

# Party Package

Ideal for  
Engagements,  
Farewells, Christenings  
Birthdays & Reunions



MittagongRSL

# 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

| Equipment Hire Available by request    |         |
|--|---------|
| Data Projector & Screen                | - 70.00 |
| TV/DVD                                 | - 30.00 |
| Microphone (Cordless or Plug in )      | -15.00  |
| White Boards & Markers                 | - 22.00 |
| Lecturn                                | - 10.00 |
| Dressed Cake Table & Silver Cake Knife |         |
| Dance Floor                            |         |

| Decorations                     |           |
|---------------------------------|-----------|
| Chair Covers                    | 5.00 each |
| Chair Covers & Sash             | 6.00 each |
| Ceiling Draping—Carrington Room | 200.00    |

## ROOM HIRE

| Room                  | 5 Hours & Under | Over 5 Hours |
|-----------------------|-----------------|--------------|
| Joadja Room           | 140.00          | 200.00       |
| Nattai Room           | 150.00          | 240.00       |
| Joadja / Nattai Rooms | 200.00          | 260.00       |
| Alexandra Room        | 200.00          | 260.00       |
| Carrington Room       | 400.00          | 700.00       |

## ROOM CAPACITY GUIDE

| Room            | Dimensions    |                      | Capacities       |         |                  |               |               |               |
|-----------------|---------------|----------------------|------------------|---------|------------------|---------------|---------------|---------------|
|                 | Approx Metres | Approx Square Metres | Class Room Style | U Shape | Board Room Style | Theatre Style | Banquet Style | Cabaret Style |
| Joadja          | 10 x 9        | 90                   | 24               | 20      | 20               | 40            | 40            | 24            |
| Nattai          | 13 x 9        | 117                  | 32               | 30      | 30               | 60            | 50            | 30            |
| Joadja & Nattai | 23 x 9        | 216                  | 70               | NA      | NA               | 100           | 90            | 48            |
| Alexandra       | 10 x 8        |                      | 30               | 32      | 30               | 70            | 70            | 42            |
| Carrington      | 26.3 x 18     | 475                  | 220              | NA      | NA               | 450           | 360           | 180           |

# 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 1 week prior to function. This number will become the minimum number charged for.
- 2.2 Your account **must** be finalised 1 week prior to function being held. Acceptable forms of payment include Cash, Credit Card, Bank Cheque. Direct transfer 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. An outside veranda room is available downstairs for smoking.
- 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 brought in, used or 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 \$550 fine for "Failure to quit licensed premises"

7. BAR FACILITIES

- 7.1 Bar facilities are available in our upstairs lobby and in Carrington Room. 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 adults 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 Blue Tack is the only item we permit for attaching decorations anywhere in the club.
- 8.3 Confetti, rice, smoke machines are 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.**

**"THE BAR HOST" MUST BE A PERSON THAT THE CLUB DEEMS AS BEING RESPONSIBLE. WE WOULD ENCOURAGE FOR ALL FUNCTIONS TO SELECT A PARENT ,SENIOR FAMILY MEMBER OR FRIEND AS BAR HOST.**

- ◆ Private Bar Facilities are available for a maximum of six (6) hours.
- ◆ When the function is deemed to be a function primarily for minors, liquor must not be sold, supplied, disposed of or consumed in the area in which any function is held.
- ◆ 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 (5) forms of I.D will be accepted:-
  - Driver or Rider License or permit
  - Passport
  - NSW Photocard
  - Proof of Age Card
  - Keypass Card

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
- ◆ When the function is deemed to be a function primarily for minors, liquor must not be sold, supplied, disposed of or consumed in the area in which any function is held.
- ◆ Only enter the designated function area.

Responsibilities of the Bar Host

- ◆ 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 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 with a 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 –22.00pp - Min 20 people

Selection of 9 choices - 26.00pp—Min 20 people

Children under 2 years of age—Free

|  |   |  |
|--|---|--|
| Gourmet mini pie (1pp)   | Party sausage roll (1pp)  | Mini spring rolls (2pp)                |
| Steamed pork wontons   | Mini chicken kebab (1pp)  | Slice of house pizza (1pp)             |
| Fish cocktails (2pp)   | Honey & soy drumettes (2pp)                                     | Chips and nuts                         |
| Assorted gourmet mini quiche (1pp)   | Pinwheel sausage rolls (2pp)                                    | Closed sandwiches (1 1/2pp)            |
| House Mini meatballs (2pp)   | Calamari rings (2pp)  | Steamed edamame                        |
| Panko Prawns (1pp)   | Beef koftter (1pp)  | 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  | Potato wedges with sour cream, sweet chilli sauce and guacamole | Cheese platter (4 pieces per person)   |
| Cheese / fruit platter (4 Pieces per person )  | Fresh fruit platter (4 Pieces per person)                       | Scones (1pp) (served with jam & cream) |
| Entertainment Platter - Chef's selection of cheeses, cured meats & vegetables, dip, vegetable sticks, crackers | Arancini Balls— semi dried tomato, parmesan & baby spinach      |  |

Served with Tea and Coffee

### SPECIAL DIETS:

We can offer some of the above choices Gluten Free.

Please ask your Function Coordinator for details.

# Canape Menu

Canapé's Tray Service - Select 8

Cost per person - 33.00

- Steamed Mini Dim Sim with Sweet Soy Sauce (served in a chinese spoon)
- Butternut Pumpkin Soup Shot with White Truffle Oil
- Prawn Twisters
- Mini Chicken Satay Kebabs
- Bruschetta
- Vegetable Spring Rolls
- Barramundi with Semi Dried Tomato wrapped in Prosciutto
- Medium rare roasted prime Fillet of Beef served on char grilled Garlic Bread with Horseradish Cream
- Garlic Prawn Skewers
- Zucchini & Corn Frittata
- Grilled Halloumi
- Risotto Balls (pumpkin & spinach)
- Coconut Prawns
- Lemon Tartlet
- White Chocolate dipped Strawberries



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# Buffet Menu 1

## Buffet 1 - One Course

45.00pp

Minimum of 30 People Required

- Hot Roast: Choose 1  
Beef, Pork, Lamb, Turkey, Chicken, Silverside
- Hot Dishes: Choose 2  
Curried or Satay Prawns, Fettuccine Carbonara or Bosciola, Lasagne, Beef Stroganoff, Tandoori Chicken, Chicken Satay, Vegetable Korma, Grilled Lamb Cutlet with Mushroom or Pepper Sauce
- Rice: Choose 1  
Steamed or Fried
- Cold Meat Platter: Chefs Selection of 3 Varieties
- Potato: Choose 1  
Roast, Creamed, Idaho, Potato Salad, Steamed Chats with Sour Cream
- Salads/  
Vegetables: Greek Salad, Caesar Salad, Coleslaw, Compilation of Hot Vegetables - Baked or Steamed, Fresh Fruit Platter
- Extra: Fresh Prawns 7.50 per person

Served With:

served with bread rolls, mints, freshly brewed tea and coffee

## Buffet 1 - Two Course

50.00pp

## Desserts to the Table

Our Patisserie Chef will choose delicious house made desserts for your private event



Updated 26/10/17

# Buffet Menu 2

## Buffet 2 - One Course

52.00pp

Minimum of 30 People Required

- Hot Roast: Choose 1  
Glazed Leg of Ham, Pork Rib Rack, Slow Roasted Sirloin Plate (served medium rare)
- Hot Selections: Choose 2  
Atlantic Salmon, Lamb Cutlet, Chicken Breast Mignon, Beef Medallions,  
Pasta Marinara, Pasta Chicken Carbonara
- Accompanied  
Sauces: Cream of Mushroom Sauce, Béarnaise Sauce
- Cold Cuts  
& Seafood: Choose 2  
Fresh Prawns, Sage & Onion Chicken, Persian Truffled Beef, Leg Ham
- Potato: Choose 1  
Cream Parisian Potatoes, Roast Kipfler Potatoes with Sautéed Onion & Bacon
- Salads: Watercress Salad (seasonal), Pear, Parmesan, Rocket Cashew Salad,  
Caesar Salad (**choose 1**) Smoked Salmon, Chicken, Prawn or Classic
- Vegetables: Steamed Baby Carrots, Steamed Greens, Roast pumpkin, Spanish Onion &  
Kumara

Served with

Assorted bread baskets, freshly brewed coffee, tea

## Buffet 2 - Two Course

57.00pp

## Desserts to the Table

Our Patisserie Chef will choose delicious house made desserts for your private event



Updated 26/10/17

# Set Menu

Served to the table

Two Course (Main and Dessert) 45.00 per head  
Alternate drop

Two Course (Entrée and Main) 50.00 per head  
Alternate drop

Three Course 55.00 per head  
Alternate drop

Bread Rolls, Freshly Brewed Tea, Coffee and Mints

Minimum of 20 people - please refer to our  
Function Policies for Confirmation Guidelines

20 people or less, 3 course 1 choice 55.00  
main & dessert only

20 people or less, 2 course 1 choice 45.00  
main & dessert only



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Updated 26/10/17

# Starters

Entrée Platters to the Table - please select 4 choices

Grilled haloumi, Crumbed garlic mushrooms, Prawn twisters, Arancini balls, Satay chicken kebabs, Lamb kofta, Salt & pepper calamari skewers, Served with your choice of Caesar or Greek salad

Smoked Salmon Roulade

Caramelized Onion & Pumpkin Tartlet

Seafood Chowder

Salt & Pepper Calamari Skewers

Served on a crispy salad with lime & chilli dressing

Garlic Prawn Skewers

Skewered green prawns marinated in garlic & seasoned olive oil, barbequed, served with lemon & spring onion cous cous

Medley of Seafood

Sea scallop topped with king prawn, calamari, market fish piece baked garlic butter, finished with an Asian laksa sauce

Classic Caesar Salad

Crispy cos lettuce with garlic croutons, bacon bound in our home made dressing, sprinkled with shavings of Italian parmesan

Tempura Coconut King Prawns

Fried in shredded coconut & tempura batter, served with mango chutney

House made Soups on Request

Avocado & Tomato Bruschetta

Thick slices of bread brushed with olive oil & toasted, topped with avocado & tomato salsa, sprinkled with parmesan shaves

Brie and Pumpkin Frittata

Roasted butternut pumpkin, sage frittata topped with soft brie & onion marmalade, served with baba ghanoush

Chicken Kebabs

Succulent chicken kebabs with satay sauce, served on a bed of jasmine rice with a pappadum

Peking Duck Pancake

Peking duck, cucumber & snow pea sprouts, served in a pancake with a hoisin dipping sauce



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# Mains

## Roast On Request

### Medallions of Beef

Pan fried medallions of beef, served on a pana di casa crouton, with a choice of 1 sauce (pink peppercorn, Dianne, mushroom or Béarnaise sauce)

### Pork Belly

Served on braised apple & fennel, with a red wine jus & a splash of truffle oil

### Mediterranean Chicken

Filled with semi dried tomato stuffing, baked & finished with red wine jus & béarnaise sauce

### Baked Truffle Chicken Supreme

Baked chicken supreme rested on wild mushroom & English spinach risotto finished with white truffle oil

### Chicken Yules

Baked chicken breast, filled with a traditional sage and onion stuffing, served on a red wine jus

### Medallions of Lamb Rump

Topped with a fresh herb crust

### Atlantic Salmon Fillet / Barramundi Fillet

Please choose a fish & style of your cooking choice

A) baked fish topped with green prawns, fried capers, lemon wedge, finished with char grilled red capsicum vinaigrette

B) char grilled fish served on a sebago potato mash, finished with a splash of white truffle oil

### Lamb Rump

Served with goats cheese, roasted red capsicum, rocket salad, finished with a caramelised balsamic glaze

### Butternut Pumpkin & Pine Nut Risotto

Served on English spinach, topped with fresh chopped herbs & shaved parmesan

### Pesto Vegetarian

Cherry tomato, onion, garlic, artichoke, mushroom, white wine, rocket, Neapolitan sauce, pesto, parmesan cheese & Kalamata olives



# Desserts

Bread and butter pudding  
Served with custard & 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, apple & biscuit crumble  
Compote of sweetened rhubarb, topped with peanut biscuit crumble with custard & cream

Apple pie  
Shortcrust apple pie served warm with custard and ice cream

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

Chocolate fondant pudding  
Served with vanilla ice cream

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

Cheese & petit fours  
Served in the middle of the table, a Chefs selection of cheeses consisting of a mild blue, vintage cheddar ,mature brie with a duo of strawberry topped vanilla cheesecake tartlet & rumball

Sacher torte  
Dark chocolate cake, served with fresh strawberries and whipped cream

Pavlova  
Traditional pavlova served with fresh fruit salad and whipped cream

Brulee  
A light custard with a caramilzed top

#### Banoffee trifle

Layered banana, toffee and whipped cream, sprinkled with toffee hazelnuts and a drizzle of chocolate.

#### Lemon meringue tartlet

Served with freshly whipped cream

#### Vanilla bean panna cotta

Vanilla flavoured Italian pudding, served with wild berry compote.

#### Cheesecake

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

#### Profiteroles

Filled with crème patisserie, topped with chocolate and served with whipped cream.

#### Fresh fruit tartlet

Shortcrust tartlet filled with vanilla custard, seasonal fresh fruits glazed with jelly, served with whipped cream.

#### Wild berry meringue

Raspberries, blackberries and blueberries folded through Chantilly cream, served in a meringue nest with coulis.

#### Sacher torte

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

#### Pavlova

Traditional pavlova served with fresh fruit salad and whipped cream.

#### Brulee

A light custard with a caramelized top

#### Cheese & petit fours

Served in the middle of the table, a Chefs selection of cheeses consisting of a mild blue, a semi soft tasty cheddar and a mature brie with a trio of Petit Fours consisting of mini Portuguese tartlet, white couverture dipped strawberry and a chocolate ganache.