

# Party Package

Ideal for

21st Birthdays, Engagements,

Farewells, Christenings

Birthdays & Reunions



Mittagong<sup>RSL</sup>

# Welcome

Mittagong RSL Club

## Conference & Function Centre

Thank you for your interest in our Function Facilities.

I hope this information assists you with your initial enquiry. Should you require any further information or wish to make a booking please contact our

Reservations Personnel,  
Kate Stephan or Felicity Ryan  
4872 6700

High standards of personal and professional service along with first class cuisine are our commitment to removing all the work and worry attached to organising your Function .

Our rooms have superb décor and facilities to suit any occasion and can cater for small groups of 20 to large groups of 400.

Just one hour from Sydney “The Mittagong RSL Club

Conference and Function Centre” in the picturesque

Southern Highlands is the ideal venue.

# Facilities

## The Joadja and Nattai Rooms

Our recently renovated function room has a superb decor suitable for any occasion. The room is multi purpose and can be divided into two rooms or one large room. Also has access to the upstairs foyer and the Lobby Bar.

## The Carrington Room

The Auditorium facilities include a large stage, two dressing rooms, video projector and large screen.

## The Alexandra Room

This function room has a superb décor  
Suitable for up to 80 guests



# Equipment

## Decorations + Equipment Hire Available

Data Projector & Screen - 65.00

TV/DVD - 25.00

Microphone (Cordless or Plug in ) - 12.50

White Boards & Markers - 22.00

Lecturn - 7.50

Flip Chart (20 sheets & markers) - 30.00

Candle Vases - 7.00 each

Chair Covers 5.00 each

Chair Cover + Sash - 6.00 each

Ceiling Draping - 200.00

Dressed Cake Table & Silver Cake Knife

Dance Floor

# Room Hire

Room	5 Hours & Under	Over 5 Hours
Joadja Room	130.00	180.00
Nattai Room	140.00	220.00
Joadja / Nattai Rooms	180.00	240.00
Alexandra Room	180.00	240.00
Carrington Room	350.00	600.00

Room	Dimensions		Capacities				
	Approx Metres	Approx Square Metres	Class Room Style	U Shape	Board Room Style	Theatre Style	Banquet Style
Joadja	10 x 9	90	24	20	20	40	40
Nattai	13 x 9	117	32	30	30	60	50
Joadja & Nattai	23 x 9	216	70	NA	NA	100	90
Alexandra							
Carrington	26.3 x 18	475	220	NA	NA	450	360

## ROOM CAPACITY GUIDE

# Policies

## FUNCTION - TERMS AND CONDITIONS

### 1. BOOKINGS

**YOUR BOOKING WILL NOT BE CONFIRMED UNLESS PAGE TWO (2) IS SIGNED & RETURNED WITH YOUR DEPOSIT**

- 1.1 Tentative bookings will be accepted but will only be held for two (2) weeks.
- 1.2 To confirm your booking we must receive the signed policy form (page 2) and a security deposit to the value of \$200.00 within two (2) weeks of your tentative booking.
- 1.3 All security deposits are deducted from final accounts.
- 1.4 The agenda confirming your start and finish time is also requested at this time. Access to the room will not be permitted outside your confirmed times.
- 1.5 Cancellations -
  - Less than 3 weeks prior are subject to forfeiture of full deposit.
  - Less than 6 weeks prior are subject to forfeiture of 50% of deposit.
  - More than 6 weeks full deposit refund.
- 1.6 Our function rooms are available on Public Holidays, however a surcharge will apply.
- 1.7 Private Catering facilities that cover any requirements are available in all of our conference rooms. Please contact our Function Co-ordinators for further details.

### 2. ACCOUNT

- 2.1 An approximate number of guests attending your function is required three (3) weeks prior to the function. Confirmed numbers must be submitted the Monday before your function. This number will become the minimum number charged for.
- 2.2 Your account **must** be finalised either prior to or on the day. Acceptable forms of payment include Cash, Credit Card, Bank Cheque or Eftpos.

### 3. CONFIRMATION OF DETAILS

- 3.1 All information relating to your Function is to be confirmed with our Function Co-ordinators. (Office hours are 8.30 am to 5.00 pm Monday – Friday.) Outside these hours The Catering Supervisor can be of assistance. The Club will not take responsibility for information relayed to any other employee.

### 4. ADVERTISING OF FUNCTIONS

- 4.1 The function organiser agrees that it is a term and condition of this booking that the function organiser will not permit any advertising of the function which has not been approved by the Club (and which approval may be refused by the Club at its absolute discretion) any breach of this condition will entitle the Club to immediately terminate the booking and retain any deposit paid by the function organiser.

### 5. GENERAL INFORMATION

- 5.1 No food or beverages may be brought into the Club.
- 5.2 Smoking is not permitted in the Mittagong RSL Club. A Smoking terrace is available upstairs and an outside veranda room is available downstairs.
- 5.3 Smoke Machines are not permitted in any area of the Club.
- 5.4 **Fire regulations do not permit any fire escape/exit to be blocked at any time.** Your assistance is sought to ensure your function layout and guests abide with this regulation. Please note that all external doors are **alarmed**.
- 5.5 All Function Menus are priced on a continual service period. Breaks between courses must be organized prior to your function and will incur a fee.
- 5.6 Bands, Discos, etc, must be set up prior to the arrival of your guests. Please ensure you notify your entertainer of this requirement.
- 5.7 The Club has a range of equipment available for hire. Please ask our Function Co-ordinators for further details. To avoid disappointment we recommend equipments booked prior to your function.

**6. DAMAGE AND CONDUCT**

- 6.1 All guests who are not members of the Club are required to sign the register located in the foyer upon entry.
- 6.2 The Club will not accept any responsibility for the loss or damage of any property left in the Club.
- 6.3 Organisers will be financially liable for any damage to the Club or Club equipment which is caused by the organiser or invited guest.
- 6.4 All guests involved with your function must comply with Club regulations.
- 6.5 The organiser of the function is responsible for any guest under the age of eighteen (18) years of age. You are required to notify the Club of their intended presence and ensure they are supervised at all times and do not consume alcoholic beverages.
- 6.6 The Club shall contact Police if any person fails to leave the premises when asked. This will incur a 520 fine for "Failure to quit licensed premises"

**7. BAR FACILITIES**

- 7.1 Bar facilities are available in all of our function rooms. Please contact our Function Co-ordinators for further details. Please note the Responsible Service of Alcohol form, page four (4) must be signed.  
*A bar opening fee of 55.00 will apply for any function of 40 guests or less.*

**8. ROOM DECORATION GUIDE**

- 8.1 The Club permits decorations in all of our Function Rooms, however, all plans for decorations need to be approved by the Reservations Personnel or Hostess.
- 8.2 Nails, sticky tape, hooks etc cannot be used at any time or anywhere in the Club.
- 8.3 Confetti or rice is not permitted on or in the Club grounds.

**9. SECURITY**

- 9.1 Where a Function warrants the use of Security, the Function Organisers are responsible for the cost of hiring the Clubs Contract Security Staff.
- 9.2 The Management of the Club reserves the right in determining whether a Function warrants the use of security.

I \_\_\_\_\_ agree to comply with the  
above Terms and Conditions

relating to the function to be held at Mittagong RSL Club.

Signed \_\_\_\_\_

Today's Date \_\_\_\_\_





# Mittagong RSL Responsible Service of Alcohol Policy

*The Harm Minimisation - Responsible Service of Alcohol Legislation was introduced to address the social problems associated with excessive alcohol consumption. The Clubs Directors, Management and Staff have a statutory responsibility to ensure that patrons do not become intoxicated on their premises and to prevent such patrons from entering or remaining on licensed premises. The Clubs "Responsible Service of Alcohol" Policy addresses its responsibility. Under the Clubs Responsible Service of Alcohol Policy as the organiser of a Function you will assume the responsibility of "Bar Host". As the "Bar Host" you will be required to assist Club Staff in the enforcement of the Policy. The following outlines your responsibilities.*

**THIS POLICY MUST BE SIGNED & RETURNED PRIOR TO YOUR FUNCTION OR THE BAR WILL NOT BE OPENED.**

- ◆ Private Bar Facilities are available for a maximum of six (6) hours.
- ◆ The Club shall not supply liquor to a person under the age of 18 years. The Club will insist on viewing valid I.D upon entry into the Club and upon request. Under the Liquor Act, only three (3) forms of I.D will be accepted:-

*\* Photograph Drivers Licence*

*\* RTA Proof of Age Card*

*\* Passport*

*The Liquor Act 2007 states: "It is an offence to sell or supply to or to obtain liquor on behalf of a person under the age of 18 years. The Registered Clubs Act 1976 prohibits children under the age of 18 years being in specific areas of the Club.*

Children attending the Function must:-

- ◆ Be accompanied by a responsible adult at all times
- ◆ Adults responsible for children must be aware of the legislation which permits children to enter the Club
- ◆ Only enter the designated function area.

- ◆ The Club shall not permit patrons to become intoxicated. All Staff have completed the accredited Responsible Service of Alcohol Course (RSA) and have been trained to identify the signs of intoxication and after liaison with the Bar Host will refuse service to any guest showing signs of intoxication.

*You will be required to ask any of your guests deemed to be intoxicated to leave the premises. The bar will be closed until this person has been removed. Liquor Act 2007 any person who sells or supplies liquor to an intoxicated person on licensed premises is guilty of an offence Maximum Penalty \$11,000.00*

- ◆ The Club shall refuse entry and will not sell or supply liquor to any person who is deemed intoxicated.

*Any of your guests who show sign of being intoxicated will not be permitted to enter the Club to attend your function.*

- ◆ The Club shall not permit indecent, violent or quarrelsome behaviour.

*You will be required to ask any of your guests who behave in an indecent, violent or quarrelsome manner to leave the premises. The Bar will be closed until this person has been removed. Liquor Act 2007 – If you are drunk, disorderly or violent on these premises we will ask you to leave. If you fail to leave when asked you are committing an offence - On the Spot Fine - \$550 and Maximum court fine \$5,500.00 .The Bar Host is required to be present at all times. Should you need to leave your Function prior to the Bar closing time, another person must be nominated as the Bar Host. They will also be required to sign this Policy acknowledging their responsibilities for the Responsible Service of Alcohol upon your departure.*

As Bar Host, your name will be advertised at the bar as the person assisting the Club in the enforcement of its RSA Policy.

As the Bar Host of a Private Function I have read and understand what my responsibilities are for the Responsible Service of Alcohol at my function to be held in the:

\_\_\_\_\_ Room Name \_\_\_\_\_

Function date \_\_\_/\_\_\_/\_\_\_ Signature \_\_\_\_\_



# Fingerfood Menu

## Served Buffet Style

Selection of 7 choices –20.00pp  
Children 10 years & under -12.00pp

Selection of 9 choices - 24.00pp  
Children 10 years & under - 14.00pp

Gourmet mini pie (1pp)	Party sausage roll (1pp)	Mini spring rolls (2pp)
Closed sandwiches (1/2pp)	Mini chicken kebab (1pp)	Slice of pizza (1pp)
Fish cocktails (2pp)	Honey & soy drumettes (2pp)	Chips and nuts
Mini quiche (1pp)	Pinwheel sausage rolls (2pp)	Salmon vol au vents (1pp)
Mini meatballs (2pp)	Calamari rings (2pp)	Mini chicken dim sims (2pp)
Chicken and mushroom vol au vents (1pp)	Potato wedges with sour cream, sweet chilli sauce and guacamole	House made cakes & slices
Bruschetta served with fresh tomato salsa (1pp)	Salt and pepper calamari (2pp)	Crumbed chicken tenderloins (1pp)
Vegetable sticks served with a cheese dip	Beef koftter (1pp)	Cheese platter (4 pieces per person)
Cheese / fruit platter (4 Pieces per person )	Fresh fruit platter(4 Pieces per person)	Entertainment Platter - Chef's selection of cheeses, cured meats & vegetables, dip, vegetable sticks, crackers

Updated 31/07/17

# Buffet Menu 1

## Buffet 1 - Hot & Cold Buffet

### Menu 1 - Hot and Cold Buffet

43.00 per head GST Inclusive

Minimum of 30 People Required

- Hot Roast:** Choose 1  
Beef, pork, lamb, turkey, chicken, silverside.
- Hot Dishes:** Choose 2  
Seafood mornay, Curried prawns, Chicken mornay, Curried chicken, Chicken stroganoff, Lasagne, Mongolian lamb, Lamb casserole, Beef burgundy, Curried beef, Beef stroganoff, Sweet and sour pork, Honey pork, Seafood laksa, Tandoori chicken thighs, Thai green or red curry (chicken, beef, lamb or pork).
- Rice:** Choose 1  
Boiled Plain, Fried
- Cold Meats:** Choose 2  
Marinated chicken legs, Leg ham, Corned beef, Pastrami, Salami
- Potato:** Choose 1  
Roast, Creamed, Idaho, Potato salad
- Salads/  
Vegetables** Choose 6  
Tossed salad, Roasted vegetable salad, Green salad, Coleslaw, Rice salad, Pasta salad, Mushroom salad, Waldorf salad, Pineapple, Beetroot, Caesar salad, Stir fried vegetables, Cauliflower and bean au gratin, Roast pumpkin.

## Menu 2 - Hot & Cold Buffet with Dessert

46.00 per head GST Inclusive

Minimum of 30 People Required

Make your selections as for Menu 1,  
plus choose 3 Delicious Desserts from the following selection  
shown on the next page.

Both Menus served with  
Bread Rolls, & After Dinner Mints Freshly Brewed Tea, Coffee



Updated 31/07/17

## COLD DESSERTS

### -Lemon Torte-

A delicious light sponge with a lemon filling layered together.

### -St Honore-

Profiterole torte filled with vanilla custard and cream, topped with caramelized sugar.

### -Cheesecake-

Traditional French cream cheesecake with raspberry coulis and a dollop of cream.

### -Profiteroles-

Topped with chocolate ganish, filled with creme patisserie.

### -Black Forest Torte-

Traditional chocolate and forest cherry sponge cake.

### -Sacher Torte-

Dark chocolate cake, served with fresh strawberries and whipped cream.

### - Pavlova -

Traditional pavlova served with fresh fruit salad and whipped cream.

## HOT DESSERTS

### -Bread and Butter Pudding-

Served with freshly whipped cream and ice cream.

### -Pecan and Macadamia Nut Tart-

Served warm with brandied ice - cream.

### -Sticky Date Pudding-

Served with fresh whipped cream and butterscotch sauce.

### -Rhubarb and Apple, Peanut Crumble-

Compote of sweetened rhubarb and apple, topped with peanut and biscuit crumble. Served with custard and vanilla ice - cream.

### - Apple Pie-

Shortcrust apple pie served warm with custard and whipped cream

### -Golden Syrup Dumplings-

Sweet dumplings braised in golden syrup sauce,. served with freshly whipped cream.

### -Lemon Crepes-

Delicate crepes, warmed in a sweet lemon butter sauce, served with vanilla ice cream.

### - Waffles William -

Warm waffles with banana, smothered in butterscotch sauce, served with a dollop of cream.