



FUNCTION PACKAGE

Engagements / Corporate Meetings/ Birthdays /
Weddings / Fundraisers / Wakes / Conferences /
Presentation Evenings / And Much More!

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Welcome

Thank you for considering The Waverley RSL for your upcoming function.

This pack has been created specifically to answer any questions that you may have, and to give you an understanding of what facilities we have available.

Conveniently located directly opposite the Glen Waverley train station and surrounded by ample public car parking, Waverley RSL is the perfect choice for both professional and private functions. Whether it be a large corporate function, small business meeting or an exciting social celebration, Waverley RSL is professionally experienced in delivering high class functions and outstanding events.

The flexible stylish private function space, coupled with delicious catering menus and a well-stocked bar, allow us to accommodate groups of any size and budget. We understand that every function is different and will work closely with you to create and execute the perfect event for your needs.

This Functions Pack contains a variety of catering options and prices, as well as room details and hiring rates. This information is to act as a guide only as we are always happy to work with you on alterations, additions or customizations that will assist in ensuring your function is suited to your needs.

The Sunset Room

The fully private Sunset Room at Waverley RSL comes equipped with its own private lift entrance, fully stocked bar and a west facing terrace with an exceptional view of the evening sunset.

Perfect for large corporate functions, sit down or buffet style lunch or dinner functions and cocktail style parties.

Room Hire

| | | | |
|-----------------------|-------|-----------------------------------|-------|
| Half Day (Five hours) | \$300 | Full Day (Eight Hours) | \$400 |
| Extra Hour | \$100 | Early Access (Per Hour prior 9am) | \$100 |

Access available between 9:00am

Caters from 50 to 150 Guests

*Boardroom Style up to 60 pax
Classroom Style up to 70 pax
Sit Down Style up to 100 pax*

*U-Shape up to 36 pax
Cabaret Style up to 36 pax*

*Theatre Style up to 90 pax
Cocktail Style up to 150 pax*

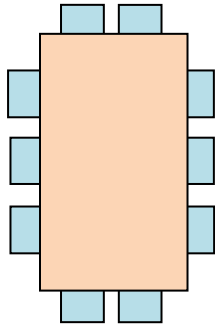
At the Waverley RSL our flexible approach means we can tailor a function package to perfectly complement your event. Whether it is a cocktail party, set menu, seating arrangements, decorations, music etc., leave the hard work to us and we will make your next event one to remember!

Warramunga Restaurant

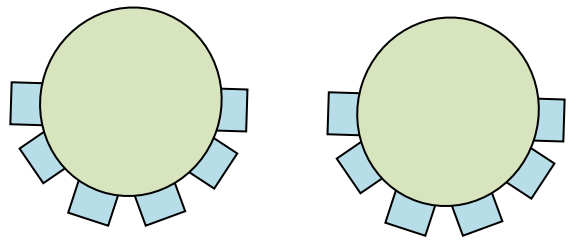
The restaurant at Waverley RSL provides both a comfortable atmosphere and a delicious menu making it the perfect location for your next lunch or dinner booking.

Room Setups

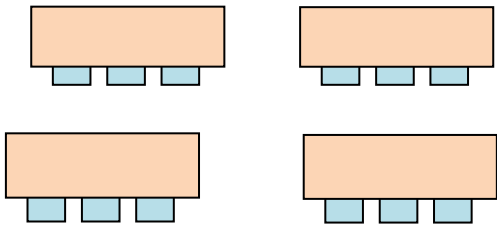
Boardroom



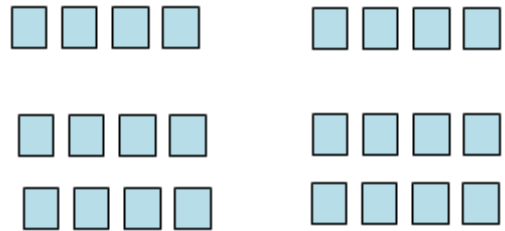
Cabaret



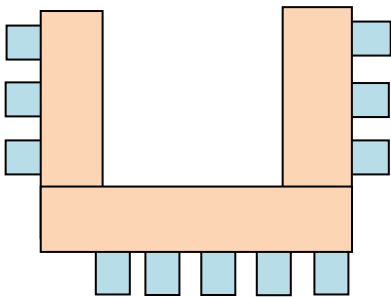
Classroom



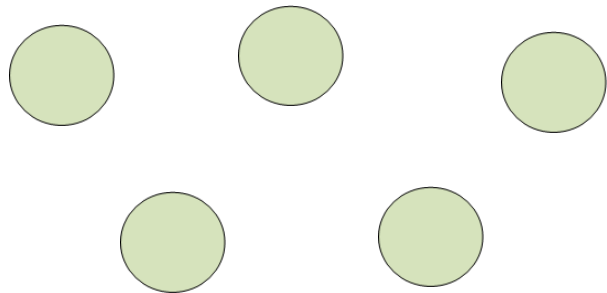
Theatre



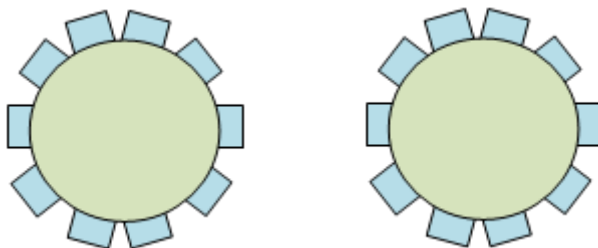
U-Shape



Cocktail



Sit Down



Cocktail Menu Bronze

Price

\$23.90 per person – choose 5 items
(Minimum 40 people)

6 pieces served per person

Hot Canapes

Cocktail Party Pies
Curry Puffs
Vegetable Money Bags (v)
Mushroom & white wine Arancini (v)
Chicken Devil Chips
Karage Chicken *(Japanese Style)*

Cocktail Sausage Rolls
Mini Dim Sims
Mini Pizzas
Jalapeno Cheese Bites
Vegetarian Empanada (Ve)
Sweet apple and custard bites

Cocktail Menu Silver

Price

\$28.90 per person – choose 7 items in total
(Minimum 40 people)

8 pieces served per person

Cold Canapes

Assorted Sushi

Hot Canapes

Prawns Twisters
Mini Quiches Assorted
Panko crumbed Prawns
Butter Chicken Gourmet Pie
Vegetarian Empanada (Ve)
Sweet apple and custard bites
Vegetables in Potato String (v)

Jalapeno Corn Nuggets
Gourmet Mini Pizzas
Chicken Satay Skewers
Gourmet beef Pie
Tempura Fish Cocktail
Spinach & Ricota Rolls

Gluten free and vegan options available on request additional charge may apply

Cocktail Menu Gold

Price

\$33.90 per person – choose 8 items in total

10 pieces served per person

Cold Canapes

Smoke Salmon and cream cheese Bruschetta
Assorted Sushi

Hot Canapes

Satay Chicken Kebabs
Pumpkin & Sage Arancini (gf, v)
Nacho Cheese Triangles
Buffalo Chicken Wings
Sweet apple and custard bites

Beef Croquettes
Panko Crumbed Prawns
Crumb Camembert Wedges
Southern Chicken Slider
Vegetables in Potato String (v)

Gluten free and vegan options available on request additional charge may apply

Buffet / Carvery Menu

Price

\$60 per person

(Minimum 50 people)

Select 1 of the following Roasts

| | |
|-----------------------------|--------------------------------|
| Roast Leg of Lamb (GF) | with mint jelly |
| Roast Beef Porterhouse (GF) | with horseradish |
| Loin of Pork (GF) | with crackling and apple sauce |
| Roast Chicken | with pepper sauce |

Select 2 of the following

Butter Chicken with saffron rice
Grilled snapper fillets with tomato salsa
Vegetable Stir fry noodles (v)
Ricotta spinach cannelloni (v)

Select 2 of the following Desserts

| | |
|-----------------------------|---|
| Sticky Date Pudding | with butterscotch sauce |
| Passionfruit Pana Cota (GF) | with mango compote |
| Brandy Snap Basket | chocolate mousse and mixed berry coulis |
| Mini Pavlova | with fresh fruits and berry coulis |

Includes

| | |
|----------------------------------|---|
| Selection of seasonal vegetables | Roast Potato, Roast Pumpkin, Steamed vegetables |
| Selection salads | Potato Salad with bacon, Greek Salad, Pasta Salad |
| Dinner Rolls | |
| Condiments | |

(GF) – Gluten Free option available

(V) – Vegetarian option available

PLEASE NOTE: All ingredients may not be listed in descriptions. Notify function manager of any allergies or aversions you may have.

Children's Function Menu

Price

\$18 per person - for children aged 3 to 12 years

Children's main meals will be served with the adult's entrée

Children's dessert will be served with adult's main

Mains

Chicken Schnitzel

Grilled Fish (GF)

Battered Fish

Roast of the Day

Chicken Parmigiana

Fettuccini Napoli (V)

All meals are served with chips or vegetables

Desserts *Additional \$2*

Ice-Cream Sundae (GF)

(GF) – Gluten Free option available

(V) – Vegetarian option available

PLEASE NOTE: All ingredients may not be listed in descriptions. Notify function manager of any allergies or aversions you may have.

Additional Menu

Nibbles Package

Assortment of potato chips, nuts and lollies

From \$75

Tea & Coffee Freshly brewed coffee and tea.

\$3.50

Assorted Premium Biscuits

Assorted premium biscuits including Yo Yos, Viennese Kiss and many more

\$6 per person

Assorted Cakes

Chef's selection of assorted cakes

\$6 per person

House-made Scones

with jam and cream

(minimum 30 people)

\$6.50 per person

Assorted Danish and Muffins

Chef's selection of assorted Danish pastries and muffins

\$6.50 per person

Assorted Sandwich Platter *(serves 10)*

Ham, cheese & tomato / Tuna, red onion & cucumber / Chicken & lettuce / Egg & lettuce / Vegetarian

\$80 per platter

Fresh Fruit Platter *(serves 10)*

\$80 per platter

Dip / Veggie Platter *(serves 10)*

\$80 per platter

Cheese Platter A *(serves 10)*

Assorted cheeses, crackers and dried fruits

\$90 per platter

Antipasto Platter *(serves 10)*

\$90 per platter

Our chef is available to:

Cut and serve your cake on platters for a charge

\$30 per cake

Cut and individually plate cake with cream and strawberry

\$3 per person

We can cater to most requests – Prices on Application

**** No food or drink is permitted to be bought into the premises with exception of a celebration cake ****

Extras

Decoration Package

Helium balloons on dance floor and balloon trees on tables

\$350

Black Table Cloths

\$15 each

Linen Napkins

Available in white

\$4 per person

Chair Covers and Coloured Sash

White or black chair cover and your choice of coloured sash

\$6.50 per person (minimum of 50)

\$9 per person (less than 50 people)

Tailored Balloon Arrangements

Helium letters, numbers, loose balloons, printed balloons -

Price on application

Floral Arrangements

Price on application

Tea light candles or Center pieces

From \$5 per table

Red Aisle Carpet

\$180

Data Projector and Screen

\$100

50 inch Smart TV

\$70

Laptop

\$150

Whiteboard, Lectern , Microphone, Wireless internet access

No charge

Solo Artists / Bands / Karaoke

Variety of acts available to suit any function – price on application

Professional DJ

\$750

Security

Required for 21st birthdays, presentation evenings and at managements discretion

\$350

*Decoration packages can be arranged to suit any function and budget.
Please speak to our function team to arrange a package to suit your requirements.*

Beverage Menu

Bar TAB

The Waverley RSL can operate your choice of beverage selection up to any value you nominate.

Buy Own

The Waverley RSL has a large variety of beverages that patrons can purchase at own cost.

Standard Beverage package

\$65 per person

Drink packages are for a 4 hour period.

Select one wine of each colour variety. Only available on sit down functions

House White Wine

House Sparkling Wine

House Red Wine

Tap Beer

Furphy

Carlton Draught

Hahn Light

Post mix soft drink

We also have other brands of wine available. Price on application.

We do not sell wine by bottle for cocktail catered functions.

Our Function Manager can tailor a function to your requirements.

General Terms & Conditions

Please sign and return this form when paying the function deposit

To secure a booking at Waverley RSL a deposit of **\$300 and a signed copy of these terms & conditions** is required at the time of making the booking. Any tentative bookings will be held no longer than 3 days. The deposit is used as part payment of the account as long as no damage has been caused.

CANCELLATION – In the event of a cancellation, the deposit is non-refundable, unless cancellation is advised **in writing two (2) months prior** to your booking. We require **NO LESS than 7 working days** notification of a function cancellation. **If your event is cancelled after 7 working days, then the total function payment is required.**

FUNCTION DURATION– Functions are for a duration of 5 hours unless otherwise arranged with management. An extension can be made by prior agreement & may incur additional cost (see Function Package). The latest finishing time for any function is 12.00am with the bar closing 30 minutes prior to the scheduled finishing time.

CONFIRMATION – For catering purposes, confirmation of your total number of guests attending your function is required **7 working days prior to the event.** The confirmed number provided is what your final account will be based on. Changes on the day are **NOT** acceptable. Outstanding payment is required 7 business days prior to the function (see below). Changes of numbers can not be made after confirmation and full payment (7 days prior to function). Other changes including floor plans will occur a \$50 surcharge.

SECURITY BOND– 21st Birthdays, sporting club functions and any functions at management's discretion require a Bond to be paid when a booking is confirmed.

SECURITY – The Waverley RSL Club reserve the right to hire additional security at the expense of the client to ensure safety of staff and guests. A security charge of \$350 applies. Functions will be notified in advance. All 21st birthdays, sporting club functions & any function at management's discretion require security unless advised otherwise.

ENTERTAINMENT– Entertainment will be subject to approval. Management must be advised at the time of the booking. An additional **\$100** deposit is required at the time of booking if you wish to hire a DJ or band through the Waverley RSL Club.

FOOD & BEVERAGE POLICY- No food or beverage is permitted at any time to be brought into the premises for consumption, with the exception of celebration cakes. Catering **MUST** be arranged for the correct amount of guests attending the function.

DECORATIONS– You are more than welcome to decorate your room on day of function provided there are no prior bookings on that day. Please phone 24 hours beforehand to confirm this availability. Nothing is to be nailed or screwed to any wall or other surfaces of the building.

No confetti. (additional cleaning charges @ \$200 will apply)

Signage and decorations must be approved by management.

The Waverley RSL Club can provide this facility at an additional charge.

PROPERTY DAMAGE OR THEFT– Organizers are financially responsible for all damage caused to any function area of the Waverley RSL Club by their guests, delegate's, employees or agents, before, during and after a function. Smoke and Fog Machines are prohibited from use. If the CFA is required to attend through use of these items, the function organizer will be liable for any charge incurred.

PAYMENT OF ACCOUNTS– **Outstanding payment is required 7 business days prior to the function and is based on your confirmed number of attendees (see above).** Bar tabs along with any additional charges must be paid for at the conclusion of your event. Instalments will be accepted prior to the function. Cash/credit cards are accepted. If a bond has been paid, it will be refunded after the function has been held, after confirmation has been made that no damage has occurred. Waverley RSL Club

reserves the right to charge any outstanding payments to the credit card provided at time of booking if full payment is not received by the conclusion of the function. Corporate functions may arrange to be invoiced after the event with the function manager.

RESPONSIBILITY– Waverley RSL does not accept responsibility for damage to or loss of any client's property. This applies to all areas of the Waverley RSL Club.

PRICING – All prices have been based on current cost and are subject to change. Price changes will be advised. All prices are GST inclusive.

UNFORESEEN CIRCUMSTANCES– In the event of inability to comply with any of the provisions of this contract by virtue of any cessation or interruptions of gas, electricity, industry dispute, plant or equipment failure, unavailability of food, other unforeseen contingency or accident, the venue reserves the right to cancel any bookings and refund any deposits at any time.

CLEANING – Room Hire includes general cleaning of function rooms. Additional cleaning charges may be incurred if a function has created cleaning requirements considered to be above normal general cleaning.

LIQUOR LICENSING REQUIREMENTS– Management reserves the right to exclude or remove any person from a function or any other areas of the venue in accordance with the liquor control act of Victoria. Under no circumstances are underage guests permitted to consume alcohol. **Due to our liquor licensing laws, all persons must leave the venue at the conclusion of a function & may not enter other areas of the club.**

SIGNING IN- A guest list must be provided 24 hours before the commencement of a function. If a guest list is not provided, everyone attending must sign in at reception prior to entering the function.

GENERAL – NO DRINKS are to be consumed outside the venue. Smoking is not permitted in the venue, there are allocated smoking areas.
We respect our neighbours & encourage all patrons to leave the venue in a manner that does not disturb the amenity of the area.

MINIMUM NUMBERS– Dependant on the function room hired & menu chosen, minimum numbers may apply. Please speak to the Function Manager to determine what the minimum numbers are for your event. If the minimum numbers are not met, a surcharge per person may apply.

DRESS CODE– I hereby agree that I and my guests will abide by the dress code rules neat casual. Shoes **MUST** be kept on at all times.

Management reserves the right at any time to close the bar or terminate a function if any of the Club policies are not abided by.

I hereby acknowledge and agree with the terms and conditions.

Name: _____

Date: _____ Signature: _____

Function Deposit:

Amount Paid: _____ Paid By: _____ Date: _____

DJ / Band Deposit:

\$100 deposit is due at time of booking. In the event of cancellation, this deposit is **non-refundable** unless cancellation is advised **in writing 1 month prior** to your event.

Date: _____ Signature: _____

Type of music: (Please tick appropriate boxes)

TOP 40 COUNTRY R 'n' B ROCK 'n' ROLL

DANCE MIX 50's 60's 70's 80's 90's

Please provide any specific song choices or special requests you would like played at your function:

Amount paid: _____ Paid by: _____ Date: _____

Credit Card Details:

Name on card: _____

Credit card number: _____ Exp: _____ CCV _____

Signature: _____

The above credit card details are kept as a security measure. In the event money is owed at the conclusion of a function for a bar tab, additional catering, damages or any other reason, Waverley RSL reserves the right to charge the outstanding amount to the details above. Every effort will be made to contact you to inform you of the amount and/or arrange an alternate method of payment prior to any charges being processed.