



FUNCTION PACKAGE

RamsgateRSL



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m THE **Kitchen**
BY MIKE'S GRILL



COCKTAIL MENU

PRICE	Choose 8 items _____	\$30.00 pp
	Choose 10 items _____	\$35.00 pp

* Minimum 35 people

Mini chicken skewers with smoked chilli aioli
Mini lamb skewers with tzatziki
Spinach & cheese triangles
House crumbed calamari with aioli
Mini party pies with sauce
Cocktail sausage rolls with sauce
Crumbed chicken breast goujons
Mini vegetarian spring rolls with sweet chilli sauce
Prawn Twisters
Fish Cocktails with tartare sauce
Mini tomato & basil bruschetta
Spicy buffalo wings

ADD ONS

Tea & coffee station - \$2.50 pp
Antipasto plates of cold meats, cheese, olives, bread, dips & crackers - \$8.00 pp
Corn chips, dips & Crudités on arrival - \$3.00 pp

WAKE MENU

PRICE

Choose 8 items _____ \$30.00 pp

*Minimum 35 people

Mixed variety of sandwiches
Fish cocktails with tartare sauce
House crumbed calamari with aioli
Vegetarian spring rolls with sweet chilli sauce
Chicken breast goujons
Potato wedges with sweet chilli & sour cream
Spinach & cheese triangles
Mini pies
Curried vegetable puffs
Mini tomato & basil bruschetta
Grilled chicken skewers with smoked chilli aioli

ADD ONS

Tea & coffee station - \$2.50 pp
Antipasto plates of cold meats, cheese, olives, bread, dips & crackers - \$8.00 pp

Prices & menu subject to change





CONFERENCE

BAREFOOT BOWLS

*Minimum 20 people

Tea & coffee station, assorted biscuits \$6.00 pp

Tea & coffee station, assorted biscuits, selection of juices, variety of muffins, fresh fruit platter - \$17.00 pp

Mixed variety of pizzas
Wedges with sour cream & sweet chilli
Garden salad

\$19.00pp

ADD ONS

Assorted sandwiches & wraps - \$7.00 pp

Prices & menu subject to change





PIZZA ADD ONS

Roasted Chicken Pizza - \$24.00

With sweet potato, spinach leaves, Danish fetta, sundried tomato, Spanish onion and chilli aioli

The Supreme - \$24.00

Ham, pepperoni, sliced mushrooms, Spanish onions, olives, diced pineapple, oregano & roasted peppers

Vegetarian - \$22.00

Mushrooms, cherry tomatoes, roasted capsicum, Spanish onion and olives

Classic Hawaiian - \$22.00

With double smoked ham and diced pineapple

Margarita - \$22.00

Oregano, cheese, tomato

Gluten free base - \$3.00 extra

Prices & menu subject to change



ROOM HIRE

	MONDAY - THURSDAY		FRIDAY - SUNDAY	
	FULL DAY*	HALF DAY*	FULL DAY*	HALF DAY*
GALLIPOLI	\$330	\$170	\$500	\$250
KOKODA	\$300	\$170	\$400	\$200
AUDITORIUM	\$500	\$280	\$1000	\$500

* Full day up to 8-hour period. Half day up to 5-hour period

ADDITIONAL COSTS

Table Cloth Fee _____	\$6.50 per table cloth
Microphone Hire _____	\$15.00
Projector Hire _____	\$35.00
Whiteboard Hire _____	\$10.00
Cakeage Fee _____	\$2.50 pp
Security Guard Fee _____	\$50.00 per Security Guard per Hour (5hr min.)
Staff Member Charge _____	\$45.00 per Staff Member per Hour (5hr min.)

TERMS & CONDITIONS

Ramsgate RSL Memorial Club will use all reasonable efforts to ensure your function runs smoothly and to provide you with such information and services as we are able to provide. To enable us to offer a high-quality service and in an effort to satisfy all of the Clubs members and guests, the following terms & conditions apply to your function. Please read these Terms and Conditions carefully and if you have any questions please contact our functions coordinator by telephone on (02) 9504 8000.

DEFINITIONS

In these terms & conditions the following definitions apply:

Function Agreement means the function agreement to these terms & conditions setting out the details of your function.

Deposit means the room hire payable for your function.

Staff Charges means the staff cost of your function.

Function means the function held on the Club premises under this Agreement.

Business Day means a day that is not a Saturday, Sunday, public holiday or bank holiday in NSW.

ENTRY TO RAMSGATE RSL MEMORIAL CLUB

On the day of the function, guests attending the function who are not members of Ramsgate RSL Memorial Club must comply with NSW Law governing access to a licensed club. This means that guests must "sign in" to the Club, a process which requires each guest to provide a recognised form of identification, i.e. driver's license, proof of age card, etc. Any guest residing within a 5-kilometre radius of the Club premises must be a member of the Club, a member of another RSL club or be signed in as a guest of a member of the Club in order to gain entry into the Club. These requirements are set out in the Registered Clubs Act 1976 and must be strictly adhered to. Our reception staff will be glad to assist your guests with this process as they arrive.

Please note that the Club may, in its absolute discretion, refuse entry or remove any person from the Club's premises for any reason including being disruptive or acting in a disorderly manner.

CLUB MEMBERSHIP

It is a requirement that the person holding or organising the function be a member of Ramsgate RSL Memorial Club. Membership application forms can be obtained from Club reception, located in the foyer of the Club. Membership costs from \$7.50 for one year.

Tentative bookings will be accepted for non-members; however, membership must be obtained prior to paying the deposit and signing this Agreement.

BOOKING, DEPOSIT & PAYMENT

Tentative bookings will be held for seven days ONLY. If the Club receives another request for a booking on the same date as the applicant's tentative booking, the Club will contact the applicant and give the applicant the first option of confirming the booking.

To confirm a booking the Deposit must be paid, which is the room hire & a signed copy of these terms & conditions must be returned to the Club's Functions Coordinator.

The balance of monies due for your function, including catering & any staff charges must be paid for at least ten (10) business days prior to the date of your function.

As beverages are charged on a consumption basis, at the conclusion of the function, clients must finalise payments for the amount outstanding with the Manager on duty.

Payments may be made by cash or credit card.

NOTIFICATION OF FINAL NUMBERS

For catering and staffing purposes the Club must be informed of the approximate number of guests attending the function at the time of paying the Deposit. You must inform us of the final number of guests attending the function no later than ten (10) business days prior to the date of the function at which time final arrangements and menu are to be agreed and payment for catering, staff costs and any other arrangements must be finalised.

In the event that the number of guests that attend the function are less than the number confirmed by you for the purpose of catering and staff costs, no refund is given for guests who do not attend.

No food or beverages may be bought in to the Club premises for consumption during the function; The Club does not allow any external or self-catering.

The Club will permit cakes of a celebratory nature to be bought onto the premises, but only after consultation with the Function Coordinator. Where you choose to bring your own cake, you accept full responsibility and indemnify the Club against any resultant damage, injury or harm caused to any person. Candles are permitted to be used on cakes. No sparklers are permitted.

CATERING

Beverage prices subject to change

Whereby your function booking is arranged in banquet/cabaret or sit down for a large volume of guests, you will be required to arrange catering from the options provided to you in the Function Package.

BEVERAGES

Beverage prices subject to change

You are not permitted to bring any beverages of any kind onto the Club premises at any time.

Alcohol brought into the premises as a gift must remain unopened; Failure to comply with this requirement may result in the offenders being asked to leave the Club's premises immediately and the Duty Manager will be entitled to stop and cancel the function. In the event the Duty Manager stops and cancels the function the Club has no responsibility to you for any costs incurred or loss arising from that decision.

The Club does offer tray service of beverages for an extra charge. If you wish to consider obtaining tray service of beverages please enquire with the Functions Coordinator.

FUNCTION LENGTH

Function rooms are allocated for a maximum of a five (5) hour period.

No functions are to go beyond Midnight. All guests must vacate the function room at least thirty (30) minutes of the finishing time.

CANCELLATION

Cancellations made after the payment of the Deposit are subject to the following conditions:

1. If a cancellation occurs more than three (3) months prior to the date of the function, the Deposit amount will be refunded in full.

2. If a cancellation occurs less than three (3) months and earlier than thirty (30) days prior to the date of the function,
 - i. If the function room can be re-booked for that date, the Deposit will be reimbursed, less \$175 cancellation fees
 - ii. If the function room cannot be re-booked for that date, the Deposit will be forfeited in full.
3. If a cancellation occurs less than thirty (30) days and earlier than fourteen (14) days prior to the date of the function, the Deposit will be forfeited in full and you will become liable for the staff charges.
4. If a cancellation occurs less than fourteen (14) days prior to the date of the function, the Deposit will be forfeited in full and you will become liable for staff charges and 50% of the quoted catering charges.

RESPONSIBLE SERVICE OF ALCOHOL

The Club complies with the principles of Responsible Service of Alcohol, which includes:

- Refusing service of alcohol to minors (persons less than 18 years of age);
- Refusing access or service to people who are exhibiting signs of intoxication or who are quarrelsome, disorderly and/or behaving in a violent manner;
- Ensuring that guest behaviour does not impact adversely on the quiet and good order of the neighbourhood of the Club;
- Prohibiting the use of, yard glasses or activities such as drinking games that encourages binge drinking;
 - Limiting liquor service periods to five hours for each function;
- The club reserves the right to cease your function if the Duty Manager or other senior employee of the Club reasonably believes that your function is not being conducted in an orderly and lawful manner and could expose the Club to breaches of any law.
- If the function is ceased by the Club, you indemnify the Club against all and any costs, damages or expenses that you may incur in relation to the function and arising from the Club's termination of your function.

SMOKING

All indoor areas of the Club are non-smoking.

Outdoor areas where smoking is permitted, they are:

- Alfresco Gaming Area (Ground Floor)
 - Spinners Bar Balcony (Level 1)
- Along the Bowling Greens (Ground Floor)

DAMAGE AND INSURANCE

The Club does not accept responsibility for, and you agree to indemnify the Club in relation to:

- The theft, damage or loss of any equipment or property brought onto or left on the premises prior to, during, or after the function; and
- Any damage, injury or harm caused to any person attending the function or otherwise arising from any food brought onto the premises of the Club in relation to the function.

The Club accepts no responsibility for gifts or decorations brought onto the premises. We recommend that you arrange your own insurance to cover loss, damage or theft of any expensive or valuable items.

We ask that you speak with the Functions Coordinator to make arrangements about displays or decorations to prevent any damage to the premises. You will be financially liable for any damage

sustained to the Club premises or its property arising from the use of decorations.

The use of staples, sticky or masking tape, nails, glue or Velcro is prohibited on the walls and door surfaces. The use of Blu-Tack ONLY is permitted.

DELIVERIES

Any deliveries being made to the Club for a function must be first advised to the Function Coordinator at least forty-eight (48) hours prior to the date of delivery.

You must provide details of any delivery including company names, contact person, contact phone numbers and details of items being delivered.

THE PRIOR APPROVAL OF THE CLUB IS REQUIRED FOR:

All plans and designs for any exhibitions or displays that you propose to stage or present during your function must be provided to the Club for approval at least fourteen (14) days prior to the date of the function, including:

- Displays of any kind intended to be located outside the designated function room; and
- Advertising in relation to the function which includes and reference to the Club

The use of smoke machines, special balloons effects and/or pyrotechnics is not permitted due to the effect on the Clubs smoke detectors; this includes sparklers on cakes.

Should the NSW Fire Brigade respond to an alarm in the function room, which has been set off due to the unauthorised use of any item whatsoever you will be liable for any charges incurred by the Club. The function may also be shut down and all monies forfeited.

THE ORGANISER WILL BE FINANCIALLY LIABILITY:

You will be financially liable for:

- Any loss or damage sustained to the Club or its property arising out of or connected in any way with the function or use of the function room;
 - Any person attending or having attended the function;
- Any additional cleaning of the function room which the Club considers to be required in excess of normal cleaning requirements; and
- Claims by any person for loss, injury, death or damage of any kind arising from the function, your use of the function room, or any person attending the function.

ENTERTAINMENT:

You are also welcome to provide your own entertainment, however any entertainers that are booked must have public liability insurance. The Club must be provided a copy of a certificate of currency of the entertainer's public liability insurance at least ten (10) business days prior to the function.

All equipment brought on to the Clubs premises must be Tested & Tagged.

Ramsgate RSL Memorial Club does not allow STRIPPERS to perform in our venues.

You are not permitted to exceed any noise levels, which, in the opinion of the Club, may disturb other guests of the Club, disrupt the normal operations of the Club or disturb the quiet and good order of the neighbourhood.

You must ensure that you and your guests at your function do not breach any statutes, by-laws, or regulations including the Club's liquor license and fire regulations.

CIRCUMSTANCES BEYOND THE CONTROL OF THE CLUB:

If the Club is unable to provide the facilities or any other arrangements for your function or any part of it or can't otherwise perform the terms of the function agreement due to circumstances beyond the Clubs controls, the Club is not responsible for any costs, damages or expenses that you may suffer or incur.

16TH, 18TH & 21ST BIRTHDAY PARTIES:

Ramsgate RSL Memorial Club does not hold 16th, 18th or 21st Birthday Parties under any circumstances.

AGREEMENT

Unless otherwise agreed, the person who signs these Terms and Conditions will be the person responsible for payment of all function charges.

If the function is being booked by an agent on behalf of a third party, the third party must also sign these terms and conditions. Alternatively, the agent must provide to the Club written authorisation from the third party which, confirms the third party will be liable to the Club (in addition to the agent) for the payment of the function charges (including any cancellation fees) notwithstanding that they have not personally signed these terms and condition, and acknowledging that a commission, incentive or fee may be payable or being paid by the Club to the agent. Room charge is non-refundable.

Important Note: Please ensure you have read and understood these above terms and conditions. If you do not understand any of the terms and conditions or have any questions, please discuss them with the Functions Coordinator. If you have read and understood the terms and conditions set out above and accept them, please sign the terms and conditions. In signing the terms and conditions, they are binding upon you. These terms and conditions are accepted.

CONTACT NAME: _____

DATE OF BOOKING: _____

DATE OF FUNCTION: _____

TYPE OF FUNCTION: _____

NUMBER OF GUESTS: _____

ADDRESS: _____

PHONE (HOME): _____ (WORK): _____

MOBILE: _____

EMAIL: _____

SIGNATURE: _____

LAWN BOWLS TERMS AND CONDITIONS

Maximum booking – 15 persons

BOWLS OPERATING HOURS & PRICES

Monday – Sunday (subject to availability)

Latest booking 4:30pm & to have green vacated by 6:30pm the very latest

- \$20.00 per person
- \$5.00 per person (age 10-15 years old)
- Under 9 years old Free of Charge

All bookings are for a 2-hour duration, this will include bowls for everyone.

**If you require a longer bowls booking this will incur an additional charge of \$25.00 per 30 minutes.

BAREFOOT BOWLS BOOKINGS

- All bookings are required to submit a signed copy of the Terms and Conditions prior to the day of their booking to confirm
- The full fee is due for payment prior to the date of your booking in order to confirm and secure. This will act as a booking deposit.
 - Final numbers must be confirmed no later than 3 business days prior to your booking
- It is the full responsibility of the individual host to arrange payment to Ramsgate RSL Memorial Club prior to the date of your bowls booking

REFUNDS

Cancellation of your bowls booking where the greens are deemed to be a WHS concern will result in one of the following options:

- A full refund of all monies paid to initially secure the bowls booking. Deposits will only be refunded via an EFT payment (bank details to be provided to Function & Events Coordinator).
- Booking to be rescheduled to a later date, subject to availability of the greens, agreed to by yourself and the Function & Events Coordinator of Ramsgate RSL Memorial Club.

**Deposit refunds will only be made if the host of the booking provides 7 days' written notice of the cancellation. As mentioned above, all refunds will be made via EFT where bank details are to be provided to the Function & Events Coordinator.

Failure to provide written correspondence to cancel your bowls booking beyond 7 business days' notice will result in the full forfeit of the deposit paid to initially secure and confirm the booking.

LAWN BOWLS EQUIPMENT

- All guests have the sole responsibility for all equipment used during the duration of their function. This will indefinitely include the tidy up and pack away of all equipment used at the conclusion of your booking or charges will apply.

LAWN BOWLS GENERAL RULES AND REGULATIONS

- All guests must respectfully use the greens and take care of them while in use
- Function guests that are non-members of Ramsgate RSL Memorial Club are required to sign into the club under the Registered Clubs Act 1976
 - No running on the greens at any given time
- Any children under the age of 18 attending must be accompanied by a responsible adult/guardian at all times
- As a licensed venue, under no circumstances is external catering or beverage permitted to be brought on premise other than celebratory cake (after discussion with the Function and Events Coordinator)
 - No food or drinks are permitted on the greens at any time
- Obscene language will not be tolerated by Ramsgate RSL Memorial Club at any given time
- As the host of the function, upon signing the 'Lawn Bowls Terms and Conditions' you accept the responsibility of each individual associated with your booking and acknowledge that the Management, staff and Security of Ramsgate RSL Memorial Club reserve the right to refuse entry, remove any persons who fail to comply with Club Rules/Regulations or cease your booking. This will result in a full forfeit of any monies paid to secure your booking.

FULL NAME: _____

DATE OF BOOKING: _____ NUMBER OF GUESTS: _____

SIGNATURE: _____ DATE: _____



RamsgateRSL