

ALL ABOUT FUNCTIONS



**SOCIAL EVENT  
PACKAGES**

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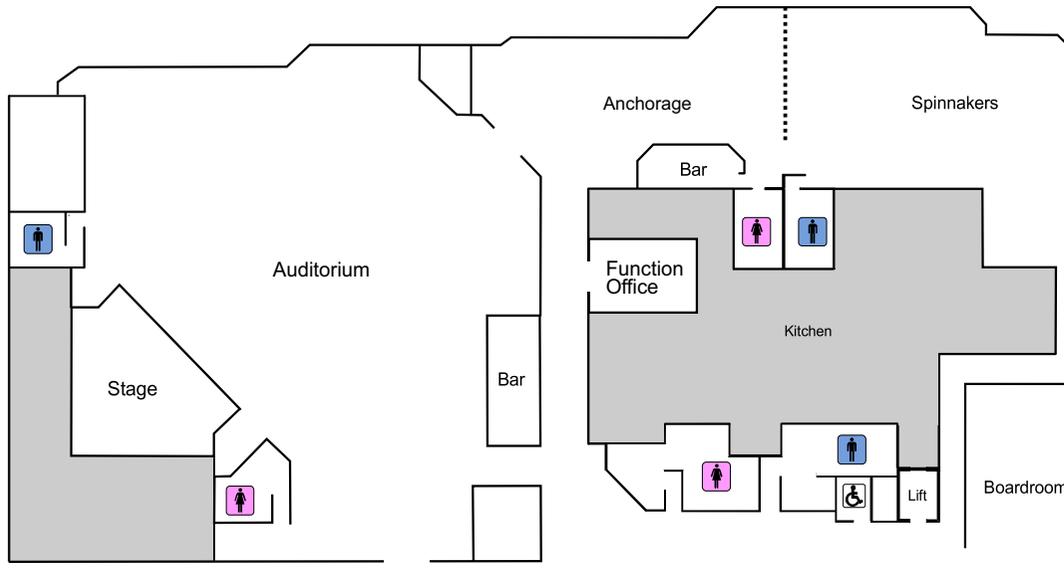
**RIVERSIDE  
FUNCTIONS**  
BALLINA RSL



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# FUNCTION ROOMS AND INCLUSIONS



The Riverside Function Centre offers the very best in facilities and service for up to 500 guests, with three of our four well-appointed function rooms being ideal for social events. Our Function Centre caters for all occasions from family parties to gala dinners, presentation nights and school formals.

## 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





## CATERING OPTIONS

The award-winning cuisine at the Riverside Function Centre is widely acclaimed and our Executive Chef has created mouth-watering event menus that showcase the regions finest produce. The menus range from cocktail style to grand buffets and three course plated meals – all of which will make your guests wanting more.

### CANAPÉS

<b>Selection of 4 canapés over 1hr</b>	<b>\$20PP</b>
<b>Selection of 6 canapés over 1hr</b>	<b>\$24PP</b>
<b>Selection of 4 canapés &amp; 2 substantial items over 1½ hrs</b>	<b>\$45PP</b>

**Half hour extensions incur \$10pp**

#### Cold

Selection of nori rolls with traditional accompaniments  
 Ocean trout sashimi, miso puree, soy and shiso *df*  
 Tartlet of salsa rossa and goats cheese *v*  
 Prosciutto rolls with pear, rocket and parmesan *gf*  
 Crostini of smoked salmon, dill crème fraiche and cucumber  
 Crostini of rare beef, basil aioli and cherry tomato *df*  
 Tartlet of braised leek and parmesan *v*  
 Bruschetta of roasted peppers, tomatoes and bocconcini *v*  
 Chicken Vietnamese rice paper rolls and chilli lime dressing *gf,df*

#### Hot

Beetroot arancini with parsley aioli *v*  
 Lamb and vegetable samosa with mint yoghurt  
 Falafel with yoghurt tahini sauce *v*  
 Parmesan crusted whiting fillets with smoked paprika  
 mayonnaise

### CANAPÉS

Duck and porcini croquettes  
 Balinese style chicken skewers *df*  
 Prawn skewers with chimmi churri *df, gf*  
 Puff tarts with caramelised onion and blue cheese *v*  
 Fried gyoza with soy sesame dressing *df*  
 Vegetarian spring rolls with chilli lime dipping sauce *v,df*  
 Chicken and cashew Thai meat balls with roasted garlic,  
 sesame and oyster sauce

### SUBSTANTIAL ITEMS

<b>Choice of two items over a 1 hour period</b>	<b>\$25PP</b>
<b>Choice of three items over a 1 hour period</b>	<b>\$28PP</b>
<b>Choice of four items over a 1 hour period</b>	<b>\$31PP</b>

Fish and chips with lemon and tartare *df*  
 Mini cheese burgers with pickles and ketchup  
 Chicken and cashew Thai meat balls with roasted garlic,  
 sesame and oyster sauce with fried rice *df*  
 Haloumi, pea and mint fritters with yoghurt tahini sauce  
 and quinoa *gf,v*



## CATERING OPTIONS

### 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 Hot Finger Food** **\$17PP**

Spring rolls, mini gourmet pies, prawn skewers, sausage rolls, crumbed fish pieces, samosa's and dim sims

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

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

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

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

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

Battered whiting, twisted prawns, panko crumbed calamari and salt & pepper squid.

**Add fresh prawns and oysters (2 of each pp)** **\$15PP**



# CATERING OPTIONS

## CARVERY

Minimum 30 Guests

### Choice of the following

#### Entrée

Pumpkin, spinach and feta frittata with rocket salad gf,v  
 Leek and parmesan tart with rocket salad v  
 Chicken leek and sweet corn soup gf  
 Tomato, lentil and rosemary soup gf,df

#### Selection of Roasts

Caramalised pork and crackling with apple sauce gf,df  
 Mustard crusted beef roast gf,df  
 Herbed roasted chicken gf,df  
 Rosemary basted lamb gf,df

#### Desserts

Tropical fruit pavlova gf  
 Assorted cheesecake  
 Tiramisu  
 Fresh fruit salad gf,df  
 Warm apple pie

#### Self Serve Buffet

1 Entree	1 Entree	1 Entree	
1 Roast	2 Roasts	3 Roasts	2 Roasts
1 Dessert	2 Desserts	3 Desserts	2 Desserts
<b>\$33PP</b>	<b>\$37PP</b>	<b>\$40PP</b>	<b>\$27PP</b>

#### Plated

1 Entree	1 Entree	
1 Roast	2 Roasts	2 Roasts
1 Dessert	2 Desserts	2 Desserts
<b>\$31PP</b>	<b>\$35PP</b>	<b>\$25PP</b>

*Option two & three will be served alternately*

All meals served with chefs selection of traditional roasted

## BUFFET MENU

Minimum 30 Guests

**\$55PP**

**Hot Selection** - choose 3 of the following 6 main meals to have on your buffet

1. Pan-fried miso and soy 'Blackened Salmon' with roasted pumpkin, bok choy, roasted sesame dressing and fresh herb salad df
2. Roasted chicken breast with mash potato, steamed greens and sauteed mushrooms with bacon and onions gf
3. Pan fried snapper with fennel puree, roasted kipfler potatoes, green beans, tomatoes, olives, capers and salsa verde gf
4. Roasted lamb rump with baba ganoush, roasted zatar pumpkin, cous cous salad and beetroot relish
5. Slow roasted pork belly in Balinese curry sauce with sweet potato mash, Asian greens, chilli peanut relish and sprout salad gf, df
6. Sweet potato and chickpea patties with quinoa salad and yoghurt dressing gf

#### All buffet's served with the following

Steamed vegetables v,gf  
 Chefs selection of fresh garden salads gf,v  
 Platter of dips, marinated vegetables, sliced meats and cheese with lavosh and crackers  
 Accompanied with selected condiments and dressings

#### Sweet Temptations

Chefs selection of assorted cakes, slices and petit fours  
 tea and coffee

# CATERING OPTIONS

## PLATED DINNER

**Two Course Set Menu** \$57PP  
**Three Course Set Menu** \$72PP

Minimum 30 Guests

Each course served alternately with a crusty roll, mints, coffee and tea selection.

### Entrée Selection

Steamed local prawns, romesco, kipfler potato, cherry tomato basil mayo and herb salad gf,df

Seared black pepper beef, heirloom beetroots, watercress, parmesan and aged balsamic gf

Seared salmon with miso puree, cucumber herb salad and pickled ginger mayo df

Heirloom beetroot salad with fennel puree, pecans, goats cheese, rocket and pear v, gf

Lemongrass and lime poached chicken breast, pumpkin coconut puree, papaya salad and coriander lime dressing gf, df

### Main Selection

Pan-fried miso and soy 'Blackened Salmon' with roasted pumpkin, bok choy, roasted sesame dressing and fresh herb salad df

Roasted chicken breast with mash potato, steamed greens and forrestier potatoes gf

Pan fried snapper with fennel puree, roasted kipfler potatoes, green beans, tomatoes, olives, capers and salsa verde gf

## PLATED DINNER

Roasted lamb rump with baba ganoush, roasted zatar pumpkin, cous cous salad and beetroot relish

Slow roasted pork belly in Balinese curry sauce with sweet potato mash, Asian greens, chilli peanut relish and sprout salad gf, df

Slow roasted scotch fillet with mash potato, steamed greens, Café de Paris butter, confit garlic jus and watercress gf

### Dessert Selection

Trifle with berries, lemon curd, passionfruit panna cotta, sponge and meringue

Coconut panna cotta with blueberry compote, passionfruit and coconut shortbread

Individual passionfruit pavlova, tropical fruit, berries and vanilla cream gf

Tiramisu with biscotti and strawberries

Chocolate marquise with pot roasted pears and macadamia crumble

Citrus tart with crème fraiche and raspberry sorbet

Apple, rhubarb and macadamia crumble with vanilla ice cream



## CATERING OPTIONS

### HIGH TEA

\$22.50PP

Minimum 20 Guests

The chef will arrange a selection of savoury and sweet options

#### Savoury

Smoked salmon and cream cheese on rye finger sandwiches  
Egg and cress white finger sandwiches  
Ham, mustard and cheddar on grain finger sandwiches  
Prawn, cos lettuce and mayonnaise on white finger sandwiches  
Assorted mini quiche

### HIGH TEA

#### Sweet

Assorted muffins  
Scones, jam and cream  
Macaroons  
Chocolate éclairs  
Petit tarts

Tea and Coffee  
Selection of assorted tea





# 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  
RSL