



KEILOR EAST RSL FUNCTION PACK

functions@keiloreastrsl.com.au

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.

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.

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 PACKAGE

Canapés

\$30 per person

Select 6 items

- Mini Beef Burgers with tomato relish
- Lamb Kofta Skewers 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**
- **Arancini Balls** with tomato chutney (vg)
- **Satay Chicken Sticks**
- **Salt and Pepper Calamari** with sweet chilli dipping sauce
- Mini **Dim Sims** and **Cocktail Spring Rolls** with sweet soy sauce

Please enquire about canapé availability

SET MENU OPTIONS

Option I *2 course - \$45 per person* *3 course - \$50 per person*

ENTRÉE

Salt and Pepper Calamari Salad
with 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
with Asian greens, lime and sweet chilli dressing

Bruschetta
with Greek Fetta and virgin olive oil (vg)

MAIN

250g Porterhouse
with herbed chats, green vegetables, mushroom and jus

Grilled Salmon Fillet
on parmesan mash, with broccolini, baby carrots, and béarnaise sauce

Chicken Breast Supreme
with brie, sundried tomatoes, and spinach, on crushed chats with green vegetables and 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

Option II *2 course - \$50 per person* *3 course - \$60 per person*

ENTRÉE

Thai Style Grilled Prawn Salad
with Asian greens, crispy noodles, and lime sweet chilli dressing

Seared Lamb Greek Salad
with feta, olives, and capsicum, warm Turkish bread and garlic tzatziki

Mushroom and Goats Cheese Bruschetta
with basil and virgin olive oil (vg)

MAIN

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

280g Sirloin Steak
with herb mash, green vegetables, field mushroom jus

Slow Roast Pork Shoulder
with roasted pumpkin, potato, beans, port wine jus

3 Point Lamb Rack
with 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

Both Set Menu Options include complementary linen table cloths and are served in an alternate drop fashion

BUFFET PACKAGES

BBQ Buffet

\$50 per person

MAIN

Pasta with Napoli sauce (vg)
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

\$45 per person

MEATS *Choice of Two*

Pasta with Napoli sauce (vg)
Leg of Lamb
Pork leg
Slow-Roasted Beef Topside

SIDES

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

WAKE PACKAGE

Only available for those planning a wake. Unable to be selected for other functions.

Wake Menu

\$25 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

Please specify if you would like to hire out the **Upstairs Function Room** or **Bistro** in your booking.

- **Half Room** option only available for **Upstairs Function Room**.

- **Bistro** unable to be hired out on **Thursday** and **Friday**. **Upstairs Function Room** available at Manager's discretion.

Standard Functions

Note: Minimum food calculated by the minimum canape option (\$30pp) x minimum no. of guests (40p)

FUNCTION		ROOM HIRE	BOND	EXTRA SECURITY	MINIMUM FOOD	MINIMUM DRINKS	MINIMUM TOTAL
STANDARD	Half Room	\$200	\$300	N/A	\$1,200	\$350	\$2,050 (+)
	Full Room	\$300					\$2,150 (+)

Meetings / Seminars

Note: Room Hire Subsidy is available to local businesses wishing to hire our board room facilities.

FUNCTION		ROOM HIRE	BOND	EXTRA SECURITY	MINIMUM FOOD	MINIMUM DRINKS	MINIMUM TOTAL
MEETING	Half Room	\$100	\$300	N/A	N/A	N/A	\$400
	Full Room	\$200					\$500

Wakes

FUNCTION		ROOM HIRE	BOND	EXTRA SECURITY	MINIMUM FOOD	MINIMUM DRINKS	MINIMUM TOTAL
WAKE	Half Room	\$200	\$300	N/A	\$500	N/A	\$1,000 (+)
	Full Room	\$300					\$1,100 (+)

Non-Standard Functions

Non-standard functions include all sporting, 18th, and 21st birthday parties, and functions with over 100 guests. It is at the Manager's discretion whether or not a function is considered 'Non-Standard'.

Note: Minimum security cost calculated by security rate (\$50/hr) x minimum no. of hours (4 hrs)

FUNCTION		ROOM HIRE	BOND	EXTRA SECURITY	MINIMUM FOOD	MINIMUM DRINKS	MINIMUM TOTAL
NON-STANDARD	Half Room	\$200	\$500	\$200 (+)	\$1200	\$350	\$2450 (+)
	Full Room	\$300					\$2550 (+)

EXTRA CHARGES

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

ITEM	PRICE
Linen Table Cloths	<i>Price upon application</i>
Linen Serviettes	<i>Price upon application</i>
Tea, Coffee, and Urn Facilities	\$2 <i>pp</i>
Biscuits	\$2 <i>pp</i>
Projector & Laptop	\$50
Extra Security	\$50 <i>per hour (min. 4 hrs)</i>

TERMS & CONDITIONS

The following are the Terms & Conditions pertaining to the hire of one of our Function Rooms and forms a binding contract between the Keilor East Returned & Services League (the **KERSL**) and the Client hosting the function (the **Client**).

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

1. PLANNING AND COORDINATION

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

2. BOOKINGS

- a. The following is required to secure your booking:
 - i. A Security Bond (refer to clause 3.a.ii).
 - ii. The attached 'Function Booking Form'.
- b. Failure to provide either 2.a.i or 2.a.ii at the time of booking will result in a 'Tentative Booking':
 - i. Tentative Bookings are held for 7 days from the date the booking was made.
 - ii. Failure to satisfy clause 2.a within 7 days of booking may result in cancellation of booking without notice.

3. PAYMENTS

- a. The following charges are required to be payed at the time of booking:
 - i. Room Hire.
 - ii. Security Bond.
- b. The following charges are required to be payed 7 days prior to the function:
 - i. Catering package.
 - ii. Minimum bar tab amounts.
- c. The following charges are required to be payed at the completion of the function:
 - i. Remaining bar tab amounts.
- d. Payments to be made in cash, cheque, or credit card.
 - i. American Express and Diners Club cards are not accepted.
- e. Security Bond will be refunded within 7 days of the conclusion of the function, provided that no damage is made to the Club premises, inside or outside.
 - i. It is not possible for this money to be applied to the amount owing for the function.

4. MINIMUM SPEND REQUIREMENTS

- a. Minimum Spend Requirements are the totals the KERSL requires the Client to pay **not inclusive** of room hire and bond. A full price breakdown for all functions can be found on Page 7 of the Function Pack.
- b. The Minimum Spend Requirement for a standard function is \$1550.
 - i. The Minimum Attendance for a standard function is 40 people.
- c. The Minimum Spend Requirement for a wake is \$500.
 - i. The Minimum Attendance for a wake is 20 people, however this is able to be negotiated subject to room availability and day of the week.
- d. There is no Minimum Spend Requirement for meetings / seminars.
- e. The Minimum Spend Requirement for a non-standard function is \$1750.
 - i. The Minimum Attendance for a non-standard function is 40 people.

5. SECURITY PERSONNEL

- a. It is at the General Manager's Discretion as to whether an extra security guard is required for a function.
- b. It is house policy at the KERSL that two security guards are necessary for all sporting, 18th, and 21st birthday parties, as well as functions with over 100 people in attendance.
 - i. The cost of an extra security guard is \$50 per hour with a minimum of 4 hours charged.
- c. The KERSL reserves the right to exclude, eject, or refuse any guests attending the KERSL without liability.

6. CONFIRMATIONS AND CANCELLATIONS

- a. Final numbers, menu selections, and dietary requirements must be confirmed by 7 days prior to the function date.
- b. Any menu change requests made within 7 days prior to the function date may not be able to be accommodated.
- c. In the event of the cancellation of your function, the following will apply:
 - i. If cancellation is more than 30 days prior to the function date, your security bond and room hire will be refunded.
 - ii. If cancellation is within 30 days prior to the function date, your security bond and room hire will be forfeited and retained by the KERSL.

7. PRICES

- a. All prices quoted are inclusive of GST.
- b. All advertised prices are for immediate functions and events.
- c. The KERSL reserves the right to alter the advertised prices at any time.
 - i. The Client will be notified in advance if any price change affects their function.

8. FUNCTION HOURS

- a. No function shall exceed the duration of 6 hours.
 - i. The KERSL reserves the right to deem the maximum function length shorter at the discretion of the Manager-on-Duty.
- b. All patrons must vacate the venue by our set closing times.
 - i. The KERSL reserves the right to close earlier than advertised at the discretion of the Manager-on-Duty.

9. DRESS CODES

- a. The KERSL has by-laws regarding dress codes in place that are to be strictly adhered to.
 - i. Strictly no hats are to be worn in the club at any time.
 - ii. Clothing and footwear must be worn at all times.
 - iii. Please inquire for a full list of by-laws relating to dress codes.
- b. The KERSL reserves the right to refuse entry to function guests if their dress is deemed inappropriate, unacceptable, or offensive by management or security.
 - i. Fancy dress functions are at the discretion of the General Manager.

10. DECORATIONS AND MUSIC

- a. The following are allowed permitted they are not pinned or sticky taped to walls or ceilings:
 - i. Balloons.
 - ii. Streamers.
 - iii. Centre Pieces.
 - iv. Picture Boards.
- b. D.J.s, bands, jukeboxes, and MP3 players are all permitted.
 - i. D.J.'s smoke machines are not permitted.
- c. A suitable time is to be arranged between the Client and the KERSL to decorate the room.
- d. It is the responsibility of the Client to remove all decorations, music, and gifts immediately after the conclusion of the function.

11. GUEST PROPERTY

- a. The KERSL will accept no liability or responsibility for the loss or damage to the Client's or the function guests' property before, during, or after the function.
- b. All function guests' property must be removed from the venue immediately after the conclusion of the function.

12. CLUB LIQUOR LICENSING

- a. 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.
- b. Management also reserves the right to refuse entry to minors under the age of 18 years old unless accompanied by a responsible adult or legal guardian.
- c. 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.
- d. 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
- 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: _____

Bond/Deposit (Please circle and date)

\$300 - \$500 Date paid: _____

Room Hire (Please specify and date)

\$ _____

Bond/Deposit Return Info:

Upstairs Half Room / Upstairs Full Room / Bistro

Date paid: _____

Security Guard Fee (If applicable): \$ _____

Notes: