



# **KEILOR EAST RSL FUNCTION PACK**

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[functions@keiloreastrsl.com.au](mailto:functions@keiloreastrsl.com.au)

[www.keiloreastrsl.com.au](http://www.keiloreastrsl.com.au)

RSL: 9337-7245



Our Function Information Package containing all relevant information for your special event or occasion is available on request.

Our function spaces are ideally suited for formal lunches, dinner gatherings, engagements, weddings, birthdays, seminars, corporate gatherings, wakes or any other event.

Our upstairs function rooms are separated by bi-fold doors, and we can tailor the room depending on the number of guests or type of function you are hosting. Our downstairs area is our main bistro area and is available for hire. Please contact us to check availability.

We are more than happy to discuss your individual requirements and we can assist you with designing a package that best suits your needs and budget. Flexibility within our function area ensures that the Keilor East 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.

A room hire fee is charged for all rooms and free room hire is available to Keilor East RSL members in accordance with our Terms and Conditions.

We will set up the room according to your requirements and we will pack down afterwards. Cloth napkins 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 at [functions@keiloreastrsl.com.au](mailto:functions@keiloreastrsl.com.au) 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 need to do is come along, sit back, and enjoy your special occasion.

# COCKTAIL PACKAGES

## **Canapes**

*\$26 per person*

*Select 6 items*

Mini beef burger with tomato relish

Lamb kofta skewer with cucumber raita

Assorted mini gourmet pies with tomato sauce

Assorted mini petite quiches with tomato relish

Prawn twisters with sweet chilli sauce

Pulled pork sliders with apple slaw and smoky BBQ sauce

Honey soy chicken drumettes

Vegetarian arancini balls with tomato chutney

Satay chicken sticks

Salt and pepper calamari with sweet chili dipping sauce

Mini dim sims and cocktail spring rolls with sweet soy sauce

(check availability)

# SET MENU OPTIONS

## Set Lunch & Dinner

### Option 1

\$42 per person (2 courses)

\$50 per person (3 courses) served 50/50

Price includes linen table cloths

### Entrée

Salt and pepper calamari salad, Asian slaw, sweet chilli, and lime aioli;  
Moroccan spiced chicken salad with cos lettuce, sundried tomato, roast pumpkin, feta, and olives;

Thai beef and noodle salad, Asian greens, lime and sweet chilli dressing;  
Italian style bruschetta with Greek Fetta and virgin olive oil.

### Main

250g porterhouse, with herbed chats, green vegetables, mushroom and jus;  
Grilled salmon fillet, on parmesan mash, with broccolini, baby carrots, and bearnaise sauce;

Chicken breast supreme with brie, sundried tomatoes, and spinach, on crushed chats with green vegetables with a white wine cream;

Roast lamb with mint jelly & seasonal vegetables.

### Dessert

Lemon meringue pie with mango coulis, double cream;

Chocolate mud cake with chocolate sauce and ice cream;

Homemade chocolate mousse with double cream;

Baked chocolate cheesecake with warm chocolate sauce.

## Set Lunch & Dinner

### Option 2

\$47 per person (2 courses)

\$57 per person (3 courses) served 50/50

Price includes linen table cloths

### Entrée

Thai style grilled prawn salad, Asian greens, crispy noodles, lime sweet chilli dressing;

Seared lamb Greek salad, feta, olives, and capsicum, warm Turkish bread and garlic tzatziki;

Mushroom and goats cheese bruschetta with basil and virgin olive oil.

### Main

Grilled Atlantic salmon, with a lemon and dill risotto, broccolini, and a chive hollandaise;

280g sirloin steak, herb mash, green vegetables and field mushroom jus;

Slow roast pork shoulder with roasted pumpkin, potato, beans, and port wine jus.

3 point lamb rack, crushed herb chats, buttered green vegetables, honey, white wine and rosemary jus.

### Dessert

Pavlova with passionfruit pulp and seasonal fruit;

Sticky date pudding with butter scotch sauce;

Lemon tart with candied lemon and Chantilly cream.

# BUFFET PACKAGES

## **BBQ Buffet**

*\$45 per person*

Vegetarian option: Pasta with Napoli sauce  
Lamb chops with garlic and rosemary;  
Assorted gourmet sausages;  
Garlic prawns and rice;  
Honey soy chicken drumettes;  
Chicken satay skewers;  
Lasagne;  
Penne carbonara.

## **Sides**

Potato & bacon salad;  
Pasta salad with semi dried tomato & tuna;  
Fresh garden salad;  
Homemade coleslaw;  
Grilled onions;  
Bread;  
Fruit platter.

## **Carvery Buffet**

*From \$45 per person*

## **Choice of 2 meats**

Vegetarian option: Pasta with Napoli sauce  
Leg of lamb;  
Pork leg;  
Slow roasted beef topside;  
Roast potatoes;  
Assorted roasted root vegetables;  
Cauliflower mornay;  
Fresh mixed steamed vegetables;  
Soup of the day;  
Bread;  
Gravy, condiments, and sauces;  
Assorted salads: potato, garden, coleslaw;  
Mini pavlovas, assorted cakes and fruit salad.

# HIGH TEA

## **High Tea**

*\$40 per person*

Selection of fine teas.

### **Choose 2**

Assorted petite fours;

Assorted muffins;

Scones with jam and cream;

Assorted cupcakes;

A selection of slices.

### **Choose 1**

Assorted ribbon sandwiches;

Assorted baby baguettes.

### **Choose 4**

Mini beef burgers with tomato relish;

Pulled pork sliders with apple slaw and BBQ sauce;

Assorted sushi and sashimi;

Mini gourmet pies;

Lamb kofta skewers with cucumber raita;

Mini chicken satay skewers with homemade satay sauce

### ***ADD EXTRAS TO ANY PACKAGE***

Add antipasto grazing table for \$500 (serves 50 pax)

Add dessert grazing table for \$500 (serves 50 pax)

# WAKE MENU

## Wake

*\$18 per person*

Assorted sandwiches;  
Party pies;  
Cocktail sausage rolls;  
Spring rolls;  
Samosas;  
Mini dim sims;  
Scones with jam and cream;  
Assorted mini cakes;  
Cocktail pasties.

Coffee and tea facilities  
included.

# ROOM HIRE

<i>Functions</i>	<i>Full Room</i>	<i>Half Room</i>
<b>UPSTAIRS</b>	<b>\$275</b>	<b>\$200</b>
<b>BISTRO</b>	<b>\$275</b>	<b>\$200</b>

Free room hire only applies to **Service & Affiliate Members**.

(MUST BE A MEMBER FOR LONGER THAN 6 MONTHS)

<i>Meetings / Seminars</i>	<i>Full Room</i>	<i>Half Room</i>
<b>Upstairs</b>	<b>\$175</b>	<b>\$100</b>

<b>21<sup>ST</sup> BIRTHDAY PARTIES</b>	<b>BOND</b>
Extra Security at going rate. No smoke machines.	<b>\$500</b>



<b>WAKES</b>	<b>ROOM HIRE</b>
<i>No minimum bar tab.</i>	<b>\$200</b> <i>(Free for Service and Affiliate members)</i>

## **EXTRA CHARGES**

The following services are provided by the Keilor East RSL at an additional charge as shown below:

<b>Linen serviettes</b>	Price on application
<b>Coloured paper serviettes</b>	Price upon application
<b>Cakeage</b>	\$1 pp
<b>Tea, Coffee, &amp; Urn Facilities</b>	\$1 pp
<b>Biscuits</b>	\$1 pp
<b>Projector &amp; Laptop</b>	\$50
<b>Extra security</b>	\$40 per hour with a minimum of 4 hours

# TERMS & CONDITIONS

The following are the Terms & Conditions pertaining to the hire of one of our function rooms and forms a binding contract between us and the Client hosting the function.

These Terms and Conditions cannot be altered unless agreed to by the General Manager and Client in writing.

## PLANNING & CO-ORDINATION

Our Function Manager is available 7 days a week by email to arrange appointments. You can contact the Function Manager by email at [reception@keiloreastrsl.com.au](mailto:reception@keiloreastrsl.com.au) or by calling (03) 9337-7245. Saturday and Sunday appointments are available by request but must be pre-arranged with the Function Manager.

**CONFIRMATION OF BOOKING**  
A deposit payment is required to secure your booking. Refer to '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. If this is not fulfilled, the Keilor East RSL reserves the right to cancel the booking without notice. Numbers and dietary requirements are needed 7 days prior to function.

## PAYMENTS MADE PRIOR TO FUNCTION

The following charges are to be paid as follows:

- Room Hire at the time of booking
- Security bond at the time of booking
- Food to be paid in full 7 days prior to the function (wakes to be paid in full at time of booking)
- Minimum bar tabs paid amounts to be paid in full 7 days prior to the function (wakes min. to be paid in full at time of booking). Our Function Manager will contact you at a later date for payment on other requirements if necessary.

Payments can be made with cash, cheque, or credit card. American Express and Diners Club are not accepted.

## **BONDS**

A security bond of \$300 is required for **ALL** functions within our Club. This bond will be refunded by within 7 days from the conclusion of your function, provided that no damage is made to the Club premises (inside or outside).

Please be aware that it is not possible for this money to be applied to the amount owing for the function.

## **TENTATIVE BOOKINGS**

A tentative reservation will be held for 7 days from the date that the tentative booking was made. If the booking is not confirmed after 7 days, the Keilor East RSL reserves the right to cancel the tentative booking without notice.

## **MINIMUM SPEND REQUIREMENTS**

### **For functions:**

The minimum spend amount is \$720 on food (this estimate is made up of minimum number of guests X the minimum canape option, \$18x40p) Keilor East RSL requires a minimum spend of \$350 on beverages.

The total minimum spend amount is \$1070  
Bond and room hire payment is required for function bookings.

### **For wakes:**

The minimum spend amount on food is \$320 (this estimate is made up of minimum number of guests X the wake menu option, \$18x20p)

Wakes start from \$18pp and is served over a 90-minute period,  
Subsidy is available for food to Service Members for wakes.

Please contact the office to find if subsidy is eligible for you or your family member.

### **For meetings/ seminars:**

There is no minimum spend on food or beverages, however there is an additional cost for the supply of tea, coffee, and biscuits at \$2.00pp for those who do not pay room hire.

These items are **not** permitted to be brought in or supplied by the Client without prior permission from the Club.

*Room hire subsidy is available to local businesses wishing to hire our board room facilities. This does not include extra charges or security bond\**

**\*Room hire and bond not included in minimum spend amounts.**

**\*Minimum numbers for wakes can be negotiated with Management subject to room availability/day of the week.**

## **SECURITY PERSONNEL**

It is at the General Manager's discretion as to whether an extra security guard is required for a function.

It is house policy at the Keilor East RSL that two security guards are necessary for all sporting, 18<sup>th</sup>,

21st functions, and functions that have over 100 people in attendance with no exceptions.

The Security Guard fee is \$40 per hour with a minimum of 4 hours charged.

The Keilor East 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**

7 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 7 days until your function date may not be able to be accommodated by our kitchen, although as always, 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 a bar tab has been arranged; your account is to be settled in full at the completion of the function.

Your bars arrangements are to be set up with the General Manager and minimum amounts must be paid no less than 7 days prior to you 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 Keilor East RSL reserves the right to alter advertised prices at any time. You will be notified in advance if any price change is to affect your function.

### **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 deposit will be refunded.

\*If cancellation of the function is within 30 days prior of the function your deposit and room hire will be forfeited and retained by us.

### **MINIMUM NUMBERS**

You must confirm minimum numbers 7 days prior to function. This final number will represent the minimum number of guests for which you will be charged for food and extra charges.

### **FUNCTION HOURS**

It is our policy that no function shall exceed the duration of 6 hours maximum. The Managers can, at their discretion, deem the function hours to be shorter. All patrons must vacate the venue by our set closing time on that function day. It is at the manager on duty's direction to closure times.

### **DRESS CODES**

The Keilor East 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, unacceptable, or offensive by management or security.

Fancy dress functions are at the discretion of the General Manager.

Please be aware that we have a strict 'no hat' policy on the premises and likewise, clothing and footwear must be worn at all times.

### **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. D.J.'s smoke machines are not permitted. Music choices are yours to make. D.J.'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 unless another time has been organised prior.

### **GUEST PROPERTY**

Keilor East 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.

### **CLUB LIQUOR LICENSING**

All functions at the Keilor East RSL are run under the limited license #36135667 and not the club license. 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](http://www.dms.dpc.vic.gov.au)
- Liquor Control Reform Act 1998
- Tobacco Act 1987

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.

Signed: ..... Dated: .....



# FUNCTION BOOKING SHEET

Taken by: \_\_\_\_\_

Today's Date: \_\_/\_\_/\_\_\_\_ Date of Function: \_\_/\_\_/\_\_\_\_ Confirmed:  \_\_/\_\_/\_\_\_\_

**Contact Details:**

Name: \_\_\_\_\_ Contact Number: \_\_\_\_\_

Email: \_\_\_\_\_ Mem No: \_\_\_\_\_

**Function:**

Type of Function: \_\_\_\_\_ No of guests: \_\_\_\_\_

Room: \_\_\_\_\_ Start time: \_\_\_\_\_ End time: \_\_\_\_\_

**Book/Deposit (please circle and date)**

\$300 - \$500 Date paid: \_\_\_\_\_

To be quoted by RSL  
Management only.

Meeting/Seminars:

To be quoted by RSL  
Room Hire (please circle and date)  
Management.

Functions: