



FUNCTIONS PACK

Thankyou for considering Waverley RSL for your upcoming function.

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 flexibility 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.

Waverley RSL is fully equipped with state of the art audio visual equipment, including complete in-roof sound systems, smart TV's, a built-in data projector, lecterns and wireless microphones, all of which can be simply connected straight into your chosen device.

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.

Warramunga Restaurant

Named in honour of the 'HMAS Warramunga', a Tribal Class Destroyer that served for the Royal Australian Navy during World War II, the restaurant at Waverley RSL provides both a comfortable atmosphere and a delicious menu making it the perfect location for your next big lunch or dinner booking.

We look forward to working with you on creating your perfect function.

Functions Manager



CONFERENCE CATERING OPTIONS

ON ARRIVAL

Brewed Coffee and a Selection of Tea
\$3 per person

MORNING OR AFTERNOON TEA

Assorted Cream Biscuits with Brewed Coffee and a Selection of Tea
\$6 per person

Or

Assorted Danishes, Muffins, and Fresh Fruit Platters with Brewed Coffee and a Selection of Tea
\$12 per person

LUNCH

A Variety of Sandwiches and Hot Cocktail Food Including
Mini Quiches, Sausage Rolls and Vegetarian Spring Rolls
Soft Drinks, Brewed Coffee and a Selection of Tea
\$19 per person

EVENING SNACKS

Standard Cocktail Selection - **\$19 per person**

Deluxe Cocktail Selection - **\$26 per person**

Gourmet Cocktail Selection - **\$35 per person**

Or

2 & 3 Course Sit-Down Dinner Options - **\$35/\$45 per person**
(Refer to following pages for menu details)

OPTIONAL ADDITIONS

(Available only in addition to catering options above)

Fruit Platters - **\$35 per platter**

Cheese Platters - **\$50 per platter**

Sandwich Platters - **\$40 per Platter**





COCKTAIL MENU OPTIONS

(Minimum 50 people)

STANDARD MENU \$19 per person

Homemade Dips with Crudités, Grissinis, Turkish Bread and Corn Chips

Plus your choice of any six hot items below

Party Pies & Cocktail Sausage rolls

Curry Samosas

Mini Dim Sims

BBQ Beef Meatballs

Mini Pizzas

Spring rolls (v)

Crumbed Calamari

Spicy Potato Wedges (v)

DELUXE MENU \$26 per person

Homemade dips with Crudités, Grissinis, Turkish Bread and assorted cold Canapés

Plus your choice of any six hot items below

GOURMET MENU \$35 per person

Homemade dips with Crudités, Grissinis, Turkish Bread and assorted cold Canapés

Plus your choice of any nine hot items below

Prawns in Potato String

Vegetables in Potato String (v)

Chilli and Lemon Grass Prawn Wraps

Siu Mai Mushroom and Vegetable Dumplings (v)

Spinach, Ricotta & Chorizo Involtinis

Mini Beef Wellingtons

Mini Quiches

Assorted Petite Pies

Tuscan Savoury Rolls

Lamb Kofta

Peri-Peri Chicken Skewers

Gourmet Mini Pizzas

Chicken and Mushroom Filos

Chicken Satay Skewers

OPTIONAL ADDITIONS

(Available only in addition to catering options above)

Fruit Platters - **\$35 per Platter**

Cheese Platters - **\$50 per Platter**

Sandwich Platters - **\$40 per Platter**



SIT DOWN MENU

(Available for Lunch and Dinner)
(Minimum 50 Guests)

2 COURSES \$35 ~ 3 COURSES \$45

Choose 2 items from each course. Meals will be served on a 50/50 alternate basis.

ENTREES

(Select two)

Coconut Pumpkin Soup

Served with sour cream and chives

Minestrone Soup

Served with parmesan cheese

Tandoori Chicken Salad

Marinated tenderloins, grilled and served with tomato, cucumber, olives, Spanish onion and lettuce with a side of tzatziki.

Cajun Beef Salad

Marinated strips of beef in Cajun spices served with cherry tomatoes, Spanish onion, cos lettuce and salad mix.

Bruchetta

Toasted ciabatta bread with roma tomatoes, Spanish onion, parmesan, basil, olive oil and balsamic.

Salmon Frittata

Homemade smoked salmon and roasted bell pepper frittata served on warm asparagus with hollandaise sauce topped with cherry tomato chutney and a side salad.



WAVERLEY

RSL CLUB

MAINS

(Select two)

Herb Crusted Pork Cutlet

Char grilled pork cutlet topped with a soft macadamia and herb crust, served with sweet potato mash, buttered vegetables and drizzled with Béarnaise sauce

Atlantic Salmon Fillet

Served on a bed of mashed potato, buttered beans and drizzled with a tomato and caper salsa

Pan Fried Fillet of Barramundi

Served on scalloped potato with mixed greens and drizzled with compote dressing

Lamb Shank

Braised in a rich tomato, rosemary and red wine sauce, served on a bed of potato mash and accompanied by seasonal vegetables

Casablanca Chicken

Breast fillet marinated in preserved lemon, coriander, parsley and selected spices served on Mediterranean style cous cous topped with a tomato and chickpea sauce and complimented with hummus cream

Eye Fillet of Beef

Cooked medium and served with a medley of roasted potatoes and seasonal vegetables and topped with a red wine jus



WAVERLEY

RSL CLUB

DESSERTS

(Select two)

Sticky Date Pudding

Drizzled with butterscotch sauce and a dollop of double cream

Kahlua Chocolate Mousse

Chocolate mousse blended with Kahlua liqueur, served with whipped cream and a strawberry garnish

Brandy Snap Basket

Filled with fruit salad and served with whipped cream and a berry coulis

Mini Pavlova

Served with double cream and berries

Cheese Cake

Topped with passionfruit pulp and served with double cream





BUFFET MENU

(Minimum 60 people)

\$38 PER PERSON

(Children 5 -12 years \$15)

SOUP OF THE DAY

SALADS

(Choose four)

Potato Salad
Pasta Salad
Greek Salad
Caesar Salad
Coleslaw

COLD MEAT SELECTION

Honey Leg Ham
Sliced Turkey
Sliced Beef

HOT DISHES

(Choose four)

Lasagne
Fried Rice
Steamed Rice
Stir Fry Noodles
Steamed Fish
Hot Potato Chips
Wedges
Spring Rolls
Samosas
Beef in Black Bean Sauce
Sweet and Sour Pork
Satay Chicken Stir Fry
Beef Stroganoff
Chicken Cacciatore

DESSERTS

(Choose four)

Sticky Date Pudding
Apple Crumble with Custard
Fruit Salad
Flavoured Jelly
Pavlova
Chocolate Mousse
Assorted Cheese Cakes
Crème Brulee
Pannacotta with Berry Coulis
Mini Éclairs
Mini Cream Puffs

Includes Brewed Coffee and a Selection of Tea

OPTIONAL EXTRA'S

ROAST CARVERY

Substitute one of your 'Hot Dish' selections for a delicious roast carvery including two roasts carved to order (your choice from beef, lamb or pork) and served with roasted potatoes, seasonal vegetables and gravy

\$10 Per Person

ADDITIONAL OPTIONS

Increase your selection of hot dishes or desserts.
Maximum 8 selections allowed.

\$5 Per Person, Per Item



BEVERAGE MENU OPTIONS

At Waverley RSL all beverages are charged on consumption, so you only pay for what you use. You may choose to have a full open bar or work from one of the recommended lists below.

Tap Beer, Tap Cider, Soft Drinks, Juice, and Your Choice of Wine Package Below:

HOUSE WINE ~ \$26 a Bottle

Craigmoor 1858 Sauvignon Blanc
Craigmoor 1858 Chardonnay

Red Wine

Craigmoor 1858 Shiraz
Chain of Fire Merlot
Chain of Fire Pinot Noir

Sparkling

Craigmoor NV Sparkling

OR

PREMIUM HOUSE WINE ~ \$30 - \$38 a Bottle

White Wine

Oyster Bay Sauvignon Blanc, NZ
Robert Oatley Signature Series Chardonnay, WA
Fiore Moscato, NSW

Red Wine

Robert Oatley Signature Series Shiraz, SA
Dead Duck Pinot Noir, VIC
Seville Hill Rose, VIC

Sparkling

Taltarni T Series Sparkling, AUS





ROOM HIRE RATES & MINIMUM SPENDS

SUNSET ROOM

*Access available between 8:00am & 12:30am the following day.
Caters from 50 to 150 Guests*

SUNDAY TO THURSDAY:

Up to 5 hours duration:	\$400
All day corporate rate up to 8 hours:	\$450
Minimum Catering Spend:	\$1000

FRIDAY AND SATURDAY:

Up to 5 hours duration:	\$500
All day corporate rate up to 8 hours:	\$550
Minimum Catering Spend:	\$1500

Further charges may apply for any Audio Visual needs - capped at \$100.

A security guard is required for all cocktail style functions at a charge of \$150.

Further charges may apply for decorative or additional catering needs.

Discounted room hire rates may be available with multiple bookings.

Financial members receive a 20% discount on room hire (conditions apply).

TERMS AND CONDITIONS OF HIRE AND HOUSE POLICY.

Bookings:

Bookings are only tentative until a booking form has been signed and a deposit has been paid. Once you have established your requirements, you will be required to return a signed booking form along with a \$500 deposit in order to secure your date. The deposit is held as a bond which is fully refundable, unless damage has been caused by you or any person attending your function. Damage may not be assessed until the next working day and refund of the deposit is entirely at the discretion of the General Manager of the Waverley RSL.

Please note: Tentative Bookings are held for 10 days only after which the date will automatically be released.

Final Numbers:

Final numbers for catering and room set up needs along with full payment for the function are required no later than 7 calendar days prior to the function. An invoice for this can be raised and must be paid for at this time. Dietary requirements will also need to be confirmed at this time. Any alterations to catering needs cannot be permitted after this time unless approved by the General Manager.

Cancellations:

The customer's deposit will be refunded if the booked function is cancelled no later than 8 weeks prior to the confirmed date. If cancellations occur less than 8 weeks but more than 7 days prior to the functions date the deposit will be forfeit, but any other payments made will be returned in full the next working day. If cancellation occurs less than 7 days prior to the function date, 50% of the pre-paid food cost will be forfeit, with the balance being returned on the next working day.

Payment of Accounts:

Payment in full for food, room hire, equipment hire and any other charges the Sub-Branch has incurred on behalf of the function will be due by no later than 7 days prior to the function. Available payment methods are cash, bank cheque, EFTPOS, or credit card (VISA, Bankcard or MasterCard only). This is usually done at the same time as the confirmation of final numbers attending. For an "on consumption" drink account (Bar tab), payment is required at the conclusion of the function by credit card or cash.

Please note: Personal cheques cannot be accepted without specific prior approval from the General Manager.

GST:

All charges are inclusive of GST, and a tax invoice will be issued by the club as required.

Entertainment:

The Waverley RSL Sub-Branch Inc. can help organise any type of entertainment you may require at an additional cost. Music and/or entertainment (whether booked by the customer or the venue) must be finished by 12:30am to comply with all house policies and Council requirements, and must not at any time be detrimental to the amenity of the area. If deemed so, the entertainment component of the function may be instantly terminated by Club Management without reparation. Manager on duty reserves all control in relation to the sound and volume of the entertainment.

Decorations:

Nothing is to be nailed, screwed, stapled or adhered to any wall, door or other surface or part of the building. No streamers or other items can be attached to any part of the clubs fittings. No candles or naked flames of any sort, or any substance or object likely to cause fire are permitted. Decorations including "sparkles" or "glitters" which do not cause permanent damage are allowed to be used in moderation.

Signage in the Sub-Branch is to be kept to a minimum and must be approved by the Functions or Club Manager prior to event. Unless specifically authorised, the only decorations permitted are table settings and helium balloons, which can be delivered to the Club on the day of the function. Any decorations put up by the client are to be removed by the client upon completion of the function.

Serving of Alcohol:

The Waverley RSL Sub-Branch Inc. is governed by legislation (the Liquor Control and Reform Act 1998), and practises responsible serving of alcohol as required by the Victorian Commission for Gambling and Liquor Regulation. We are required by law to follow specific requirements which include the following:

* We must not allow underage persons to consume alcohol on club premises:

* Underage patrons must remain under the supervision of a parent, spouse, legal guardian, or a responsible adult:

* Intoxicated persons must not be served alcohol by staff members or by other patrons;

* Belligerent, argumentative or intoxicated persons must not remain on, or be allowed entry to the premises, and will be refused entry and/or asked to leave.

House Policy:

In the interests of adherence to these and other legal requirements, and to assist in ensuring your function is enjoyable and incident free, we follow guidelines to help prevent intoxication:

- * No shots
- * No doubles
- * No jugs of spirits and mixer
- * No power drinking
- * No outside alcohol to be brought into the venue.
- * Alcoholic presents or prizes must be taken from the club unopened.

Smoking Policy:

Guests will only be permitted to smoke in nominated areas, which includes the balcony area. Please note: No Alcohol may be consumed on the balcony area. Cigarette butts must not be thrown from the balcony and must be placed safely in the container provided.

Registration of Non Members:

The Waverley RSL Sub Branch Inc. is a licensed club and as such, it is a requirement of the Liquor Control and Reform Act 1998 all non-members are to be "signed in" upon arrival and prior to entry to the club. As a matter of convenience to your quests, you may choose to provide us with a guest register listing all invited attendees (which must include their full name and home address), which can then be checked off by our reception/security officer as quests arrive.

Dress Code:

All persons entering the club are required to conform to the advertised dress code. The Waverley RSL Sub-Branch Inc.'s minimum standard is "smart casual wear" along with a neat and clean appearance. Tank tops, clothing with offensive slogans, rubber thongs, scuffs, work boots and soiled work clothes are not permitted. Function clients must observe the club's dress regulations when areas other than the function room are accessed.

Security:

The cost of a licensed security staff member to supervise and maintain compliance with liquor licensing laws and our behaviour code will be itemised separately on your quotation.

Parking:

Waverley RSL's Car Park is a dedicated car park for Members and visitors only but is controlled and patrolled by the Monash Council. Temporary car park passes are available on request from reception. Please inform your quests to take care, as the club accepts no responsibility for parking fines issued. Ample public car parking is available a few minutes walking distance to the club. Please ask our staff for more details.

Seating Arrangements:

Seating arrangements and room layouts can be flexible, but we are required to give due consideration to fire exit pathways and accessibility by staff to operational areas. Please discuss your individual requirements with our function staff.

Function Duration:

The function host is required to begin and end the function in accordance with the times arranged and confirmed, subject always to Liquor Licensing requirements.

Damage or Theft:

The hirer will be responsible for any damage that may occur in relation to their function. In addition, the hirer indemnifies Waverley RSL against any claim for loss, damage or theft of any goods belonging to the client or their guests.

Disputes:

The decision of the Manager on Duty shall be deemed final and conclusive.