



## *Function Information Sheet*

*Thank you for your function enquiry.*

Our Function Information Package containing all of the relevant information for your special event or occasion is available on request.

Situated on our first floor we have a number of function rooms that are ideally suited for formal lunches, dinner gatherings, weddings, birthdays, seminars, corporate gatherings, wakes or any other special event. It is, however, our policy that we do not cater for 18<sup>th</sup> and 21<sup>st</sup> birthday parties as well as bucks or hens nights.

We are more than happy to discuss your individual requirements and we can assist you with tailoring a package that best suits your needs and budget. Flexibility within our function area ensures that the Greensborough RSL can provide you with modern function facilities that will suit any function requirements.

Finger food is served to your guests by our waiting staff and we are more than happy to cut and serve the celebratory cake.

Sit-down meals are served alternately, with vegetarian and other special dietary requirements catered for.

We have one large function area that can cater for up to 150 seated guests with a fully stocked bar, stage and dance floor area. We also have a choice of two smaller rooms that can cater for up to 60 seated guests and a smaller room that allows for a maximum of 10 guests.

A room hire fee is charged which includes white linen tablecloths and white paper serviettes. Plus we will set up the room according to your requirements and we will clean up afterwards. Cloth serviettes and extra services are available at an additional cost. Decorations and music are your choice so long as they are in accordance with our Terms & Conditions.

Our Function Manager has contact information for decoration suppliers and music suppliers and will be more than happy to pass on this information.

Please contact our Function Manager on 9435 1884 for any further information and to organise a convenient time to inspect our rooms and discuss your function requirements. We look forward to assisting you on your special day.

All you have to do is come along, sit back and enjoy your special occasion.

**ADDRESS:** 111 Main Street Greensborough 3088

**PHONE:** 9435 1884

**EMAIL:** [functions@rsl-greensborough.com](mailto:functions@rsl-greensborough.com)

## Terms & Conditions of Hire

The following are the Terms & Conditions of hire pertaining to the hire of one of our function rooms and is a binding contract between us, The Greensborough RSL and the Client hosting the function. These Terms and Conditions cannot be changed unless agreed to by the Function Manager and Client in writing.

Note: It is Greensborough RSL policy that we will not permit 18<sup>th</sup> or 21<sup>st</sup> birthday parties at this Club. We also do not cater for bucks or hens nights.

## Planning & Co-ordination

Our Function Manager is available 5 days a week by phone and to arrange appointments. You can contact the functions manager by email at [functions@rsl-greensborough.com](mailto:functions@rsl-greensborough.com). Saturday and Sunday appointments are available by request but must be pre-arranged with the Function Manager.

## Tentative Bookings

A tentative reservation will be held for 7 days from the date the tentative booking was made. If the booking is not confirmed after 7 days then the Greensborough RSL reserves the right to cancel the tentative booking without notice.

## Confirmation of Booking

A deposit of your room hire fee will be required to secure your booking. This payment is required at time of booking. Refer 'Payments made prior to Function' clause. The Function booking form attached is required to be completed in full at this stage to secure your booking.

## Membership

Our function room is for hire by members only. For any non-member a membership application form is to be completed and the appropriate membership fee paid with the above deposit. All Greensborough RSL Club membership expires on the 31<sup>st</sup> December each year. As a full Club member you are entitled to all Club membership benefits, discounts and our Loyalty Program separate to your function hire. Membership benefits will be advised to you separately.

## Payments made prior to Function

The following charges are to be paid as follows:

- Room Hire at the time of booking
- Bond and Security, Function Manager will contact you a week later for payment.

Payments can be made with cash, cheque or credit card. American Express and Diners Club are accepted.

## Room Hire:

A room hire fee is payable for **ALL** functions.

The room hire fee charges are as follows:

	½ day	Full Day
• V.C. Room (board Room)	\$150	\$300
• Nui Dat Room	\$200	\$300
• The Tobruk Room	\$250	\$300
• The Anzac Function Room	\$300	\$500

## Bonds:

A security bond of \$500 is required for **ALL** functions within our Club. This bond will be refunded to you by cheque within 7 days from the conclusion of your function provided that no damage is made to the Club premises (inside or outside) within the duration of your function. Refer to clause 'Club Property Damage' for further information.

## Security Personnel:

It is at the Function Manager's discretion as to whether a security guard is required for functions. However, it is house policy here at the Greensborough RSL that 2 security guards are necessary for all sporting functions and functions that have over 100 people in attendance with no exceptions.

Security Guard fee is \$37 per hour with a minimum of 4 hours charged.

The Greensborough RSL also reserves the right to exclude, eject or refuse any guests attending the Club without Liability. Identification is required to be shown upon entry to the Club. Please also refer to "Club Liquor Licensing".

## Menu Costs & Selections:

14 days prior to your function date you need to confirm your final numbers and menu selections along with the payment of the total menu cost for your function.

Any menu change requests made with less than 14 days until your function date may not be able to be accommodated by our kitchen, however, we will endeavour to help in the best way we can. Failure to comply with any of these requests may result in the termination of your function.

**Dietary requirements are required no later than 14 days prior to your function date.**

**IF YOU HAVE NOT PUT FORWARD DIETARY REQUIREMENTS BEFORE THIS TIME, THE CHEF WILL CHARGE ALL SPECIAL REQUIREMENTS AT AN EXTRA HEAD PRICE PER REQUIREMENT**

## Payments made at conclusion of Function

The following charges are to be paid in full at the conclusion of your function.

## Bar Tabs:

Where beverages are charged on consumption, your beverage account is to be settled in full at the completion of the function. Your bar arrangements are to be set up with the Function Manager no less than 14 days prior to your function. All drinks sold are at our member's price level. There are many options available including an open bar, pay as you go or for the organiser to impose a dollar limit and select a limited bar service. **Drinks are not permitted on the dance floor or stage area at any time.**

## Prices

All prices quoted are inclusive of GST. All advertised prices are for immediate functions and events. An increase in advertised price may occur and the Greensborough RSL reserves the right to alter advertised prices at any time. You will be notified well in advance if any price change is to affect your function.

## Cancellations

In the event of the cancellation of your function the following will apply:

\*If cancellation is more than 10 days before the function date your room hire deposit will be refunded if we are able to re-book the function room on your function date.

\*If the function room cannot be re-booked your room hire deposit will be forfeited.

\*If cancellation of the function is 10 days or less before the function date your room hire deposit will be forfeited and retained by the Greensborough RSL.

## Labour Surcharge

Applicable to Public Holidays and Sundays – Any functions held on these days will incur a 20% surcharge on your food costs. If you are having a function before 6pm on Saturday, a 10% surcharge on your food will be required.

## Minimum Numbers

- VC Room is our board room and can cater for 10 guests seated at the Board Room.
- Nui Dat and Tobruk Room can cater for 100 guests for a Finger Food Function (a minimum booking number of 60) and up to 60 guests for a Sit Down Function (minimum of 55).
- The Anzac room can cater for up to 200 guests for a Finger Food Function (minimum booking of 80 people) and up to 160 guests for a Sit Down Function (minimum 120 guests).

Final Numbers: Anticipated final numbers are requested 7 days prior to the function date. This final number will represent the minimum number of guests for which you will be charged.

## Function Hours

It is the Greensborough RSL Club policy that no function shall exceed the duration of 5 hours maximum. The Function Manager can, at their discretion, deem the function hours to be shorter. All patrons must vacate the function area within 30 minutes of closure of the bar.

## Decorations & Music

Balloons, streamers, centre pieces and picture boards are permitted, however, you will not be allowed to pin or sticky tape to walls or ceilings. Confetti, rice and D.J.'s smoke machines are not permitted. Music choices are yours to make. D.J.'s, bands, jukeboxes and MP3 players are all permitted. A suitable time is to be arranged between the Client and the Function Manager to decorate the room and it is the Client's responsibility to remove all decorations, music and gifts immediately at the conclusion of your function.

## Dress Codes

The Greensborough RSL has dress code by-laws in place and these are to be strictly adhered to. Function guests will be refused entry if their dress is deemed inappropriate or unacceptable. Fancy dress functions are at the discretion of the Function Manager.

## Club Property Damage

Clients are financially responsible for any damages sustained to the function room fittings, property or equipment by clients, guests or outside contractors prior to, during or after a function.

The Client hosting the function is liable for any loss or damage caused to the Club and its surroundings by their guests, employees or subcontractors before, during or after the function. The Client shall bear the costs associated with any loss or damage caused within this duration.

Any costs incurred will be taken from your \$500 bond with the balance refunded to you. If the cost of repair or replacement is greater than the \$500 bond the Client hosting the function will be responsible for reimbursing the Greensborough RSL the financial difference.

The Club claims no responsibility to property inside the Club during the function or property left behind once the function has ended such as presents or entertainment equipment left overnight.

## Guest Property

Greensborough RSL will accept no liability or responsibility for the loss of damage to organisers or guest's property before, during or after a function. All guest's property must be removed from the venue prior to the conclusion of the function unless previously organised by the Function Manager.

## Food & Beverage Regulations

Strictly no food or beverage of any kind with the exception of the celebratory cake, packets of chips, lollies and nuts being the only permitted foods to be brought into the Club.

## Smoking designated areas

Smoking is not permitted indoors anywhere at the Greensborough RSL as in accordance with the Tobacco Act 1987. You will be advised of the permitted outdoor smoking areas.

## Club Liquor Licensing

Liquor Licensing Regulations requires that the host of the function must be a member of the Club and that member must intum be responsible for all of their guests. Further requirements call for a complete list of all guest's names and addresses to be supplied by the host member one week prior to the function date. By providing this information your guests can by-pass normal sign-in procedures when arriving at the Club. A spreadsheet will be provided to you for this purpose. Also in accordance with Liquor Licensing laws special permission will be granted to the host member by the Greensborough RSL Committee allowing the host member to sign in their complete guest list (referred spreadsheet) on the date of their function only.

Management reserves the right to exclude, eject or refuse any guest attending the function and Club in accordance with the Liquor Control Reform Act 1998 of Victoria.

Management also reserves the right to refuse entry to minors under the age of 18 years unless accompanied by a responsible adult or legal guardian. Appropriate photo identification or proof of age identification will need to be sighted.

**Upon arrival to all functions all 18-25 years old will be asked for identification. They will be fitted with a brightly coloured wristband to enable all venue staff to ensure liquor licensing regulations are adhered to. The wrist band must be worn at all times during the function. Anyone without a wrist band can be denied bar service until identification is confirmed and a wrist band attached.**

Management reserves the right to refuse alcohol to any person in accordance with the Liquor Control Reform Act 1998 of Victoria.

Management reserves the right to terminate the function at any time due to inappropriate behaviour and/or any violent behaviour caused by function guests.

The following sources of information are available:

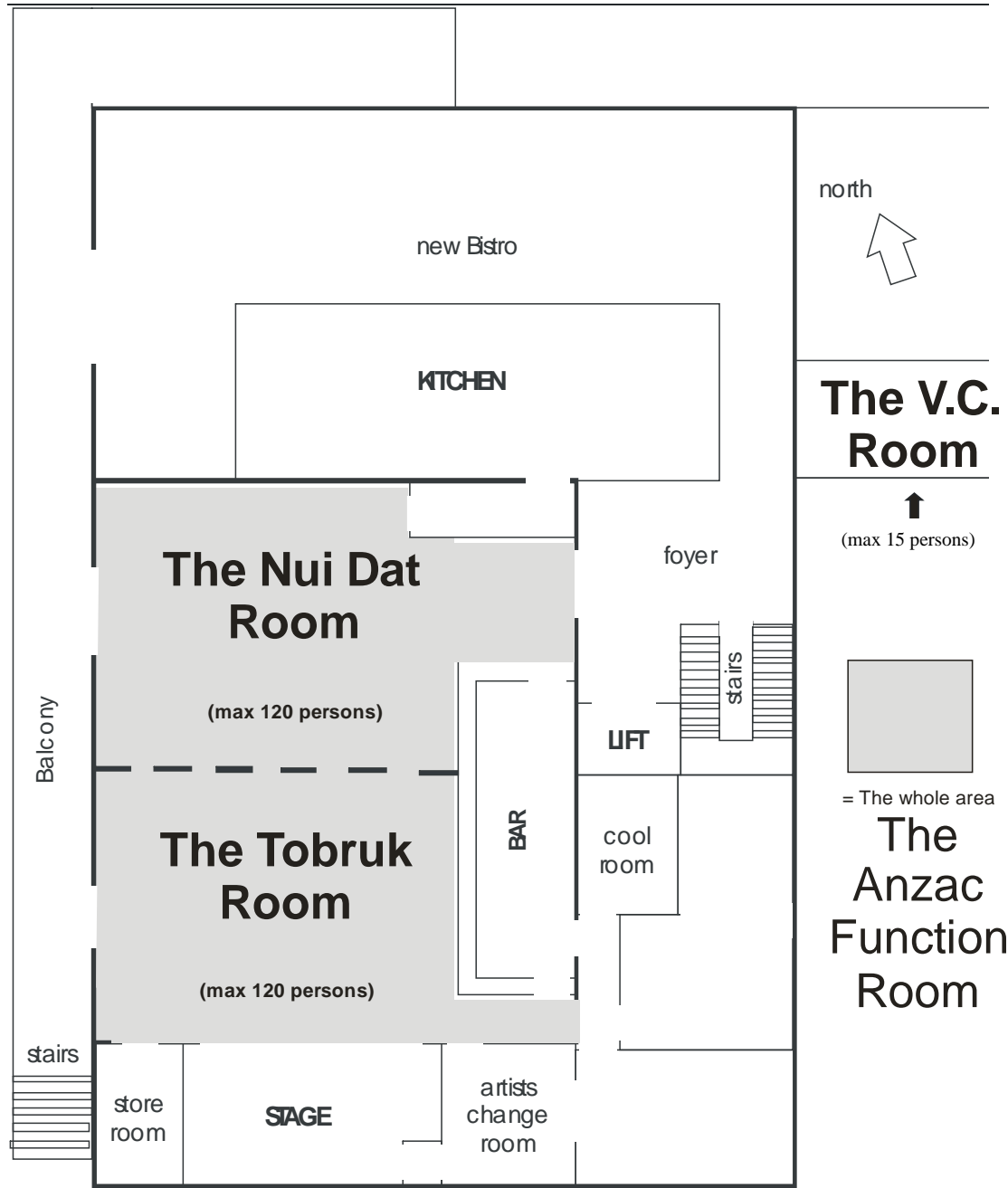
- [www.dms.dpc.vic.gov.au](http://www.dms.dpc.vic.gov.au)
- Liquor Control Reform Act 1998
- Tobacco Act 1987

## Extra Charges

The following services are provided by the Greensborough RSL at an additional charge as shown below:

- |                             |                      |
|-----------------------------|----------------------|
| • Linen serviettes          | Price on application |
| • Coloured paper serviettes | Price on application |
| • Cakeage                   | \$2.00 pp            |
| • Dance floor               | \$50.00              |
| • Projector                 | \$50.00              |
| • Laptop                    | \$50.00              |
| • MP3Connection             | \$20.00              |

Function Room Floor Plan



**Greensborough RSL Floor Plan**

Premises to be vacated by ½ hour after bar closes



## Terms and Conditions of Hire Acceptance Form

I.....(Print Name)

Understand that by signing this acceptance form I am acknowledging that I have read, understood and accepted the Terms and Conditions of Hire as outlined. I also understand that the Greensborough RSL does not hold 18<sup>th</sup> or 21<sup>st</sup> Birthday parties, Bucks or Hens Nights and by signing below I am acknowledging that my function is not an 18<sup>th</sup> or 21<sup>st</sup> Birthday party, Bucks or Hens Night

Signed:.....

Dated:.....

Existing Member No:.....

Witnessed:.....

Address:.....

Telephone:                      Home:.....

Work:.....

Mobile:.....

Function Date:.....

Function Time:                      Commencing at:.....

Bar Closing at:.....

**Premises to be vacated by ½ hour after bar closes**

Type of Function:.....

Function Room Allocated:.....

Number of Estimated Guests:.....

**(A confirmed number of guests and final arrangements including dietary requirements to be finalised no less than 10 days prior to your function date)**

Room Hire Paid:.....

Form of Payment: **Cash**

**Cheque**

**Credit Card**

