

*Ideal for Small or Large Meetings,
Training Courses &
Conferences*

**Business
Package**



Welcome

Just one hour from Sydney,
the Mittagong RSL Club Conference and Function Centre,
in the picturesque Southern Highlands,
is the ideal venue for your meeting, conference or other event.

Should you require further information
or wish to make a booking please contact our
Events Personnel:

Kate Stephan or Kirsti-Lee Vitacco on
(02) 4872 6700



Your Function

High standards of personal and professional service along with first class cuisine are our commitment to removing all the work and worry attached to organising your event.

From start to finish, our friendly and professional staff will ensure that all aspects of your event are executed to the highest standard.

A personal function coordinator will be appointed to your event to ensure it runs seamlessly.

From Audio/Visual to Catering, you will be assisted through every step of your event.



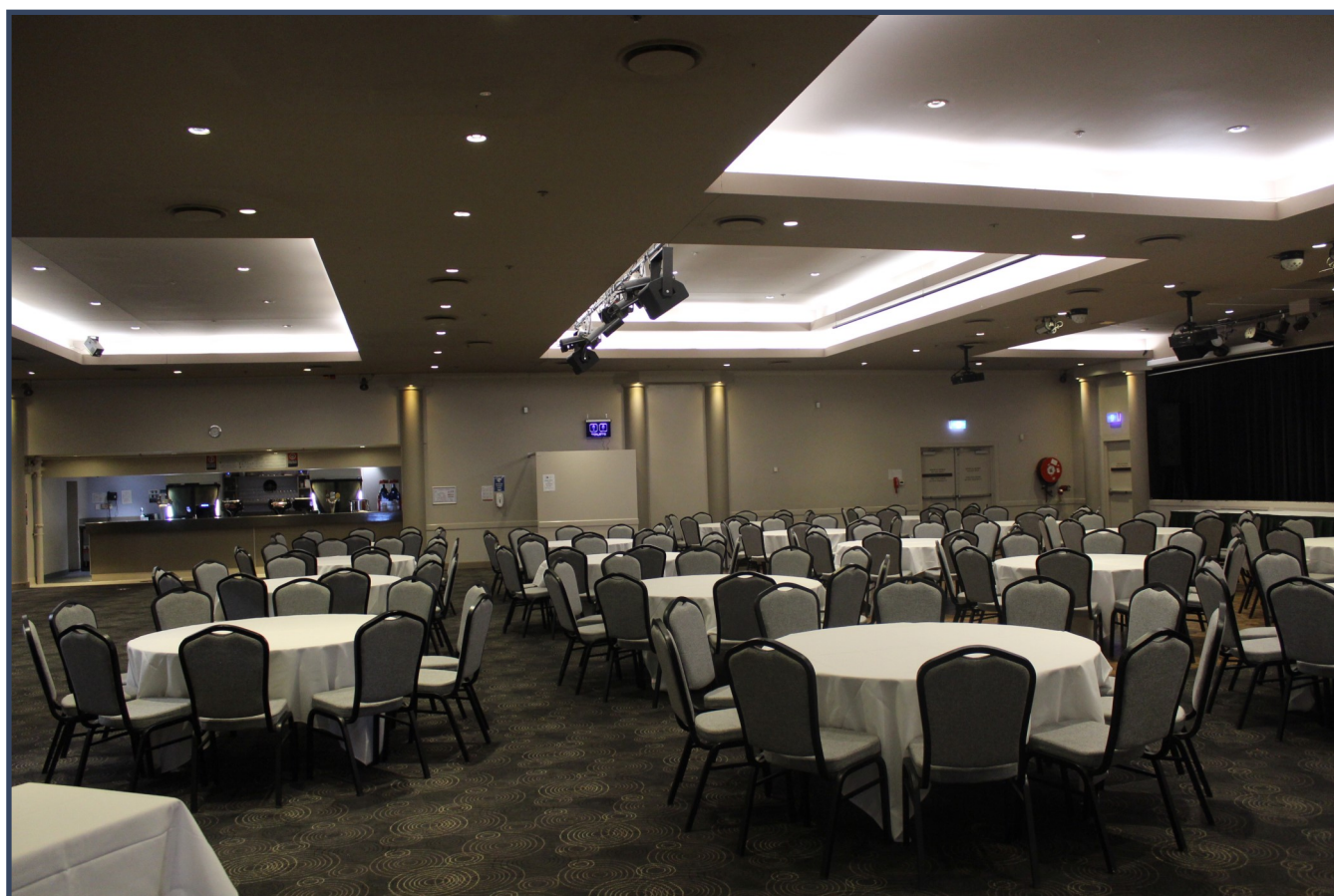
Room Hire

	HALF DAY	FULL DAY
Joadja Room - 9 x 7 64 sqm	160.00	250.00
Nattai Room - 12 x 7 85 sqm	170.00	275.00
Joadja/Nattai Room - 21 x 7 150 sqm	270.00	350.00
Alexandra Room - 13 x 9 117 sqm	270.00	350.00
Carrington Room - 26 x 18 475 sqm	475.00	750.00



Room Capacities

	U Shape	Board	Theatre	Banquet	Cabaret
Joadja Room	20	20	40	40	24
Nattai Room	30	30	60	50	30
Joadja/Nattai Room	NA	NA	100	60	48
Alexandra Room	32	30	60	50	42
Carrington Room	NA	NA	450	360	180



Equipment and AV Hire

	Half Day	Full Day
Whiteboard & Markers	30.00	40.00
Data Projector & Screen	80.00	160.00
Photocopies B & W		40c per copy
Microphones (Cordless, Headset, or Plug In)	20.00	30.00
Lectern	20.00	30.00
Flip Chart with 20 Sheets & Markers	35.00	45.00
Laptop	40.00	50.00
Pen & A5 Notepads		2.75 pp
Linen Tablecloths		10.00 each
Chair Cover		Price on Application
Chair Cover + Sash		Price on Application
Linen Skirts		15.00 each



MITTAGONG RSL CLUB FUNCTION TERMS AND CONDITIONS
Evening Functions are available up to the club's closing time,
guests are required to vacate the premises 15 minutes after this.

1. BOOKINGS

YOUR BOOKING WILL NOT BE CONFIRMED UNLESS PAGE TWO (2) OF THIS DOCUMENT IS SIGNED & RETURNED WITH YOUR DEPOSIT

- 1.1 Tentative bookings will be accepted but will only be held for two (2) weeks.
- 1.2 To confirm your booking we must receive the signed policy form (page 2 & 4) and a security deposit to the value of \$200 within two (2) weeks of your tentative booking.
- 1.3 All security deposits are deducted from final accounts. **See 2.3 for payment details.**
- 1.4 The agenda confirming your start and finish time is also requested at this time.
Access to the room will not be permitted outside your confirmed times.
- 1.5 Cancellations:
 - Less than 3 weeks prior are subject to forfeiture of full deposit.
 - Less than 6 weeks prior are subject to forfeiture of 50% of deposit.
 - More than 6 weeks the full deposit will be refunded.
- 1.6 **Our function rooms are available on Public Holidays, a surcharge will apply to all costs.**
- 1.7 Private Catering facilities that cover any requirements are available in all of our conference rooms. Please contact our Events Organiser for further details.
- 1.8 Raffles can be conducted at fundraising events but tickets can only be sold in the function room and not in any other area of the club. If alcohol is part of any prize this cannot be handed out at the function. It must be left at reception for the winner to collect when they are leaving the club.

2. ACCOUNT

- 2.1 An approximate number of guests attending your function is required three (3) weeks prior to the function.
Confirmed numbers must be 1 week prior to function.
This number will become the minimum number charged for.
- 2.2 **Your Account must be finalised 1 week prior to the function being held.**
- 2.3 **Acceptable forms of payment include Cash, Bank Cheque, Credit Card, Eftpos & Direct Transfer, Eftpos and Credit Card payments will be subject to a 1.2% processing fee.**

3. CONFIRMATION OF DETAILS

- 3.1 All information relating to your Function must be confirmed with our Events Organiser.
Office hours are: 8.00am to 4.45pm Monday to Friday
The Club will not take responsibility for information relayed to any other employee.

4. ADVERTISING OF FUNCTIONS

- 4.1 The function organiser agrees that as a term and condition of this agreement the function organiser will not permit any advertising of the function which has not been approved by the Club. It is at the absolute discretion of the club as to whether advertising meets guidelines and is approved or not. Any breach of this condition will entitle the Club to immediately terminate the booking and retain any deposit paid by the function organiser.

5. GENERAL INFORMATION

- 5.1 **No food or beverages may be brought into the Club.**
- 5.2 Smoking is not permitted in the Mittagong RSL Club. Outside smoking areas are available.
- 5.3 Machines producing a smoky atmosphere are not permitted in any area of the Club.
- 5.4 **Fire regulations do not permit any fire escape/exit to be blocked at any time.** Your assistance is sought to ensure your function layout and guests abide with this regulation. Please note that all external doors are **alarmed**.
- 5.5 All Function Menus are priced on a continual service period. Breaks between courses must be organized prior to your function and will incur a fee.

MITTAGONG RSL CLUB FUNCTION TERMS AND CONDITIONS

5.6 Bands, Discos, etc, must be set up prior to the arrival of your guests. Please ensure you notify your entertainer of this requirement. Noise levels will be monitored & supervisors will ask for volume to be turned down if monitors register excessive levels.

5.7 The Club has a range of equipment available for hire. Please ask our Events Organisers for further details. To avoid disappointment we recommend equipment is booked prior to your function.

6. DAMAGE AND CONDUCT

6.1 Normal entry / sign in requirements will apply to all guests entering the club.

6.2 The Club will not accept any responsibility for the loss or damage of any property bought in, used or left in the Club.

6.3 Function Organisers will be financially liable for any damage to the Club or Club equipment which is caused by the organiser or invited guest.

6.4 All guests involved with your function must comply with Club regulations.

6.5 The organiser of the function is responsible for any guest under the age of eighteen (18) years of age. You are required to notify the Club of their intended presence and ensure they are supervised at all times and do not consume alcoholic beverages.

6.6 The Club shall contact Police if any person fails to leave the premises when asked. This will incur a 550. fine for "Failure to quit licensed premises"

7. BAR FACILITIES

7.1 Bar facilities are available in our upstairs Lobby and in Carrington Room. Please contact our Events Organisers for further details. Please note the Responsible Service of Alcohol form, page FOUR (4) must be signed.

7.2 Please note that members pricing is not available for all bar beverages & they will be priced in accordance with the service style requested by the host.

A BAR OPENING FEE OF \$60.00 WILL APPLY FOR ANY FUNCTION OF 30 ADULTS OR LESS

8. ROOM DECORATION GUIDE

8.1 The Club permits decorations in all of our Function Rooms, however, all plans for decorations need to be approved by the Events Organiser or Host on the day / night.

8.2 Blue Tack is the only item we permit for attaching decorations anywhere in the club.

8.3 Confetti, rice, smoke machines are not permitted on or in the Club grounds.

8.4 All hired equipment & personal items must be removed from the room after your function. Storage of items overnight can only be offered if the room is not booked out after your function or the next day. We take no responsibility for any item left in the room.

9. SECURITY

9.1 Where a Function warrants the use of Security, the Function Organisers are responsible for the cost of hiring additional Clubs Contract Security Staff.

9.2 The Management of the Club reserves the right in determining whether a Function warrants the use of security.

I _____ agree to comply with the above Terms and Conditions relating to the function to be held at Mittagong RSL Club.

Signed _____

Today's Date _____

MITTAGONG RSL CLUB RESPONSIBLE SERVICE OF ALCOHOL POLICY

The Harm Minimisation - Responsible Service of Alcohol Legislation was introduced to address the social problems associated with excessive alcohol consumption.

The Clubs Directors, Management and Staff have a statutory responsibility to ensure that patrons do not become intoxicated on their premises and to prevent such patrons from entering or remaining on licensed premises.

The Clubs "Responsible Service of Alcohol" Policy addresses its responsibility. Under the Clubs Responsible Service of Alcohol Policy as the organiser of a Function you will assume the responsibility of "Bar Host".

As the "Bar Host" you will be required to assist Club Staff in the enforcement of the Policy.

The following outlines your responsibilities.

THIS POLICY MUST BE SIGNED & RETURNED PRIOR TO YOUR FUNCTION

OR THE BAR WILL NOT BE OPENED.

"THE BAR HOST" MUST BE A PERSON THAT THE CLUB DEEMS AS BEING RESPONSIBLE.

WE WOULD ENCOURAGE FOR ALL FUNCTIONS TO SELECT A PARENT,

SENIOR FAMILY MEMBER OR FRIEND AS BAR HOST.

- ◆ Private Bar Facilities are available for a maximum of six (6) hours or up to 15 minutes prior to club closing time.
- ◆ **Guests to vacate the premises 15 minutes after the function is over.**
- ◆ When the function is deemed to be a function primarily for minors, liquor must not be sold, supplied, disposed of or consumed in the area in which any function is held.
- ◆ The Club shall not supply liquor to a person under the age of 18 years. The Club will insist on viewing valid I.D upon entry into the Club and upon request. Under the Liquor Act, only three (3) forms of I.D will be accepted:-

Driver or Rider License or permit

Passport

NSW Photocard

Proof of Age Card

Keypass Card

The Liquor Act 2007 states: **"It is an offence to sell or supply to or to obtain liquor on behalf of a person under the age of 18 years.**

The Registered Clubs Act 1976 prohibits children under the age of 18 years being in specific areas of the Club.

Children attending the Function must:-

- ◆ Be accompanied by a responsible adult at all times
- ◆ Adults responsible for children must be aware of the legislation which permits children to enter the Club
- ◆ When the function is deemed to be a function primarily for minors, liquor must not be sold, supplied, disposed of or consumed in the area in which any function is held.
- ◆ Only enter the designated function area.

MITTAGONG RSL CLUB RESPONSIBLE SERVICE OF ALCOHOL POLICY

Responsibilities of the Bar Host

- ◆ The Club shall not permit patrons to become intoxicated. All Staff have completed the accredited Responsible Service of Alcohol Course (RSA) and have been trained to identify the signs of intoxication and will refuse service to any guest showing signs of intoxication.
You will be required to ask any of your guests deemed to be intoxicated to leave the premises.
The bar will be closed until this person has been removed. Liquor Act 2007 - **“Any person who sells or supplies liquor to an intoxicated person on licensed premises is guilty of an offence with a maximum penalty 11,000.00”**.
- ◆ The Club shall refuse entry and will not sell or supply liquor to any person who is deemed intoxicated. Any of your guests who show sign of being intoxicated will not be permitted to enter the Club to attend your function.
- ◆ The Club shall not permit indecent, violent or quarrelsome behaviour.
You will be required to ask any of your guests who behave in an indecent, violent or quarrelsome manner to leave the premises.
The Bar will be closed until this person has been removed.

Liquor Act 2007 - **“If you are drunk, disorderly or violent on these premises we will ask you to leave. If you fail to leave when asked you are committing an offence - On the Spot fine of 550. and Maximum court fine 5,500.00”**.
- ◆ The Bar Host is required to be present at all times. Should you need to leave your Function prior to the Bar closing time, another person must be nominated as the Bar Host. They will also be required to sign this Policy acknowledging their responsibilities for the Responsible Service of Alcohol upon your departure.

**As Bar Host, your name will be advertised at the bar as the person assisting the Club
in the enforcement of its RSA Policy**

As the Bar Host of a Private Function I have read and understand what my responsibilities are for the Responsible Service of Alcohol at my function to be held in the:

_____ Room Name _____

Function date ____/____/____ Signature _____

Breakfast Menu

**Minimum
20 people**

Continental

\$28pp

Assorted Cereals
Fresh Fruit
Yoghurts
Assorted Breads with Preserves
Served with Orange Juice and
Freshly Brewed Tea & Coffee

**Minimum
20 people**

Full Breakfast

\$35pp

Assorted Cereals
Fresh Fruit
Yoghurts
Assorted Breads with Preserves
Bacon
Sausages
Mushrooms
Tomatoes
Scrambled Eggs
Hash Browns
Served with Orange Juice and
Freshly Brewed Tea & Coffee



Morning & Afternoon Tea

Freshly Brewed Tea & Coffee

One service

4.75 pp

Mints

Half Day 1. pp

Full Day 1.50 pp

With a Service of House Made Cookies (2pp)

5. pp

With a Service of Small House Made Cakes & Tarts (2pp)

8. pp

With a Service of Mini Sausage Rolls & Quiche (2pp)

8. pp

With a Service of Freshly Baked Scones

7. x 1 pp

9. x 2 pp

With a Service of Freshly Baked Mini Muffins (2pp)

7. pp

With a Service of Fresh Fruit Platter

8. pp

Orange Juice

14. per Jug

Special Diets

Special diets can be catered for without incurring an extra charge at any function, but needs to be booked 3 x days prior to the day of your event. If a special diet is requested at your function we will only be able to offer basic options & a surcharge will apply.

High Tea Menu

42. pp

Minimum
20 people

Selection of:

Individual Smoked Salmon & Cream Cheese Open Baguette

Individual Chicken, Celery & Mayonnaise Finger Sandwich

Individual Mini House-made Sausage Roll

Individual Vegetarian Frittata

Freshly Baked Scone with Raspberry Jam & Clotted Cream

Chefs Selection of Petit Fours

Mini Chocolate Tartlet

Mini Vanilla Bean Pana Cotta

Mini Strawberry Sponge Cake

Pot of percolated coffee & pot of tea will be put on each table for guests

On request, guests may choose:

English Breakfast, Supreme Early Grey, Spring Green,
Peppermint, Cleopatra Champagne Malabar Chai, Lemongrass & Ginger



Special Diets

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Conference Packages

BRONZE PACKAGE

- All Day Tea & Coffee
- Conference Room Hire
- Whiteboard, Flip Chart, Data Projector. Screen, Wi-Fi, Lectern, Microphone
- Bottled Water, Mints, Notepads, Pens
- House Baked Treats for Morning & Afternoon Tea
- Lunch - A selection of assorted closed sandwiches, rolls, wraps & mini sausage rolls

Served with Fresh Fruit, Sparkling Water & Orange Juice

Minimum
20 people

Full Day
75. pp

Half Day
60. pp

SILVER PACKAGE

- All Day Tea & Coffee
- Conference Room Hire
- Whiteboard, Flip Chart, Data Projector. Screen, Wi-Fi, Lectern, Microphone
- Bottled Water, Mints, Notepads, Pens
- House Baked Treats for Morning & Afternoon Tea
- Lunch - Gourmet wraps, rolls, mini gourmet pies, crumbed panko prawns, battered flathead fish bites & potato wedges

Served with Fresh Fruit Platter, Sparkling Water & Orange Juice

Minimum
20 people

Full Day
85. pp

Half Day
70. pp

Special Diets

Special diets can be catered for without incurring an extra charge at any function, but needs to be booked 3 x days prior to the day of your event. If a special diet is requested at your function we will only be able to offer basic options & a surcharge will apply.

Finger Food

Selection of 7 Choices with tea & coffee

28. pp

Served Buffet Style

**Minimum
20 guests**

Gourmet Mini Pie 1 pp	Mini Sausage Roll 1 pp	Mini Vegetable Spring Roll 2 pp
Battered Flathead Bites 1 pp	Buffalo Wings 2 pp	Crumbed Chicken Tenders 1 pp
Mini Spinach Quiche 1 pp	Beef Kofter 1 pp	Assorted Closed Sandwiches 1/2 pp
House Made Slice of Pizza 1 pp	Panko Prawn 1 pp	Fresh Fruit Platter 4 pieces pp
Salt & Pepper Calamari 2 pp	Crumbed Calamari Rings 2 pp	Mini Quiche Lorraine 1 pp
Cheese Board chef's selection of cheeses & crackers 4 pieces pp	House -made Mini Cake (carrot cake & mud cake) 1 pp	Potato Wedges with sour cream, sweet chilli

For special diet options please speak to our functions reservation staff

Working Luncheon

**Served
Buffet Style**

Menu 1 - Sandwich Selection

A) An assortment of closed sandwiches (1 1/2pp)
with tea & coffee (1 service)

Or

B) An assortment of closed sandwiches (1pp) + mini sausage roll (1pp)
with tea & coffee (1 service)
17.50 pp

Menu 2 - Deli Platter

A selection of assorted closed sandwiches, rolls,
wraps & mini sausage rolls with tea & coffee (1 service)
24. pp

Menu 3 - Hot Lunch

BBQ lamb cutlet (1), BBQ chicken kebab (1), Pork sausage (1),
tossed salad, potato salad, slaw, bread roll with tea & coffee (1 service)
28. pp

Menu 4 - Light Buffet

choose two hot dishes

Curried prawns, classic beef stroganoff, tandoori chicken, penne carbonara,
vegetable korma curry, satay chicken, accompanied with steamed jasmine rice,
steamed seasonal vegetables, Greek salad, bread roll with tea & coffee (1 service)
29. pp

Menu 5 - Take Away Individual Packed Lunch

Roll with ham salad, piece of fresh fruit, house made muffin, bottle of water (600ml)
24. pp

Menu 6 - Finger Food

Assorted sandwiches (1/2pp), mini fresh fruit tartlet (1pp), mini sausage roll (1pp),
crumbed chicken tender (1pp), flathead fish bite (1pp) with 1 service of tea & coffee
22. pp

Also Available

Fresh fruit platter 8. pp, orange juice / soft drink 14.. per jug

Special Diets

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Mains

Two Course, Main and Dessert 49. pp

Two Course, Starter and Main 55. pp

Three Course 57.pp

Sample Menu

Minimum
30 guests

Starter

Tempura Coconut King Prawns
Fried in Shredded Coconut & Tempura Batter, served with Mango Chutney

Or

Brie & Pumpkin Frittata
Roasted Butternut Pumpkin, Sage Frittata topped with Soft Brie & Onion Marmalade
Served with Baba Ghanoush

Main

Braised Lamb Shank
Cooked in a Red Wine Sauce, served on a bed of Creamy Mash with Steamed Greens

or

Baked Truffle Chicken Supreme
Baked Chicken Supreme rested on Wild Mushroom & English Spinach Risotto
finished with White Truffle Oil

Dessert

Rhubarb, Apple & Biscuit Crumble
Compote of sweetened Rhubarb, topped with Peanut Biscuit Crumble with Custard & Cream

Vanilla Bean Panna Cotta
Vanilla flavoured Italian pudding, served with Wild Berry Compote

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