

ALL ABOUT FUNCTIONS

A top-down photograph of a wooden table. On the table, there is a succulent in a blue pot, a blue coffee cup with a white coffee and chocolate shavings, and an open calendar with a black pen resting on it. The calendar shows dates for Thursday 17, Friday 18, and Sunday 20. The text 'CORPORATE PACKAGES' is overlaid in two blue boxes with white text.

# CORPORATE PACKAGES

P. (02) 6681 9500  
[ballinarssl.com.au](http://ballinarssl.com.au)



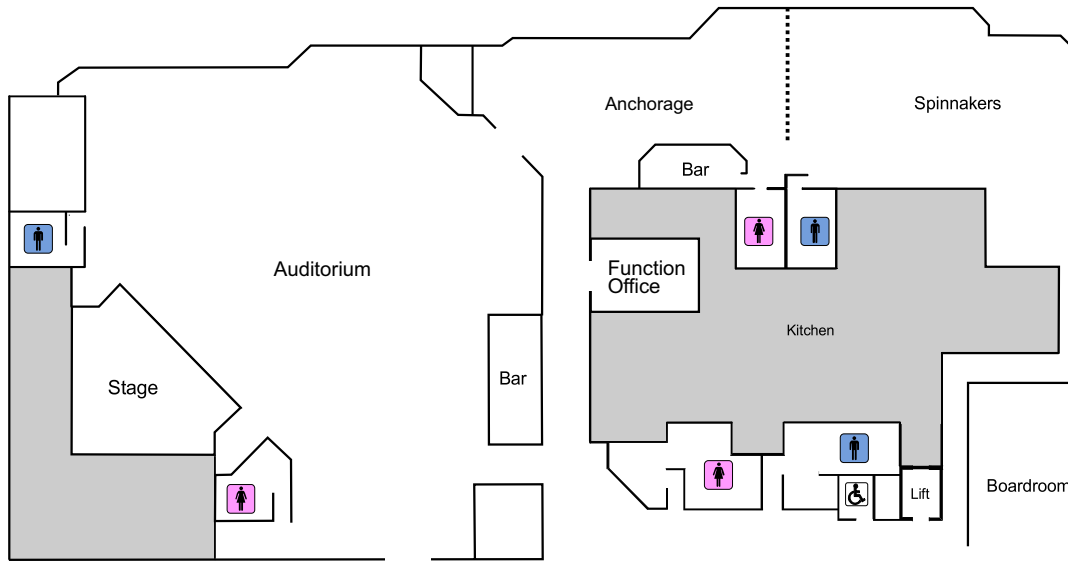
RIVERSIDE  
FUNCTIONS  
BALLINA RSL



ballinarssl



# FUNCTION ROOMS AND INCLUSIONS



The Riverside Function Centre offers the very best in facilities and service for up to 500 guests. With four well-appointed conference and function rooms, our Function Centre caters for all occasions - from small meetings or parties to gala dinners, weddings, presentations, conferences and trade shows.

## INCLUSIONS

- Coloured Serviettes
- Wireless Internet
- Lectern and Microphone
- iPod/Laptop Speakers
- Projector Screen

## ROOM FACILITIES & CAPACITY

ROOM	THEATRE	U/SHAPE	CLASS	COCKTAIL	BANQUET	BAR	RIVER VIEW	ROOM HIRE
Auditorium	520		200	520	280	✓	✓	\$650
Spinnakers/Anchorage	100	30	60	200	100	✓	✓	\$600
Spinnakers	80	20	40	100	60		✓	\$300
Anchorage	50	20	30	60	30	✓	✓	\$300
Boardroom		12					✓	\$300

## ADDITIONAL

- White Linen Tablecloths \$5ea
- Data Projector \$110
- Laptop \$110
- 60" Plasma TV \$110
- Teleconference Phone \$50





## DAY PACKAGES

**Full Day \$76PP**

**Half Day \$61PP**

30 person minimum

### INCLUSIONS

Plenary room hire  
Room set to your specifications  
Wireless internet access  
Data projector and screen  
Whiteboard  
Microphone and lectern  
Note pads and pens  
Iced water  
Mints on tables  
Complimentary parking  
White Linen Tablecloths

### CATERING

#### Arrival

Coffee, tea, juice,  
Whole fruit & biscuits

#### Morning Tea

#### Lunch

#### Afternoon Tea

½ Day will exclude either morning  
or afternoon tea

### OPTION 1

#### The Sandwich Platter

##### Arrival and All Day

Coffee, a selection of  
traditional teas and herbal  
infusions and orange juice  
Biscuits  
Whole fresh fruit

##### Morning tea

Coffee and walnut slice  
(2pp)

##### Lunch

Chef's selection of  
sandwiches  
Crispy prawns in rice paper  
Seasonal leaf salad  
Seasonal roasted veg salad  
Fruit platter

##### Afternoon tea

Assorted cakes, slices and  
petit fours (2pp)

### OPTION 2

#### Quiche & Frittata

##### Arrival and All Day

Coffee, a selection of  
traditional teas and herbal  
infusions and orange juice  
Biscuits  
Whole fresh fruit

##### Morning tea

Scones with jam and cream  
(1pp)

##### Lunch

Selection of freshly baked  
quiches  
Baked pumpkin, spinach  
and feta frittata  
Seasonal leaf salad  
Seasonal roasted veg salad  
Fruit platter

##### Afternoon tea

Opera cake

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the next page*

## DAY PACKAGES

### OPTION 3

#### The Ploughman's Lunch

##### Arrival and All Day

Coffee, a selection of traditional teas and herbal infusions and orange juice  
Biscuits  
Whole fresh fruit

##### Morning Tea

Assorted mini muffins (2pp)

##### Lunch

#### The Ploughman's Lunch

A selection of roast beef, turkey, leg ham, tuna and salmon  
Cheese  
Salad components  
Salad leaves  
Selection of relishes, jams, pickles and condiments  
Fresh grain roll  
Fruit platter

##### Afternoon Tea

Mini assorted quiches (2pp)

### OPTION 4 \$2 per person Surchage

#### The Healthy Option

##### Arrival and All Day

Coffee, a selection of traditional teas and herbal  
Whole fresh fruit  
Bliss balls (1pp)

##### Morning Tea

Gluten free option provided

##### Lunch

Tamari, sesame and honey roasted chicken breast  
Steamed rice  
Steamed greens with oyster sauce  
Vietnamese rice paper rolls with chilli dressing  
Grilled tofu and roasted vegetable salad  
Fruit platter

##### Afternoon Tea

Coconut and almond chia cup with fruit (1pp)



# INDIVIDUAL CATERING OPTIONS

## BREAKFAST

### Individual Breakfast Items

Bacon and egg roll with rocket	\$9PP
Ham, cheese and tomato croissant	\$6PP
Savoury muffins	\$6PP
Yoghurt, fruit and granola cups	\$6PP
Sweet Muffins	\$6PP

### Plated Big Breakfast

\$20PP

Scrambled, fried or poached eggs
Grilled bacon rashers
Grilled sausages
Hash brown
Grilled herbed tomato
Tea and coffee

### Full Buffet Breakfast

\$24.90PP

Scrambled, fried or poached eggs
Grilled bacon rashers
Grilled sausages
Hash browns
Sautéed mushrooms
Fruit muffins
Pancakes
Croissants
Tea and coffee

## HOT AND COLD BEVERAGES

All day tea and coffee	\$9PP
All day tea and coffee with biscuits	\$10.50PP
Tea and coffee	\$3.90PP
Tea and coffee with biscuits	\$5.90PP
Orange juice (per jug)	\$10.80PP
Bottled Mt Franklin water	\$3.50PP

## MORNING & AFTERNOON TEA

### Sweet

Scones with jam and cream	\$6PP
Chocolate brownie	\$6PP
Assorted mini muffins	\$6PP
Coffee and walnut slice	\$6PP
Assorted cakes, slices and petit fours	\$8PP

### Savoury

Ham and cheese and tomato croissants	\$6PP
Assorted mini quiches	\$6PP
Gourmet pies and sausage rolls	\$6PP
Bacon and egg rolls	\$9PP

### Fruit

Fruit plate	\$8PP
Coconut almond chia cup with fruit	\$8PP



## INDIVIDUAL CATERING OPTIONS

### LUNCH

*Sandwiches are prepared fresh and include vegetarian options.*

<b>Half sandwich</b>	<b>\$4PP</b>
<b>Full sandwich</b>	<b>\$7.50PP</b>
<b>One and a half sandwiches</b>	<b>\$11.50PP</b>

#### LUNCH SELECTION 1

##### **Sandwich and Salad Bar** **\$22PP**

Chef's selection of sandwiches  
Green leaf salad  
Pumpkin, parmesan, cashew, rocket and balsamic salad  
Fruit platter

#### LUNCH SELECTION 2

##### **Selection of Savoury Tarts and Salad & Fruit** **\$22PP**

Selection of quiche and frittata  
Rocket, parmesan and pear salad with balsamic  
Roast pumpkin, feta and spinach salad  
Fruit platter

#### LUNCH SELECTION 3

##### **Ploughman's Buffet** **\$21PP**

Selection of roast beef, turkey, leg ham, tuna & salmon  
Salad leaves  
Cheese selection  
Selection of relishes, jams, pickles and condiments  
Served with grain rolls  
Fruit platter

#### LUNCH SELECTION 4

##### **The Healthy Option** **\$26PP**

Vietnamese spring rolls with dipping sauce  
Tamari, sesame and honey roasted chicken breast  
Steamed Asian greens with oyster sauce  
Grilled tofu and roasted vegetable salad  
Steamed rice  
Fruit platter

### LUNCH

#### LUNCH SELECTION 5

##### **The Indian Lunch** **\$26PP**

Onion bahji with tamarind chutney  
Vegetable samosa with raita  
Chicken tikka masala  
Rice pilaf  
Steamed greens  
Green leaf salad  
Fruit platter

### PLATTER STYLE FUNCTIONS

This is an ideal option for a function where you want guests to mingle while having a drink, at the beginning of a sit down function or any occasion where you want your guests to graze on quality, fresh colourful platters of food.

#### **Selection of Party Food** **\$17PP**

Spring rolls, mini gourmet pies, prawn cutlets, sausage rolls, crumbed fish pieces, samosa's & dim sims.

#### **Cheese Platter** **\$14PP**

Local & international cheese, crackers, lavosh, fig jam & roasted nuts

#### **Antipasto Platter** **\$14PP**

Cured meats, marinated vegetables, feta, dips, and toasted ciabatta

#### **Hot Seafood Platter** **\$25PP**

Battered fish, prawn twisters, panko crumbed calamari and salt & pepper squid

#### **Add Fresh Prawns and Oysters** **\$15PP**



# BEVERAGE PACKAGES

## Silver

Rothbury Estate Wines - Sparkling Cuvee, Semillon Sauvignon Blanc, Chardonnay, Cabernet Merlot, Shiraz Cabernet  
Beers - Tap beers, Tooheys New, Hahn Super Dry, Furphy, XXXX Gold (mid strength)  
Soft drinks - Range from soda mix, juice

## Gold

Sparkling - Craigmores Cuvee' Brut Robert Oatley (SA)  
Block 50 Wines - Semillon Sauvignon, Pinot Grigio, Chardonnay, Cabernet Sauvignon, Shiraz  
Oatley Wines - Central Ranges sustainably farmed vineyard  
Tap Beers & Cider - Stone & Wood Pacific Ale (Byron Bay), Seven Mile Brewery Cali Cream (Ballina), Tooheys New  
Hahn Super Dry, Furphy, XXXX Gold (mid strength), Young Henrys Cloudy Cider  
Soft Drinks - Range from soda mix, juice  
*Byron Bay Brewery beers can also be sourced (this may incur an additional cost)*

## Platinum

Sparkling - T'Gallant Chardonnay Pinot Noir (Vic)  
White Wine - Leo Buring Clare Valley Riesling (SA) or/ 821 South Sauvignon Blanc (Marlborough NZ)  
Red Wine - Wynns Coonawarra Estate The Gables Cabernet Sauvignon (SA) or/ Saltram 1859 Shiraz (Barossa SA)  
Tap Beers & Cider - Stone & Wood Pacific Ale (Byron Bay), Seven Mile Brewery Cali Cream (Ballina), Tooheys New,  
Hahn Super Dry, Furphy, XXXX Gold (mid strength), Young Henrys Cloudy Cider  
Soft Drinks - Range from soda mix, juice, sparkling mineral water

Byron Bay Brewery beers can also be sourced (this may incur an additional cost)

## Non- Alcoholic

Range from soda mix  
Juice  
Sparkling mineral water  
Kombucha

*All other beverages can be purchased from the bar*

Duration	Platinum	Gold	Silver	Non Alcoholic
2 hour	\$38.50	\$32.50	\$26	\$12.50
3 Hour	\$50	\$36.50	\$32	\$18
4 Hour	\$65.50	\$46	\$41	\$22
Add an hour	\$26	\$18	\$15	\$5



# TERMS AND CONDITIONS

## Bookings and Deposits

- A deposit and signed agreement is required to confirm your booking where there is room hire and catering services provided, otherwise the booking will automatically be cancelled and made available for re-hire. Where there are no catering services being provided, ie: room hire only, the room hire fee is payable at the time of booking.
- Minimum Catering is required for all bookings made on Friday and Saturday Evenings
- Food and beverage prices are subject to a 5% increase and are reviewed at the commencement of each year.

## Confirmation

- A deposit and signed agreement is required to confirm your booking, otherwise the booking will automatically be cancelled and made available for re-hire.

## Confirmation of numbers

- Agreed minimum catering numbers are to be confirmed fourteen (14) days prior to the event. Variations to minimum numbers will be invoiced after the event
- Final numbers are to be confirmed five (5) days prior to the event.

## Cancellations

- Notification of cancellation must be made via written letter, fax or email.
- Notification of cancellation up until four (4) months prior to the scheduled event – full refund.
- Notification of cancellation up until two (2) months prior to the scheduled event – 50% refund.
- Notification of cancellation within one (1) month prior to the scheduled event – no refund except required by law, or unless the venue can be re-booked.
- If function is cancelled within 48 hours prior to the scheduled event there will be a 50% fee charged on all catering ordered.

## Food and Beverage

- Special Dietary requirements - Should you require special meals, please notify the Functions Department prior to your function. As you can appreciate there are now several types of meal requirements and these cannot be produced on demand unless specifically ordered prior to your event. We require four (4) days notice for ALL dietary requests.
- Menu Pricing - Every effort is made by the Club to hold menu prices as printed, however menu prices may vary slightly on occasion at the discretion of management.
- Due to health regulations, Ballina RSL Club does not permit patrons, guests or invitees to bring items of food and beverage on the premises. Likewise, no food or beverages can be removed from the premises.
- Cakes for special occasions are exempt from this rule. Please provide prior notice if bringing a cake. A charge of \$3.00 per person applies if you require staff to cut and serve your own cake as dessert.
- Costs of meals for DJs, bands, entertainers etc. will be added to the client's account and these are not automatically included in your function. Should you require meals for such, the Club requires four (4) days notice. These meals will not be produced on demand.
- Liquor - The Club does not permit alcohol to be brought in from outside of the Club. Should any special liquor requirements, our Beverage Manager would be happy to discuss your needs.
- Alcohol is not permitted to be taken off the premises after 12am. This includes alcohol provided as prizes or gifts.
- Responsible Service of Alcohol - Serious fines are in place for minors who obtain alcohol on a licensed premise to both the venue and the minor. Sufficient photo identification must be produced to provide evidence of age. Fines are also in place for people who buy or supply minors with liquor. Management and Staff are required by law to refuse you liquor service if you are under 18 years of age or unduly intoxicated, and/or creating a disturbance. All guests under the age of 18 years must have their legal guardian remain on the premises at all times during the visit to the Club. For further information, please visit [www.olgr.nsw.gov.au](http://www.olgr.nsw.gov.au)

## Floor plans

- Seating plans must be provided five (5) days prior to the commencement of your function. The Functions Department is more than happy to advise on function room specifications. Delays & charges may be incurred if changes to room set are required on the day of the event.
- Ballina RSL Club reserves the right to rearrange or adjust specified room set-ups to ensure Workplace Health and Safety Regulations are adhered to.

## Audio Visual

- The club provides in house audio visual equipment and the services of a technician for reasonable rates. A quote will be provided according to your needs. Should you wish you to bring in an outside contractor a minimum fee of \$200 will be required to oversee set ups.

## Delivery and Collection of Goods

- The Club will accept delivery of goods for conferences, exhibitions and events, no more than 3 working days prior to the event and must be collected within 2 working days at the conclusion of the event.

## Outside Contractors

- Outside Contractors are required to liaise with the Functions Manager to ensure WH&S or other permissions are adhered to. Exhibition floor plans should be provided fourteen (14) days prior to the event
- Current insurance policy and certificate of currency to be provided.

## Client Responsibilities

- General and normal cleaning is included in the cost of the room hire charge, but additional charges may be payable if the function has created cleaning needs above and beyond normal cleaning.
- The patron is responsible to conduct the function in an orderly manner. We reserve the right to intervene if a function's activities are considered illegal, noisy or offensive.
- The Functions Department will take all necessary care, but will not accept responsibility for damage or loss of any client's property in the function rooms before, during or after a function. Any breakages, loss or damage caused by the organiser to equipment or facilities will be charged to the client responsible for the function

## Privacy

- Ballina RSL Club is committed to the privacy of your personal information such as your name, address, gender etc supplied by you in your interaction with the Club under the Privacy Act 1988 (Commonwealth and the Privacy Amendments Act 2012).

## Payments

- An invoice will be generated on minimum catering numbers and payment is required prior to the event unless previous arrangements have been made. Final invoices will be issued on completion of the event.
- Outstanding balances are required to be paid within 7 days of the function.
- Payment can be made by cheque, credit card, or EFT.
- All prices quoted are GST Inclusive.
- Only one invoice will be issued per event.
- Sunday attracts a 15% surcharge on all costs.

## Credit Card Payments

- The Ballina RSL Club reserves the right to apply a surcharge or current bank merchant fees on clients using American Express, Diners Club, Visa or Mastercard.

**Ballina RSL Club, 1 Grant St Ballina. Email: [functions@ballinarsl.com.au](mailto:functions@ballinarsl.com.au) Phone (02) 6681 9500**

February 2020





BALLINA  
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