



riverside function  
centre

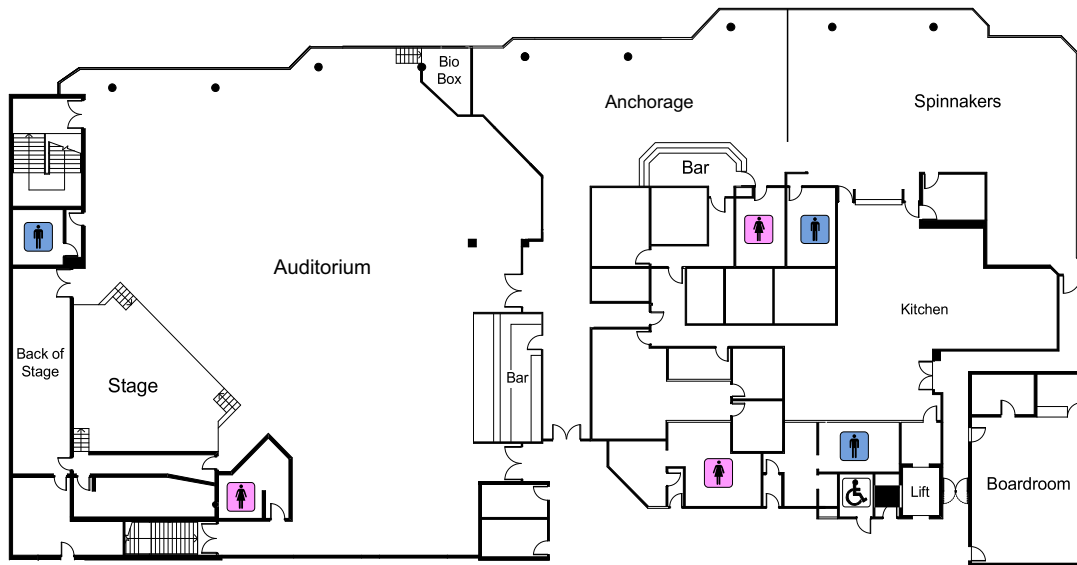


*More than  
you imagine....*



CORPORATE PACKAGES

# 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

Wireless Internet   Lectern   Whiteboard  
Projector Screen   Microphone   Flipchart

## ADDITIONAL

Data Projector \$110   Laptop \$110  
Photocopying 20 cents per page  
60" Plasma TV \$110  
Teleconference Phone \$50

### ROOM FACILITIES & CAPACITY

ROOM	THEATRE	U/SHAPE	CLASS	COCKTAIL	BANQUET	BAR	RIVER VIEW	ROOM HIRE
Auditorium	520		200	520	350	✓	✓	\$400
Spinnakers/Anchorage	100	30	60	200	100	✓	✓	\$350
Spinnakers	80	20	40	100	60		✓	\$200
Anchorage	50	20	30	60	30	✓	✓	\$200



## DAY PACKAGES

Full Day \$75.00    Half Day \$60.00    30 person minimum

### INCLUSIONS

Plenary Room Hire  
Room set to your specifications  
Wireless internet access  
Data Projector and Screen  
Whiteboard  
Microphone and Lectern  
A4 Note Pads and Pens  
Iced Water and Mints on tables  
Complimentary parking

### CATERING

**Arrival**  
Coffee, a Selection of Traditional Teas  
and Herbal Infusions, Orange Juice,  
Biscuits, and Whole Fresh Fruit

**Morning Tea**

**Lunch**

**Afternoon Tea**

½ Day will exclude either morning  
or afternoon tea

## TESTIMONIALS

### Quota International

*"Our Committee would sincerely like to thank the staff of the Riverside Function Centre for their wonderful support in helping us in bringing it all together. Everyone that we liaised with went above and beyond in their duties – no job was too big or too small. The staff were most obliging in all our requests before and during the event. The catering was perfect and ran so smoothly."*

### Master Builders Association

*"The Master Builders Association of NSW highly regards the staff at the Ballina RSL Club for their outstanding assistance with our corporate events, seminars and training days. From small training sessions through to our Gala Awards Presentation Evening our requirements are always met. The events, catering and bar staff continue to be polite, courteous and assure our needs are provided for."*



# CONFERENCE MENU PACKAGES

## OPTION 1

### Arrival and All Day

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

### Morning Tea

- Ham & cheese croissants
- Fruit salad cups

### Lunch

- Chef's selection of 3 sandwiches and wraps
- Crispy prawns in rice paper
- Green leaf salad
- Tomato, boconcini, basil and rocket salad
- Fruit platter

### Afternoon Tea

- Assorted cakes, gateaux and slices

## OPTION 2

### 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
- Fruit salad cups

### Lunch

- Selection of freshly baked quiches
- Freshly baked frittata
- Rocket, parmesan and pear salad with balsamic
- Roast pumpkin, feta and spinach salad
- Fruit platter

### Afternoon Tea

- Carrot Cake
- Fruit Plate

## OPTION 3

### Arrival and All Day

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

### Morning Tea

- Yoghurt cups with fresh fruit and granola
- Assorted mini muffins

### Lunch

- Selection of beef silverside, turkey, leg ham, tuna and salmon.
- Cheese selection
- Selection of relishes, jams, pickles and condiments
- Fruit platter

### Afternoon Tea

- Mini assorted quiches
- Lamb samosa with riata

## OPTION 4

### Arrival and All Day

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

### Morning Tea

- Yoghurt cups with fresh fruit and granola
- Spinach and ricotta tart

### Lunch

- Antipasto platter of cured meats, marinated vegetables, feta and toasted ciabatta
- Beef and vegetarian lasagne
- Rocket parmesan salad with balsamic
- Fruit platter

### Afternoon Tea

- Chocolate brownie
- Fruit plate



## INDIVIDUAL CATERING OPTIONS

### BREAKFAST

**Continental Breakfast** \$14.00  
(Minimum 30 pax)

Fruit juice  
Fruit compote  
Selection of cereals  
Selection of bread  
Croissants and conserves  
Muffins  
Yoghurt  
Spreads and condiments  
Coffee and tea

**Plated Big Breakfast** \$20.00

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

**Full Buffet Breakfast** \$26.90

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 \$8.50  
All day tea and coffee with biscuits \$10.50  
Tea and coffee \$3.90  
Tea and coffee with biscuits \$5.90  
Orange juice \$9.80 per jug  
Bottled Mt Franklin water \$3.50

### MORNING & AFTERNOON TEA

Ham and cheese croissants \$6.00  
Fruit salad cups \$7.00  
Scones with jam and cream \$6.00  
Chocolate brownie \$6.00  
Fruit plate \$8.00  
Yoghurt cups with fresh fruit and granola \$8.00  
Assorted mini muffins \$6.00  
Mini assorted quiches \$6.00  
Lamb samosa with riata \$6.00  
Assorted cakes, gateaux and slices \$8.00  
Carrot cake \$6.00  
Drumstick ice cream \$6.00



## INDIVIDUAL CATERING OPTIONS

### LUNCH (20 Person Minimum)

*Sandwiches are prepared fresh and include vegetarian options.*

Half Sandwich or Wraps	\$3.50
Full Sandwich or Wraps	\$7.00
One and a Half Sandwiches or Wraps	\$10.50

#### LUNCH SELECTION 1

<b>Sandwich and Salad Bar</b>	\$21.00
Chef's selection of 3 sandwiches	
Green leaf salad	
Tomato, boconcini, basil and rocket salad	
Fruit platter	

#### LUNCH SELECTION 2

<b>Selection of Savoury Tarts with Salad and Fruit</b>	\$21.00
Selection of quiches	
Rocket, parmesan and pear salad with balsamic	
Roast pumpkin, feta and spinach salad	
Fruit platter	

#### LUNCH SELECTION 3

<b>Ploughman's Buffet</b>	\$21.00
Selection of beef silverside, turkey, leg ham, tuna and salmon.	
Cheese selection	
Selection of relishes, jams, pickles and condiments	
Served with grain rolls	

#### LUNCH SELECTION 4

<b>The Asian Lunch</b>	\$25.00
Vietnamese spring rolls with dipping sauce	
Nori rolls with soy and pickled ginger	
Thai green lamb curry	
Vegetable stirfry	
Steamed rice	
Fresh green leaves	
Fruit platter	

### LUNCH

#### LUNCH SELECTION 5

<b>The Italian Lunch</b>	\$25.00
Antipasto platter of cured meats, marinated vegetables, feta and toasted ciabatta	
Vegetarian lasagne	
Braised chicken with tomato, olives, capers and basil	
Rocket parmesan salad with balsamic	
Caprese salad	
Fruit platter	

### 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.

<b>Sandwiches</b>	\$7.00PP
One freshly made sandwich	
<b>Selection of party food</b>	\$15.00PP
Spring rolls, mini gourmet pies, prawn skewers, sausage rolls, crumbed fish pieces, samosa's & dim sum's.	
<b>Cheese platter</b>	\$10.00PP
Local & international cheese, crackers, lavosh, fig jam & roasted nuts	
<b>Antipasto platter</b>	\$12.00PP
Cured meats, marinated vegetables, feta, dips, crudites and toasted ciabatta	
<b>Middle eastern mezze platter</b>	\$12.00PP
Bubba ghanoush, hommus, olives, chorizo, marinated vegetables and flat bread	
<b>Seafood platter</b>	\$35.00PP
Local prawns, fresh oysters, battered flathead and salt & pepper squid.	



# 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.

## 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 two (2) 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 \$2.00 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 10pm. This includes alcohol provided at 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 two (2) 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 \$100 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 5 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

## 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

## Credit Card Payments

- The Ballina RSL Club reserves the right to charge a 2.5% surcharge on clients using American Express or Diners Club and 1.5% for Visa or Mastercard.

