

Club Warwick **RSL**

Functions Information Pack



KINGS
THEATRE

FUNCTION & ENTERTAINMENT CENTRE

WEDDINGS | FUNCTIONS | EVENTS

65 Albion Street, Warwick



07 4661 1229

PRICES CURRENT AT DECEMBER 2023

functions@clubwarwickrsl.com.au



FOLLOW US
facebook.com/clubwarwick

Welcome and thank you for considering Club Warwick RSL for your corporate function or Event

Club Warwick RSL now has the latest and most modern corporate and function facilities on the Southern Downs

KINGS THEATRE

Our largest space Kings Theatre Function Centre to cater for up to 230 pax seated

Kings is fully air-conditioned and has its own amenities plus WiFi

It also has change rooms as well as a dance floor*

The AV system is state of art and includes two Epson projectors and screens, wireless microphones, smart TV and full lighting equipment and wireless connection

FLANDERS ROOM

The Flanders room is located in the back half of Kings Theatre when divided and comes with its own Epson projector system, audio facilities, is fully air-conditioned and has its own amenities, dance floor* and bar if required

This room space is ideal for workshop and meetings of 50 to 100 pax

ANZAC ROOM

The Anzac Room is at the front half of Kings Theatre when divided and comes with its own Epson projector system and audio facilities and also has a stage and bar available if required. It is fully air-conditioned and has its own amenities

This room space is ideal for workshop and meetings of 50 to 100 pax

SOUTHERN CROSS MEMORIAL ROOM

The Southern Cross room offers a smaller intimate space for both corporate and family functions. It has its own Epson projector and screen with its own AV system cabinet & equipment making it perfect for groups of 50 or less



Room Hire Fees & Charges

Southern Cross	\$100	Up to 5 (Five) Hours Hire	\$150	Full Day Hire
Flanders Room	\$200		\$300	
Anzac Room	\$300		\$450	
Kings Theatre	\$500		\$800	



Inclusions: Set up of room to your requirements / Use of Audio Visual Equipment / Cleaning of function rooms

Staff Hire Rates: Bar attendants Mon-Fri \$55 per hour / Sat-Sun \$65 per hour

For Hire onsite : Rectangle Tablecloths \$12 each / Round Tablecloths \$15 each / Cake Tablecloths \$5 / Linen Napkins \$3 each
Flower Wall \$50 / Chair Covers \$3 per chair / Extra Table Hire \$20 / Gold Chair Band \$1 per chair / *Dance Floor \$150.00

For Hire of Centre pieces or any other item we recommend DD Event Hire 0477 006 460 www.ddeventpartyhire.com.au

Deposit: A non-refundable deposit of \$400 is required to secure your booking for your function or event.
This amount will be deducted off your final invoice

Maximum discount is 20% for "Not for profit groups", Sub- Branch members and anyone else approved by the CEO.

**Confirmation of final numbers and menu must be finalised 14 days prior to the event - for catering and staff purposes.
Full payment MUST be made 7 days prior to event.***

*(*If this payment is not made we will cancel your event at Management discretion, unless prior arrangement is made)*

PLATTERS & NIBBLES

+ Room Hire

Prices quoted may change at Management discretion
Minimum Price for Catering is \$45 Per Head

Platters cater for approx 10-12 people

Dietary Surcharge for Gluten Free \$5 per person or negotiated price for Full Platter

- ▶ **Bruschetta Platter** Tomato, onion, basil, parmesan with balsamic glaze **\$ 65.00**
- ▶ **Mixed Sliders Platter** Chicken Parmi Slider, Cheese Burger Slider, Pork Belly Slider **\$110.00**
- ▶ **Hot Platter:** Selection of hot tempters **\$ 95.00**
- ▶ **Vegetarian / Low Gluten Platter:** Selection of hot tempters **\$120.00**
- ▶ **Pizza Slices Platters** Mixed toppings **\$ 60.00**
- ▶ **Sandwich Platter:** Mixed fillings **\$ 80.00**
- ▶ **Wraps Platter** Mixed fillings **\$ 75.00**
- ▶ **Fruit Platter:** Mixed seasonal fresh fruit **\$ 70.00**
- ▶ **Cheese Platter:** Variety of soft and hard cheeses, crackers or bread sticks **\$ 70.00**
- ▶ **Cake & Slices Platter:** Variety of slices and sliced cake **\$ 60.00**
- ▶ **Mini Danish Platter** Mixed mini Danish Pastries **\$ 45.00**
- ▶ **Scone Platter:** scones served with jam and cream **\$ 45.00**
- ▶ **Individual Gluten Free hot or sweet plate** **\$14 per plate**
- ▶ **Tea and Coffee Station plus plain biscuits** **\$3.50 per person**
- ▶ **If own cake supplied - cut and served with ice-cream -** **\$2.50 per person**

***Barista Coffee available from
Bistro on King at listed prices**



Entrees \$20.00 per person

Pick maximum of 2 for Alternate Drop

- Salt 'n' Pepper Calamari with aioli and zesty lime
- Pork Belly pieces with plum and sweet chilli sauce served on crispy Asian salad
- Creamy Garlic Prawns cooked in creamy garlic sauce served with rice and salad greens



MAIN MEAL Alternate Drop: Choose MAXIMUM 2 Mains

MAIN - OPTION A \$45.00 per person

+ Room Hire

- Moisture Infused Pork Cutlet
served with potato rosti, seasonal vegetables with apple chutney and demi glaze
- Steamed Barramundi
with lime, coconut, sweet potato mash
- Slow Cooked Sirloin
served with potato, seasonal greens with red wine jus

MAIN - OPTION B \$55.00 per person

+ Room Hire

- Chicken Supreme
succulent breast wrapped in bacon with kumara mash and seasonal vegetables
- Pan Seared Salmon
with honey pecan crust, seasonal vegetables and sweet potato fries
- Lamb Rump
with potato mash, maple glaze, beetroot, carrot and red wine jus

MAIN - OPTION C \$65.00 per person

+ Room Hire

- Slow Cooked Lamb Shank
in red wine sauce with potato mash and seasonal greens
- Char Grilled 200g Premium Eye Fillet Steak
with roasted vegetables with maple syrup and balsamic, seasonal greens and red wine jus
- Mediterranean Stuffed Chicken
finished with seasonal vegetables, potato and creamy sauce

PRICES QUOTED MAY CHANGE AT MANAGEMENT DISCRETION **Minimum Price for catering is \$45 per head**

Please inform the Club of any food allergies or dietary requirements that you or your guests may have.

Discuss your menu options with our Chef if you wish to change or add anything to your meal.*Changes may incur increased costs

Responsible Service of Alcohol: Club Warwick RSL practices Responsible Service of Alcohol in accordance with the Queensland Liquor Act 1992. All staff of Club Warwick RSL have QLD RSA Certificates

Anti-social behaviour will not be tolerated at Club Warwick RSL and Management reserves the right to refuse or cease a function at any time

DESSERTS \$15.00 per person

Pick maximum of 2 for Alternate Drop

- Vanilla Basil and Strawberry Ice Cream with strawberry coulis and strawberry
- Brioche Bread Pudding with Bourbon caramel sauce and ice cream
- Sticky Date with caramel sauce and ice cream
- Panna Cotta with berry coulis and fairy floss
- Cheesecake with berries and cream

If own cake supplied - cut and served with ice cream @ \$2.50 per head



BREAKFAST FUNCTION

+ Room Hire

From \$45.00 per person

- ▶ **Amuse-Bouche**
Mini Croissant with portions of butter and jam
- ▶ **Starter**
Granola Parfait - granola muesli with yogurt topped with berries
- ▶ **Mains**
Toasted Turkish bread with smashed avocado, poached egg, rasher of bacon with a petite rocket salad and a side accompaniment of tomato relish
- ▶ **Tea, Coffee and Juice Station (towers) included**



***Barista Coffee available from Bistro on King at listed prices**

PRICES QUOTED MAY CHANGE AT MANAGEMENT DISCRETION **Minimum Price for catering is \$45 per head**

Please inform the Club of any food allergies or dietary requirements that you or your guests may have.

Discuss your menu options with our Chef if you wish to change or add anything to your meal.*Changes may incur increased costs

Responsible Service of Alcohol: Club Warwick RSL practices Responsible Service of Alcohol in accordance with the Queensland Liquor Act 1992. All staff of Club Warwick RSL have QLD RSA Certificates

Anti-social behaviour will not be tolerated at Club Warwick RSL and Management reserves the right to refuse or cease a function at any time

Number of people* per area and Seating Options



Long Tables (8)



Round Tables



Theatre Style (Chairs only)



<p>KINGS THEATRE</p> <p>\$500 (Up to 5hrs Hire) \$800 (Full Day Hire)</p>	<p>240</p>	<p>200</p>	<p>280</p>
<p>ANZAC ROOM</p> <p>\$300 (Up to 5hrs Hire) \$450 (Full Day Hire)</p>	<p>100</p>	<p>80</p>	<p>120</p>
<p>ROOM FLANDERS</p> <p>\$200 (Up to 5hrs Hire) \$300 (Full Day Hire)</p>	<p>80</p>	<p>60</p>	<p>100</p>
<p>SOUTHERN CROSS ROOM</p> <p>\$100 (Up to 5hrs Hire) \$150 (Full Day Hire)</p>	<p>48</p>	<p>40</p>	<p>50</p>



ROUND TABLE 10



ROUND TABLE 8



LONG TABLE 8



LONG TABLE 6

**These numbers are a guideline only and you can mix seating options to suit your event or function, within the parameters of the room you hire and how many people are attending.*

Table settings inspiration



Club Warwick TERMS & CONDITIONS

Thank you for your interest in utilising our facilities for your special occasion, function or event.

GENERAL INFORMATION

- The terms & conditions contract is a binding agreement between the club and the function organiser (the signee) who is required to be a financial member of the club.
- Laws, regulations and internal house policies are applied consistently throughout the club which includes private functions. Though not limited to it includes workplace health and safety, responsible service of alcohol, adult supervision of minors, dress regulations and food safety.

FUNCTION/EVENT BOOKING CONDITIONS

CONFIRMATION OF BOOKING

- All bookings are held as tentative for two weeks or until the initial deposit is paid.

PAYMENT

\$400.00 Deposit on Booking of Function Room.

Confirmation of final numbers and menu must be finalised 14 days prior to the event - for catering and staff purposes.

Full payment MUST be made 7 days prior to event.*

*Club Warwick RSL reserves the right to cancel the Function and retain the deposit.

CANCELLATION FEE

All cancellations must be made in writing or email directly to functions@clubwarwickrsl.com.au If your booking is cancelled;

- More than 30 days** prior to the booked date an administration fee of \$50 will apply, the balance of your deposit will be refunded.
- 29-11 days** prior to the booked date your deposit will not be refunded due to costs incurred and the potential loss of trade.
- 10 days or less** to the booked date the client will be liable for 100% of the anticipated final function account.

MEMBERSHIP/ SIGNING IN

The Club's functions facilities are for member's use and we require that the organiser of any function be a financial member of Club Warwick RSL. Due to state government regulations, all guests entering the club the club must comply with our sign in requirements. Management and staff will provide assistance and direction. Once signed in prior to the commencement of the function your guest will be able to utilise all the facilities here at the club as would any other patron.

INSURANCE & DAMAGE:

- Although the Club will take necessary care, it cannot accept responsibility for loss or damage to the property of a patron before, during or after the function.
- All decorations, props or signs that are not the Club's property must be removed at the end of the event to prevent loss or damage, unless prior arrangements are made.
- The organiser of the function is financially liable for any damage sustained to the Club's property whether through their own action, their guests or through the action of their appointed contractors or sub-contractors. This includes damage caused by items being nailed, screwed, stapled, stuck, or otherwise fixed to any wall, door, or other surface or part of the Club. **No table scatters or confetti is to be used inside the Club.**

CATERING:

- All costings for table service functions are based on a minimum of 30 people. If a lower number of persons then, a 20% surcharge will apply.
- No food or beverages may be brought into the Club from any outside source.**
- We do allow a celebration cake (Birthday, Wedding etc.) to be brought into the Club but the Club is not responsible for the storage. Cutting and serving of the Cake will be \$2 per person.

Due to health regulations, we are unable to allow uneaten food (other than a celebration cake) to be taken from the venue.

- The Club can provide special catering for specific dietary groups such as vegetarians or diabetics upon request. These requests must be made no later than **7** days prior to the function/event.
- Final numbers will be regarded as the minimum number of guests for catering purposes and will also become the minimum number charged to your function account.

PUBLIC HOLIDAYS & SUNDAY

- There is a surcharge of 40% for Public Holidays and 30% on Sundays of the food and beverage total.

PRICE VARIATIONS

Whilst every endeavor is made to maintain the menu and prices as printed, they may be subject to change without notice at the discretion of our management. **7** days prior to the event when the **FINAL** payment is made prices and menu will be set.

CONDUCT OF THE EVENT (in conjunction with OLGR LICENSING LAWS)

Guests attending an event must conduct themselves in an orderly manner complying with all reasonable direction from the function manager. **The Club reserves the right to remove any persons whose behaviour is deemed objectionable, improper or undesirable.** If a guest attending the function/event becomes aware of a dangerous or broken item, they must report this immediately to a Club representative. Organisers agree that all minors attending their function/event will be kept under strict supervision. **Any minor found consuming alcohol will be removed from the premises and the remainder of the Function/event will be cancelled and not refunded.**

The Club does not permit the use of bubbles, confetti, table scatters, or the like. If any of these items are scattered around any part of the Club a cleaning fee of up to \$200.00 will be charged. If you are unsure: please obtain prior approval for decorative or festive items from Management.

I have read the above Terms and Conditions and agree to comply with all the above-mentioned requirements.

Name of person making booking

Signature

Date..... Function Date.....

PHOTO RELEASE CLAUSE: Club Warwick RSL requests permission to use images from your event for promotional and marketing purposes only. We will email the images that we intend to use to you for approval prior to use.

Yes that would be OK NO please do not

Name:Email:

Please sign and return to functions@clubwarwickrsl.com.au

If you have any questions, please contact Management on (02) 4661 1229



