

ALL ABOUT FUNCTIONS



CORPORATE PACKAGES

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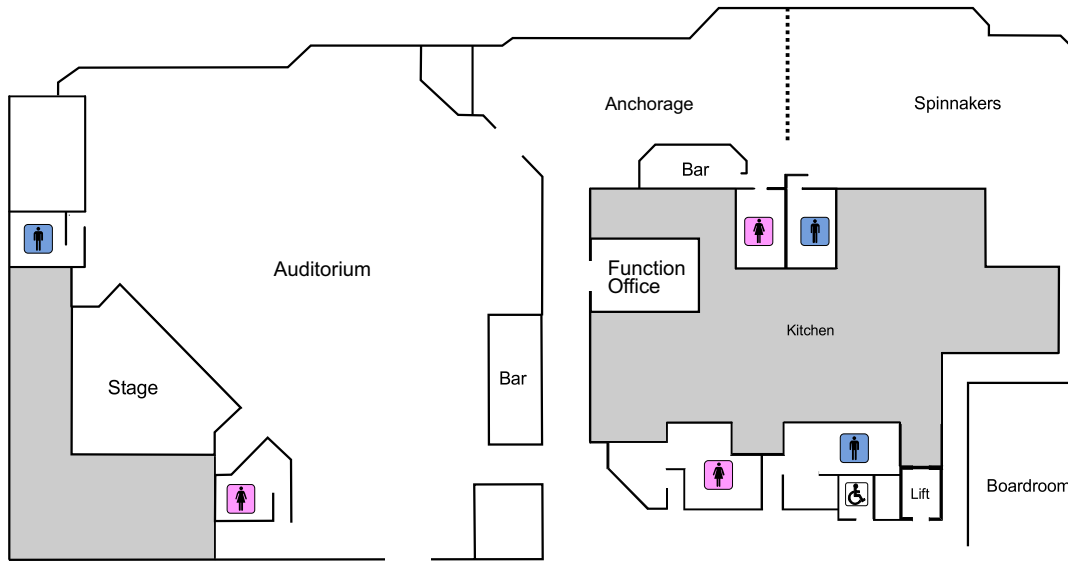
**RIVERSIDE
FUNCTIONS**
BALLINA RSL



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 \$80PP

Half Day \$65PP

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

Sandwich and Quiche Lunch

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 (1pp)

Lunch

- Chef's selection of sandwiches (1/2 pp)
- Selection of freshly made quiche (1 piece per person)
- Build your own Caesar salad

Afternoon tea

- Assorted cakes and slices (2pp)

OPTION 2

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:
- Cured and roasted meats
- Cheese
- Salad components
- Salad leaves
- Selection of relishes, jams, pickles and condiments
- Bread rolls and wraps

Afternoon tea

- Mini assorted quiches (2pp)

LESS THAN 30 ATTENDEES

Full Day \$45PP

Arrival tea and coffee

Morning Tea

- Biscuits and tea & coffee station

Lunch

- Sandwich platter (1PP)
- Whole fruit

Afternoon Tea

- Tea & coffee with a biscuit



INDIVIDUAL CATERING OPTIONS

HOT AND COLD BEVERAGES

All day tea and coffee	\$10PP
All day tea and coffee with biscuits	\$12PP
Tea and coffee	\$4PP
Tea and coffee with biscuits	\$6PP
Orange juice	\$12 Per Jug
Bottled Mt Franklin water	\$3.50PP

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
Full Buffet Breakfast	\$24.90PP

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 tomato and cheese croissants	\$6PP
Mini assorted quiches	\$6PP
Gourmet pies and sausage rolls	\$6PP
Bacon and egg rolls	\$9PP

Fruit

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

PLATTER STYLE FUNCTIONS

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

Selection of party food **\$150 per platter**
Mini gourmet pies, prawn cutlets, vegetarian spring rolls, crumbed fish pieces, samosa's and dim sums. (6 pieces PP)

Selection of canape size pastries and savoury baked goods **\$150 per platter**
Spinach & feta mini pastries, pumpkin & ricotta mini rolls, beef & caramelised onion mini pies, meatballs, butter chicken tartlets, quiches, tarts Sweet Chilli Dip

Grazing platter **\$150 per platter**
Cheeses, fruit, cured meats, marinated vegetables, pickles, feta, dips and toasted Turkish bread and lavash

(All platters ideal for 20 people with other food options included)



INDIVIDUAL CATERING OPTIONS

LUNCH

Sandwiches are prepared fresh and include vegetarian options.

Half sandwich	\$4PP
Full sandwich	\$7.50PP

LUNCH SELECTION 1

Sandwich, quiche and salad bar	\$23PP
Chef's selection of sandwiches (1/2 pp)	
Selection of freshly baked quiche (1 piece per person)	
Chefs Caesar salad	
Whole fruit	

LUNCH SELECTION 2

Ploughman's buffet	\$26PP
The ploughman's lunch- a selection of:	
Cured and roasted meats	
Cheese	
Salad components	
Salad leaves	
Selection of relishes, jams, pickles and condiments	
Bread rolls and wraps	
Whole fruit	

POP-UP BAR OR FOOD STALL

What better way to offer your guest a unique offering then a pop-up bar serving up fresh delicious food or top-quality beers, wine and cocktails. All prepared and served in front of your guest by our experienced bar staff and chefs.

Please discuss with our function co-ordinators regarding fees for this service.

- Oyster bar - freshly shucked oysters with dressing and accompaniments served alongside tap beer and or wine
- Prawn cocktail pop-up - have a chef preparing fresh prawn cocktails in front of your eyes with all the traditional sides and condiments.
- Sashimi and fresh seafood bar - have a chef slice fresh plates of sashimi and fresh local seafood for your guest as a high-end offer to your guests.
- Dessert bar - choose two of our desserts to be plated up and served to your guest
- Barista made coffee and sweet pop-up - have an experienced barista prepare your guest coffee for as long as you desire with a different cakes, slices and biscuits on offer





BEVERAGE PACKAGES

Silver

Rothbury Estate Wines - Sparkling Cuvee, Semillon Sauvignon Blanc, Chardonnay, Cabernet Merlot, Shiraz Cabernet
Beers - Tap beers, Tooheys New, Hahn Super Dry, Hahn 3.5, XXXX Gold (mid strength)
Soft Drinks - Range from soda mix, juice

Gold

Rothbury Estate Wines - Sparkling Cuvee, Semillon Sauvignon Blanc, Chardonnay, Cabernet Merlot, Shiraz Cabernet
Or/ Hartog's (WA) – Semillion Sauv Blanc, Cabernet Merlot, Moscato
Tap Beers - Stone & Wood Pacific Ale (Byron Bay), Seven Mile Brewery Cali Cream (Ballina), Hahn Super Dry,
Hahn 3.5, XXXX Gold (mid strength)
Soft Drinks - Range from soda mix, juice

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 - Stone & Wood Pacific Ale (Byron Bay), Seven Mile Brewery Cali Cream (Ballina),
Hahn Super Dry, Hahn 3.5, XXXX Gold (mid strength)
Soft Drinks - Range from soda mix, juice, sparkling mineral water

Local breweries can also be sourced (Flat one off fee of \$100)

- Sanctus (Yamba)
- Wandana (Mullumbimby)
- 7 Mile Brewery (Ballina)
- Stone and Wood (Byron Bay)
- Treehouse Cider (Byron Bay)

Non- Alcoholic Range

- Soda mix
- Juice
- Sparkling mineral water
- Kombucha

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

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.
- There is a 15% surcharge for Saturday events and a 20% surcharge for Sunday events.

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.

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November 2020



BALLINA
RSL