

Greensborough
R·S·L

Function Package

111 Main Street, Greensborough, 3088

For enquiries call 9435 1884

functions@rsl-greensborough.com

www.rsl-greensborough.com

Our Venue

Thank you for considering Greensborough RSL as a venue for your special event.

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 18th 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.

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, white paper serviettes and a tea and coffee station. Plus we will set up the room according to your requirements and we will pack down 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.

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.

Function Room Options

Room	Theatre	Classroom	Cocktail	Banquet	Cabaret	U-Shape	Boardroom
							
The Boardroom	-	-	-	-	-	-	10
Tobruk	50	27	70	60	30	20	-
Nui Dat	50	27	70	60	30	20	-
Anzac	160	51	200	150	70	90	-

Room Hire Fees

Room	Room Hire
The Boardroom	\$150
Tobruk	\$300
Nui Dat	\$300
Anzac	\$500

Light Refreshment

Choice of any 4 items \$18.00pp

Choice of any 5 items \$22.00pp

Choice of any 8 items \$26.50pp

Hot Items

- Gourmet Party Pie **(CBGF)** (1 piece)
- Gourmet Sausage Roll **(CBGF)** (1 piece)
- Barramundi Bites (2 pieces)
- Cheese Burger Slider (1 piece)
- Mini Quiche **(CBV)** (1 piece)
- Salt & Pepper Calamari **(CBGF)** (2 pieces)
- Mini Pizza **(CBV)** (1 piece)
- Crumbed Chicken Tender (1 piece)
- Tomato & Basil Arancini **(V)** (2 pieces)
- Thai Chicken Meatballs **(GF)** (2 pieces)
- BBQ Chicken Wings (1 piece)
- Pork Belly Bites **(GF)** (2 pieces)
- Spring Rolls **(CBV)** (2 pieces)

Cold Items

- Mini Wraps – mixed fillings **(CBV)** (2 pieces)
- Mini Bruschetta **(V)** (1 piece)
- Lime & Chilli Prawn Skewers **(GF)** (1 piece)
- Mixed Sandwiches **(CBGF)** (2 points)
- Scones – savoury **(CBV)** (1 piece)
- Scones – jam & cream **(V)** (1 piece)
- Mini Slices **(V)** (1 piece)
- Mini Cakes **(V)** (1 piece)

(GF) – gluten free **(CBGF)** – Can be gluten free

(V) – Vegetarian **(CBV)** – Can be vegetarian



Platters Any of these platters can be added to Menu packages

Seafood Platter \$90

Garlic Prawn Skewers (10 pieces), Salt & Pepper Calamari (24 pieces), Marinated Chilli Mussels (24 pieces), Prawn Twisters (12 pieces), Barramundi Bites (12 pieces), Seafood Wonton (24 pieces)

Chicken Platter \$80

BBQ Chicken Wings (12 pieces), Crumbed Chicken Tenders (12 pieces), Chicken Wing Ding (24 pieces), Chicken Kiev Balls (24 pieces), Popcorn Chicken (36 pieces)

Mixed Sliders Platter \$80

Pulled Pork Slider with apple slaw aioli and bbq sauce (6 pieces), Cheese Burger Slider with gherkin, onion ring, American mustard and ketchup (6 pieces), Battered Fish Slider with cos lettuce, tartare sauce and sliced red onion (6 pieces), Vegetarian Falafel Nugget Slider with relish, tabouleh and hummus (6 pieces)

Combination Platter \$80

Chicken Satay Skewers (12 pieces), Mini Quiches (12 pieces), Cocktail Spring Rolls (24 pieces), Vegetable Samosas (24 pieces), Pork Belly Bites (24 pieces), Mini Pizzas (12 pieces)

Fresh Fruit Platter \$65 – Fresh Seasonal Fruit

Sandwich Platter \$70 – 42 Points with a mixed array of fillings

Cheese Board \$60

3 cheeses – blue, soft, tasty, 3 dips (Chefs choice), Meats – salami, ham, prosciutto, Crackers and Bread, Quince paste

Party Platter \$70

Party Pies (12 pieces), Party Sausage Rolls (12 pieces), Party Pasties (12 pieces), Mini Pizzas (12 pieces), Bowl of Chips

Petit Four Platter \$65 – 24 Bite Sized Desserts

Vegetarian Platter \$70

Vegetarian Spring Rolls (24 pieces), Mini Dim Sims (24 pieces), Pasties (12 pieces), Tomato & Basil Arancini (24 pieces), Falafel Bites (24 pieces), Veggie Pizzas (12 pieces)

Gluten Free Platter \$75

Pasties (12 pieces), Mixed Sandwiches (12 points), Bowl of Chips, Salt & Pepper Calamari (24 pieces)



Plated Menu - Essential

2 Course meal \$38.50 3 Course meal \$44.50

Minimum 30 Guests

Select two items from each course to be served alternately

ENTREES

Creamy Pumpkin Soup **(GF)**

Tomato & Bacon Soup **(GF)**

Beef Satay Skewers with steamed jasmine rice and topped with a creamy peanut sauce

Calamari Mesclun Salad with cherry tomatoes, Spanish onion, roasted red capsicum with a citrus dressing **(CBGF)**

Vegetable Risotto with cherry tomatoes, sweet potato, spinach, zucchini and mushrooms in a creamy risotto with shaved parmesan **(V)**

Chicken & Mushroom Gnocchi tossed through a creamy sauce of garlic, onion, mushroom and fresh thyme topped with shaved parmesan and toasted Turkish bread

MAIN COURSE

Herb Custard Chicken Supreme with a creamy mash, honey glazed carrots, seasonal greens & topped with a creamy lemon sauce

Sticky Pork Belly served with a zesty apple and cranberry slaw, cottage fries and accompanied by our homemade honey bourbon BBQ sauce **(GF)**

Vegetarian Lasagne with char grilled vegetables between layers of pasta, Napoli sauce and melted cheese. Served with fresh garden salad and toasted sour dough bread. **(V)**

Rump Fillet cooked to medium with rosemary salted jacket potatoes, roasted pumpkin, steamed broccolini, served with a red wine jus **(GF)**

Battered Flathead Fillets with beer battered chips, fresh green salad, house made tartare sauce and fresh lemon

DESSERTS

Chocolate Mousse served with fresh raspberries

Lemon Meringue Tart

Flourless Chocolate Cake **(GF)**

Mixed Berry Cheesecake **(GF)**

Black Forest Cake

All desserts served with Chantilly cream, raspberry coulis and fresh fruit garnish

Plated Menu – Premium

2 Course meal \$50.50 3 Course meal \$55.50

Minimum 30 Guests

Select two items from each course to be served alternately

ENTREES

Chicken & Sweet Corn soup **(GF)**

Sweet Potato, Carrot and Ginger soup **(GF)**

Lamb Risotto with garlic, onion, carrot, celery, peas and semi dried tomatoes, topped with parmesan chip and toasted Turkish bread **(CBGF)**

Creamy Garlic Prawns served with steamed jasmine rice. Topped with fresh lemon and soft herbs **(CBGF)**

Pork Belly with zesty apple slaw and honey bourbon bbq sauce

Ricotta Cheese & Beetroot Tart with caramelised onions and toasted almonds **(V)**

MAIN COURSE

Pesto Pork Medallions – tender pork loin fillet roasted in a sage pesto sauce accompanied by sea salted crispy jacket potatoes and greens

Chicken Breast stuffed with apricots, cream cheese and toasted pine nuts, served with herb and buttered chats, wilted spinach and citrus baby carrots **(GF)**

Pumpkin & Sweet Potato Cannelloni topped with Napoli cream sauce and grana Padano served with a salad of rocket leaves, Spanish onion, red capsicum, fennel, cherry tomatoes with a citrus dressing **(V)**

Herb Crusted Lamb Rack served with garlic potato mash, blistered vine tomatoes, seasonal greens and a rosemary jus

Oven Baked Salmon Fillet with a roasted beetroot salad and a creamy lemon dill sauce

Striploin Fillet in a BBQ bourbon rub cooked medium served with oven roasted sweet potato, green beans and topped with a silky mushroom and rosemary sauce **(CBGF)**

DESSERTS

Chocolate Raspberry Mousse layered on a soft chocolate sponge base topped with chocolate ganache and dollops of more raspberry mousse with a sprinkling of chocolate flakes, served with fresh raspberries and cream

A Golden Butter Shortbread Tart filled with smooth creamy custard and glazed fresh strawberry slices served with white chocolate flakes and Chantilly cream

A Baked Flourless New York style Cheesecake made with Neufchatel cream cheese, dusted with snow sugar and served with fresh berries, strawberry coulis and Chantilly cream **(GF)**

Passionfruit Flavoured Mousse dome coated with a mango mirror glaze and decorated with toasted shredded coconut, served with mango coulis and passionfruit sorbet

Chocolate Lava Cake (warm) served with fresh raspberries, crushed meringue and vanilla bean ice cream

Plated Menu

– Children 12-18 years old

2 Course meal \$19.50 1 Course meal \$16.50

Select two items from main course to be served alternately

MAIN COURSE

Baby Chicken Parma served with chips and salad

Battered Fish Fillet served with chips,
salad and tartare sauce

Porterhouse Steak served with chips
and vegetables and gravy **(GF)**

Roast Pork with traditional roasted vegetables,
greens, gravy and apple sauce **(GF)**

Calamari Rings with chips, salad and tartare sauce

DESSERTS

Same selection being served with adult package

Plated Menu

– Children Up to 12 years old

2 Course meal \$12.00 1 Course meal \$9

Select two items from main course to be served alternately

MAIN COURSE

Chicken Nuggets and chips served
with tomato sauce

Mini Cheese Burger with chips

Pasta Bolognese topped with tasty cheese **(CBGF)**

Battered Fish Bites served with chips **(CBGF)**

DESSERTS

Bowl of ice cream with choice of topping

Frog in a pond

Terms and 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 18th 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@gbrsl.com.au. 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

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.

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 month before your function for payment.

Payments can be made with cash, credit card, or direct deposit.

BONDS

A security bond of \$500 is required for ALL functions within our Club. This bond will be refunded to you by direct credit 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.

Terms and Conditions – Continued

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 1 security guard is necessary for all sporting functions and functions that have over 70 people and 2 guards that have over 130 people in attendance with no exceptions.

Security Guard fee is per guard per hour with a minimum of 4 hours charged. Weekday and Saturday (day) - \$43. Saturday (night) - \$50. Sunday - \$65.

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 10 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 7 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 7 days prior to your function. 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.

Terms and Conditions – Continued

CANCELLATIONS

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

*If cancellation is more than 30 days before the function date your room hire will be refunded.

*If cancellation is more than 10 days before the function date your room hire will be refunded if we are able to re-book the function room. If the function room cannot be re-booked your room hire 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.

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 and rice are not permitted. Music choices are yours to make. DJ'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.

Terms and Conditions – Continued

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.

Terms and Conditions – Continued

CLUB LIQUOR LICENSING

Liquor Licensing Regulations requires that the host of the function must be a member of the Club and that member must in turn 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.

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
- 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	\$2.00pp
Dance floor	\$50.00
Projector	\$50.00
Laptop	\$50.00
MP3 Connection	\$20.00

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 18th or 21st Birthday parties, Bucks or Hens Nights and by signing below I am acknowledging that my function is not an 18th or 21st Birthday party, Bucks or Hens Night

Signed: _____

Dated: _____

Member No (if applicable): _____

Address: _____

Telephone: Home: _____ Work: _____ Mobile: _____

Email Address: _____

Function Date: _____

Function Time: Commencing at: _____ Bar Closing at: _____

Premises to be vacated by 1/2 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 7 days prior to your function date)

Room Hire Paid: _____ Dated: _____ Form of Payment: Cash Direct Deposit Credit Card