

Cardiff RSL Club Limited



Function Centre

45 Macquarie Road
CARDIFF NSW 2285

T: 02 4954 0766

F: 02 4956 6627

E: melinda@cardiffrsl.com.au

W: www.cardiffrsl.com.au



Function Centre

Thank you for considering **Cardiff RSL Club** as the venue for your proposed function. We would be delighted to assist you in arranging your event and ensuring your function is a success.

Cardiff RSL's Small Function Room accommodates 20 to 60 guests, whilst our Large Function Room accommodates 20 – 160 guests. Both rooms include a terrace area. The Western Terrace accommodates 50 to 200 guests. We have the flexibility to cater for luncheons, dinners and cocktail receptions. Allow us to cater for your function, whilst you sit back and relax and enjoy your event.

Cardiff RSL's aim is to provide a stylish, flexible but affordable venue giving you a well managed professional event.

Enclosed is a variety of menu options to cater for every event. However, if you have something specific in mind, we would be pleased to tailor a menu to suit your needs.

If you would like to view our facilities please contact our Functions Co-ordinator Melinda Greenhalgh on 4954 0766 or email Melinda at melinda@cardiffsl.com.au

We look forward to welcoming you to the Cardiff RSL Function Centre



Function Centre

Venue Facilities

Location

We are located opposite Cardiff Toyota on the corner of Macquarie and Munibung Roads Cardiff in the northern area of Lake Macquarie. It is approximately 10 minutes off the Newcastle-Sydney freeway in a central position to Newcastle, Lake Macquarie, Maitland, Cessnock, Central Coast and surrounding areas. Cardiff RSL is conveniently located near the Cardiff Rail Station and has a bus service that passes by regularly. Should you or your guests require accommodation, the Cardiff Motor Inn is found a few doors away in Munibung Road.

Parking Facilities

Cardiff RSL car park holds 190 spaces and there is also ample off street parking on Macquarie and Lachlan Roads.

Special Features

Quiet location, efficient friendly staff, disabled friendly, vehicular access to the back of the function rooms, close to a modern regional shopping centre and accommodation.

Restaurants

- Cardiff RSL Coffee Shop
- Cardiff RSL Casual Dining
- Eastern Tiger Family Restaurant

Bars

- Members Lounge
- Sports Lounge
- Coffee Shop Lounge
- Function Bar
- Eastern Tiger Restaurant Bar

General Services

- All major credit cards accepted
- Facilities for the disabled
- Security can be arranged

Function Centre

Hire Schedule

	Day (Less than 4 hours)	Evening
Small Function Room	\$88.00	\$125.00
Large Function Room	\$99.00	\$155.00
Large and Small Rooms	\$180.00	\$220.00
Western Terrace	\$88.00	\$99.00
Wedding Room Hire (Small Room)		\$220.00
Wedding Room Hire (Large Room)		\$330.00
Wedding Room Hire (Large and Small Room)		\$440.00
Data Projector	\$55.00	\$55.00
Tea and Coffee Station (<i>Per Person</i>)	\$2.20	\$2.20
Lace Valances (<i>Bridal, Present and Cake Tables</i>)	\$88.00	\$88.00
Custom Round Table Cloths (<i>Per Cloth</i>)	\$9.90	\$9.90
Custom Made Table Centrepieces per table	\$8.00	\$8.00

Event Inclusions

Cardiff RSL offers a broad range of equipment to complement your event.

Mobile Dance Floor
 Options in Background Music
 Flipchart
 Whiteboard
 Screen
 Overhead Projector Screen
 Lectern
 Lectern with attached microphone
 Headset Microphone
 TV / VCR / DVD

When booking your function it is important that the above aids are requested so as to ensure they are available.

Prices Subject to Change Without Notice – All Prices Include GST

Function Centre

Lavish Cocktail Menu

The Buffet of Finger Food allows your guests to mix and mingle at leisure.

Select 6 items for **\$12.90** per person

Select 8 items for **\$16.90** per person

Select 10 items for **\$19.90** per person

Select 12 items for **\$21.90** per person

- Spring Rolls
- Samousa Curry Puffs
- Dim Sims (Fried and Steamed)
- Petite Vegetable Frittata
- Cocktail Fish
- Calamari
- Tempura Chicken Strips
- Pan Fried Dumplings
- Petite Zucchini and Cheese Fritters
- Deep Fried Wontons
- Chicken Nuggets
- BBQ Chicken Wings
- Mini Quiches
- Savoury Meat Balls with Chilli Sauce
- Petite Gourmet Pies
- Petite Gourmet Sausage Rolls
- Petite Chicken Vol-au-Vents
- Cocktail Frankfurts

All Cocktail items are served with accompanying condiments

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Function Centre

Opulent Cocktail Menu

The Buffet of Finger Food allows your guests to mix and mingle at leisure.

Select 6 items for **\$17.95** per person

Select 8 items for **\$21.95** per person

Select 10 items for **\$24.95** per person

Select 12 items for **\$27.95** per person

- Salt and Pepper Squid
- Feta and Spinach Triangles
- Cheese Jack Sticks
- Crumbed Prawn Cutlets
- Petite Smoked Salmon Vol-au-Vents
- Lamb Kofta (Lamb Skewers)
- Deep Fried Crab Claws
- Moroccan Chicken Bites with minted yoghurt dip
- Satay Chicken Skewers
- Tandoori Beef Skewers
- Chinese BBQ Pork Ribs
- Petite Seafood Vol-au-Vents
- Grilled Chicken Tenderloins
- Petite Vegetable Frittata
- Petite Zucchini and Cheese Fritters
- Petite Tempura Barramundi

All Cocktail items are served with accompanying condiments

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Function Centre

Supplements

Platters will cater for 10 people

Mixed Hot Finger Food Platter	\$77.00 per platter
Platter of Chips with Gravy	\$26.00 per platter
Platter of Wedges with Sour Cream and Sweet Chilli Sauce	\$33.00 per platter
Platter of Assorted of Fresh Cut Sandwiches	\$77.00 per platter
Platter of Seasonal Fresh Fruit	\$55.00 per platter
Appetiser Platter (Potato Crisps, Crackers, Cheese, Deli Cuts and Dips)	\$55.00 per platter
Combination of Cakes and Slices	\$44.00 per platter
Non Alcoholic Fruit Punch (Minimum of 30 People)	\$3.30 per person

All Cocktail items are served with accompanying condiments

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Function Centre

Smorgasboard Dining

Lunch

Monday - Saturday

Adult	\$17.00	
Child	\$15.00	(Age 12-14)
Child	\$12.00	(Age 6-11)
Child	\$ 8.00	(Age 3-5)

Sunday (Seafood)

Adult	\$24.00	
Child	\$20.00	(Age 12-14)
Child	\$14.00	(Age 6-11)
Child	\$ 9.00	(Age 3-5)

Dinner

Sunday - Friday

Adult	\$24.00	
Child	\$20.00	(Age 12-14)
Child	\$14.00	(Age 6-11)
Child	\$ 9.00	(Age 3-5)

Saturday (Seafood)

Adult	\$29.00	
Child	\$21.00	(Age 12-14)
Child	\$17.00	(Age 6-11)
Child	\$ 10.00	(Age 3-5)

All prices include catering, room set-up, restaurant table linen and cutlery

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Function Centre

Fine Dining

Lavish Menu

Creamy Mushroom Soup

Thai Grilled Chicken Breast with Coconut Rice and Salad

Pappadum with Tandoori Beef and Peanut Sauce with Salad

Deep Fried Calamari with Chilli Sauce and Salad

Chef's Caesar Salad Topped with Grilled Chicken and Garlic Croutons

Chicken Satay Skewers with Satay Sauce and Jasmine Rice

Main Course

Antipasto Penne

Scotch Fillet Served with Mushroom Sauce

Pork Loin Chop with Sautéed Onion Sauce

Grilled Chicken Breast with Napolitaine Sauce

Grilled Fish with Baked Cheese Potato and Garlic Cream Sauce

All Served with Garden Fresh Vegetables

Dessert

Pavlova with Passionfruit Sauce and Cream

Orange Poppy Seed Cake with Fruit Salad

Apple Pie with Ice Cream and Custard Sauce

Tangy Lime Pie Topped with Cream and Served with Fresh Fruit

Fresh Fruit Salad served with Vanilla Cream

Oven Baked Bread Rolls, Tea and Coffee Included

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Function Centre

Fine Dining

Opulent Menu

Entree

Creamy Mushroom Soup
Seafood Vol-au-Vent
Prawns with Mango Mayonnaise
Chef's Caesar Salad topped with Calamari and Garlic Croutons
Tempura Chicken Fillets with Sweet Chilli Sauce and Salad

Main Course

Eye Fillet with Dianne Sauce
Fish with Herb Butter Sauce
Crumbed Lamb Cutlets with Mint Sauce
Butter Chicken Breast with Jasmine Rice and Pappadam
BBQ Pork Fillet with Apricot Mustard Sauce

All Served with Garden Fresh Vegetables

Dessert

Philly Berry Tower with Fresh Fruit
Pavlova with Passionfruit Sauce
Fresh Strawberries tossed in Cointreau served in a Chocolate Cup topped with Cream
Apple Strudel served with Fresh Fruit and Cream
Tangy Lemon Pie with Fresh Fruit and Cream

Oven Baked Bread Rolls, Tea and Coffee Included

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Function Centre

Fine Dining

Extravagant Menu

Entree

Seafood Chowder Soup

King Prawns with Mango Mayonnaise

Half Dozen Oysters Kilpatrick

Pan Fried King Prawns with Lemon Pepper and Fresh Garden Salad

Chef's Caesar Salad topped with Salt and Pepper Squid Garlic Croutons

Main Course

Cajun Blacken Prawn Cup

Moroccan Lamb Cutlet with Garlic Cream

Fillet Mignon (Fillet Steak wrapped in Bacon topped with Mushrooms)

Pan Fried Salmon Fillet with Creamy Mushroom and Bacon Sauce

Grilled Chicken Breast Wrapped in Bacon with King Prawns and Garlic Sauce

All Served with Garden Fresh Vegetables

Dessert

Chocolate Mouse with Fresh Fruit and Cream

Profiteroles filled with Grand Marnier Mousse topped with Chocolate and Served with Orange Sauce

Fresh Strawberries tossed in Cointreau served in a Chocolate cup topped with Cream

Blueberry Crème Brulee served with Fresh Fruit

Individual Berry Tiramisu

Oven Baked Bread Rolls, Tea and Coffee Included

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Function Centre

Vegetarian Menu

Entree

Green Bean and Roasted Garlic Salad (Gluten Free)

Pumpkin Soup (Diary Free)

Peperonata with Pasta (Diary Free)

Main Course

Vegetable Stack with Parmesan

Vegetable Frittata with Salad (Gluten Free)

Stir Fried Mixed Vegetables (Gluten Free)

Vegetable Patties with Fresh Garden Salad and Tomato Relish (Diary Free)

Salmon Frittata (Gluten and Diary Free)

Eggplant and Red Capsicum with Pasta Sauce (Gluten and Diary Free)

Dessert

Pavlova with Passionfruit Sauce and Cream

Apple Pie with Ice Cream and Custard Sauce

Lemon Meringue Pie with Cream and Fresh Berries

Oven Baked Bread Rolls, Tea and Coffee Included

Children's Menu

Main

Chicken Nuggets and Chips

Fish Cocktail and Chips

Calamari and Chips

Dessert

Fruit Salad and Ice Cream

Ice Cream with your choice of Flavouring

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Function Centre

Fine Dining Pricing

	Fine Dining Lavish Menu	Fine Dining Opulent Menu	Fine Dining Extravagant Menu	Vegetarian Menu	Children's Menu
2 Course	\$30.50	\$35.50	\$41.50	\$30.50	\$15.50
3 Course	\$36.50	\$42.50	\$48.50	\$36.50	N/A

All meals served to your table alternatively with a 50/50 split

All prices include catering, room set-up, restaurant table linen and cutlery

3 Course Meal

Select 2 Entrees, 2 Mains and 2 Desserts

2 Course Meal

Select 2 Entrees and 2 Mains or Select 2 Mains and 2 Desserts

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Function Centre

Hot Carvery – Gold Buffet

Please select two (2) meats from the following roasts to be carved by your chef:

Prime Roast Beef
Leg of Roast Lamb
Roast Pork and Crackling
Honey Baked Ham

Also included

Baked Potato
Baked Pumpkin
Seasonal Vegetables
Chef's Garden Salad
Traditional Coleslaw
Assorted Condiments

Dessert

Please select two (2) Desserts from the following choices:

Pavlova with Passionfruit Sauce and Cream
Apple Pie with Ice Cream and Custard Sauce
Chocolate Mud Cake with Berry Coulis and Cream
Fresh Fruit Salad served with Vanilla Cream

Oven Baked Bread Rolls Included

Cost \$26.00 per person

Minimum numbers of 40 Apply

All prices include catering, room set-up, restaurant table linen and cutlery

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Function Centre

Hot Carvery – Platinum Buffet

Please select two (2) entrees to be served from the Bain Marie.

Beef Stroganoff and Rice
Fettuccine Carbonara
Satay Chicken and Rice
Spaghetti Bolognaise
Curried Prawns and Rice
Stir Fry Vegetables
Beef Goulash and Rice

Please select two (2) meats from the following roasts to be carved by your chef:

Prime Roast Beef
Leg of Roast Lamb
Roast Pork and Crackling
Honey Baked Ham

Also included

Baked Potato
Baked Pumpkin
Seasonal Vegetables
Chef's Garden Salad
Traditional Coleslaw
Potato Salad
Assorted Condiments

Dessert

Please select two (2) Desserts from the following choices:

Pavlova with Passionfruit Sauce and Cream
Apple Pie with Ice Cream and Custard Sauce
Chocolate Mud Cake with Berry Coulis and Cream
Lemon Meringue Pie with Cream and Fresh Berries
Fresh Fruit Salad served with Vanilla Cream

Oven Baked Bread Rolls Included

Cost \$32.50 per person

Minimum numbers of 40 Apply

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Function Centre

Western Terrace BBQ Menu

Looking for somewhere to have that informal gathering, after work drinks or perhaps getting a few friends together for a BBQ, we supply everything! We clean up as long as you provide the cook. Menus start from \$15.90 per head and the children will only cost you \$8.

The Traditional Aussie BBQ

- Tasty Thin Sausages
- 200g Sandwich Scotch Fillet
- Sliced Onions
- Sliced Mushrooms
- Choice of Two Salads
- Bread Rolls with Butter
- Assorted Condiments

\$15.90 per person
\$9.00 per child under 9

The Gourmet BBQ

- 300g Scotch Fillet
- Marinated Chicken Fillets
- Beef Rissoles
- Gourmet Sausages
- Sliced Onions
- Sliced Mushrooms
- Choice of Three Salads
- Fresh Rolls with Butter
- Assorted Condiments

\$21.90 per person
\$9.00 per child under 9

Fresh Seafood for the BBQ is also available. Price available on request.

Price includes food, clean-up, utensils, crockery, cutlery and napkins.

Minimum numbers of 30 Apply

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Function Centre

Beverage Packages

Prices based on Per Person (minimum of 40 people)

Premium Package

Selection of 8 Beers on Tap
Selection of 2 Big Bottle Premium House Wines
Melville Hill Sparkling Wine
Soft drinks by the glass
Orange Juice

Deluxe Package

Selection of 8 Beers on Tap
Selection of Premium Beers
Selection of 2 Big Bottle Premium House Wines
Asti Ricadonna
Yellow and Pink Sparkling Wine
Soft drinks by the glass
Sparkling Mineral Water
Selection of Juices

Duration of Service	Premium Package	Deluxe Package
1 Hour	\$14.00	\$18.00
2 Hours	\$18.00	\$22.00
3 Hours	\$22.00	\$28.00
4 Hours	\$27.00	\$32.00

5 Hour packages are also available upon request

Please note members can earn points on the beverage component of the Function Account.

Alternatively a Consumption Based Dry Till can be arranged.

Functions that spend below \$300 on beverages will be charged a staffing fee of \$60.00.

Cardiff RSL is governed by Harm Minimisation legislation which includes the Responsible Service of Alcohol.

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Terms and Conditions

Insurance

- Cardiff RSL accepts no responsibility for damages or loss of any property left on the premises.
- The responsibility of arranging insurance rests with the function organiser.

Third party Providers

- Clients will be asked to provide certificates of currency for public liability insurance for any third party provider attending the event on the clients' behalf. A third party provider is considered to be any other business entity contracted directly by the client, to provide goods and services at the event. This includes, but is not limited to, providers such as decorators, soloists, duo's, trio's, bands or any other entertainment.

Damage

- Clients are financially responsible for any damage sustained to Cardiff RSL property, or equipment hired on behalf of the client during the event.
- Damage to function rooms can be prevented when arranging displays and equipment, by working with our staff.
- No candles or tea lights are permitted in the function rooms unless authorised by the Function Co-ordinator.
- No adhesives, fasteners or decorations are permitted to be attached to function room walls, doors, windows or any other fixture, without prior authorisation.
- Please consult the Functions Co-ordinator regarding any display requirements.

Security

- Any events where security is required will be contracted by Cardiff RSL, the cost of which will be passed onto the function organiser.
- If Cardiff RSL believes that a function will adversely affect the operations, security or reputation of our establishment, we reserve the right to cancel the function without liability.

Entry Requirements and RSA

- Cardiff RSL dress code must be complied with at all times.
- Cardiff RSL has a Responsible Service of Alcohol and Harassment Policies in place, any behaviour contravening these policies will not be tolerated. Details of the policies are available from Cardiff RSL reception.

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- It is an offence to supply liquor to persons under 18 years of age. Members and Guests are asked to ensure that if there are under age persons attending that they are not supplied with liquor. Bar staff have the right and responsibility to refuse to serve liquor and may request identification for proof of age. Failure to produce an acceptable form of identification will result in a request to leave Cardiff RSL premises.

Cardiff RSL Membership and access to the Club

- Under the Registered Clubs Act it is required that our facilities are booked by a member of Cardiff RSL or on behalf of a member attending the function. If there is not a member of the club at your event, please speak to the Functions Co-ordinator.
- The Registered Clubs Act stipulates that persons residing within 5 kilometres of the club can only enter in the following circumstances:-
 - They are a member
 - They are a guest of a member and being signed in by that member
 - They are the member of another club with the same purpose (i.e. RSL Club)

Please Note: Non members who are not signed in by a member, are not a member of any RSL Club or who do not apply for membership will, by law, be refused entry.

Event Confirmation, Deposit and Cancellation

- Your booking will be confirmed on receipt of the requested deposit, within fourteen (14) days after making a tentative booking.
- If your deposit is not received with fourteen (14) days, your booking will be released for resale.
- By payment of your deposit and by signing this booking agreement you have agreed to these terms and conditions.
- In the event of a cancellation of a function where hire equipment has been ordered through a Cardiff RSL function package there will a 20% cancellation charge if notice is given less than a month from the hire date.
- If sixty (60) days or more written notice is received any deposits or payments will be refunded.
- If less than sixty (60) days written notice is given and we are unable to resell the room, your deposit will be forfeited if less than thirty (30) days.

Guarantee Minimum Catering Numbers

- Guaranteed minimum numbers for catering are required by 10.00am, seven (7) full working days prior to the first day of the event. Charges will be based on these numbers. All prices are inclusive of GST.

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Function Centre

Catering Functions

- Confirmation of menu and beverage selections are required seven (7) days prior to your event.
- For any subsequent charges to the menu or beverage selections, the clients will be required to pay for any cost incurred by Cardiff RSL in pre-ordering food or beverage.
- If the numbers decrease within seven (7) days of the event, Cardiff RSL will not refund monies paid.
- If your numbers increase within three (3) days of the event you will be required to make payment one (1) day prior to your event.
- No food or beverage is permitted to be brought onto Cardiff RSL premises.
- Food and beverage payment – full payment is required on confirmation of final numbers for catering seven (7) days prior to the event. However, the account may be paid in advance by instalments.
- Entertainment booked by the client – full descriptions of all entertainment must be made available to Cardiff RSL, prior to that entertainment commencing. Cardiff RSL reserves the right to cancel or amend any entertainment it deems to be dangerous or offensive to members, guests or staff. Setup is required to be completed one hour prior to commencement of the event.

Variations

- Prices are subject to change based on prevailing market conditions.
- To avoid increases, Cardiff RSL reserved the right to substitute a suitable alternative food item.
- While every effort is made to accurately describe facilities and offerings at Cardiff RSL, some variations may occur.

I, _____ agree to the Terms and Conditions outlined above.

Customer Name: _____

Signature: _____

Contact Number: _____

Date of the Event: _____

Date Signed: _____

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Function Centre

Credit Card Payment Form

To secure the function room facilities or make a payment for your event please complete the credit card details below and return by mail, or fax to Cardiff RSL on 02 49566627.

Function Date:

Event Name:

Organisers Name:

Card Type

Visa

MasterCard

AMEX

Credit Card Number: _____ / _____ / _____ / _____

CCV No. _____ (3 or 4 digits on the back of the card)

Expiry Date: _____ / _____

Name on the Credit Card: _____

Signature: _____

AMOUNT: \$ _____.

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