payable to the Mortdale RSL Club. All correspondence should be marked to the attention of the Functions Co-ordinator.

Correspondence can be faxed to 9570 7450, or mailed to:

Mortdale RSL Club - Functions Department

PO Box 289, Mortdale, NSW, 2223

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

The above details are correct and I have received and agree to Mortdale RSL Club's Functions Terms and Conditions.

Signed: _____ Date: __ / __ / __

Name: _____



Function Rooms

Sports Room

This room is utilitarian and suits meetings, conferences, exercise as well as traditional uses. The room is well lit and is preferred for small to medium Corporate and Private events.

| Seating Capacity | \$100 (5 hours) | \$150 (7 hours) |
|-------------------------|------------------------|------------------------|
| Theatre Style 50 | | |
| Cocktail 50 | | |
| Banquet 40 | | |

Macquarie Room

This open and spacious room features high ceilings, a portable stage, dance floor, and excellent audio/visual capabilities. The room is great for large, lavish events. The Macquarie Room has its own bar facilities and offers a range of seating and dining options that can be tailored to your requirements. The Macquarie Room is great for Weddings, school formals, Christmas parties or large family engagements. The Room can also be partitioned into two (2) areas enabling a more intimate experience or allowing for a break out area.

| Seating Capacity Full Room | \$200 (5 hours) | \$250 (7 hours) |
|-----------------------------------|------------------------|------------------------|
| Theatre Style 220 | | |
| Cocktail 220 | | |
| Banquet 150 | | |

| Seating Capacity Half Room | \$150 (5 hours) | \$200 (7 hours) |
|-----------------------------------|------------------------|------------------------|
| Theatre Style 80 | | |
| Cocktail 80 | | |
| Banquet 60 | | |

Room hire fees may be negotiable dependant on the time of the function and room availability.



Menus



Finger Food Menu

Minimum 50 guests

CHOOSE 6 ITEMS \$20 per person

CHOOSE 7 ITEMS \$22 per person

CHOOSE 8 ITEMS \$24 per person

- Mini chicken skewers with smoked chilli aioli
- Mini lamb skewers with tzatziki
- Spinach and cheese triangles
- Crumbed calamari strips with aioli and lemon
- Salt and pepper squid with sweet chilli
- Mini tomato and basil bruschetta
- Party pies
- Cocktail sausage rolls
- Fish cocktails with tartare and lemon
- Crumbed chicken breast goujons
- Mini spring rolls
- Filo wrapped prawn parcels
- Spicy BBQ chicken wings
- Fried rice in a box
- Mini cheeseburgers

Optional Extras:

Chips and Dips on arrival add \$2 per person

Antipasto Platters with a selection of cold meats, cheese, fresh breads, dips and crackers add \$5 per person

Tea and Coffee Station add \$2 per person

Table cloths \$10ea





Buffet Menu

Minimum 50 people

\$32 per person

- Antipasto platters of cold cuts, marinated olives vegetables and cheeses
- Steamed seasonal vegetables
- Roasted chat potatoes
- Coleslaw
- Garden salad
- Bread rolls with butter
- Tea and coffee station
- Meats : Choose 2
- Hot roasted Rump of Beef and gravy
- Garlic and rosemary roasted Lamb
- Oven roasted skin on Chicken Breast
- Roasted pork

Optional Extras:

Add \$5 per person for dessert

Add \$7 per person for fresh cooked prawns with cocktail sauce





Celebration of Life

\$19 per person

CHOOSE 8 ITEMS

- Mixed variety of sandwiches
- Fish cocktails with tartare and lemon
- Crumbed calamari with aioli
- Vegetarian spring rolls with sweet chilli
- Chicken breast goujons
- Potato wedges with sweet chilli and sour cream
- Spinach and cheese triangles
- Party pies
- Cocktail spring rolls
- Mini tomato and basil bruschetta
- Mini chicken skewers with smoked chilli aioli
- Samosas
- Tea and coffee station

Optional Extras:

Chips and dips on arrival add \$2 per person

Antipasto: platters with a selection of cold meats, cheese, fresh breads, dips and crackers
Add \$5 per person





Plated Menu

Main and Dessert \$32 per person

Entrée and Main \$38 per person

Entrée Main and Dessert \$42 per person

CHOOSE 2 dishes from each course to be served alternately

ENTREE

- Grilled Haloumi with sundried tomato and basil
- Salt and Pepper Calamari with sweet soy dipping sauce
- Crumbed Prawn Cutlets with tartare sauce
- Caesar Salad with chicken
- Natural Sydney Rock Oysters (4)
- Mike's Salad with cherry tomatoes, cucumber, caramelised Spanish onion, roasted sweet potato, Persian feta and smoked chilli aioli

MAIN

- Slow Roasted Beef with gravy
- Grilled Barramundi Fillet with lemon butter sauce
- Oven Roasted Chicken Breast Supreme with sundried tomato and olive tapenade
- Crumbed Lamb Cutlets with onion gravy

DESSERT

- Cookies and Cream Cheesecake
- Lemon Meringue Tart
- Mars Bar Cheesecake
- Chocolate Pudding
- Rocky Road

Included: Optional Extras:

Bread Roll and butter included

Add garlic bread \$3 per





Morning & Afternoon Tea Selections
The selections are priced per person.

- Tea & Coffee \$4.00
- Juice \$4.00
- Arnott's Biscuits \$3.00
- Gourmet Cookies \$3.50
- Petite Cake Selection \$4.00
- Scones served with Jam & Cream \$4.50
- Assorted Danish selection \$4.50
- Assorted Muffins \$4.50
- Seasonal Fruit Platter \$4.50

Requested Staff Tray Service

- 3 hour minimum \$150.00 per staff member
- Every additional hour \$50.00 per staff member





Breakfast Menu

The Breakfast Menu is priced per person with a minimum of 30 guests.
(Percolated Coffee, Tea and Orange Juice included).

Continental Menu

A selection of Danish pastries, croissants, muffins and seasonal fruit platters

\$16.00

Optional Extras

Bacon and Egg Roll

\$8.00

Plated Hot Traditional Breakfast

Grilled bacon, chipolata sausages, mushrooms, tomato, fried eggs, hash brown and thick cut toast

\$16.00

