Function
Package
CANLEY HEIGHTS RSL & SPORTING CLUB

Welcome to *Canley Heights RSL & Sporting Club*

Our food menus have been designed to cater for your special event. Not only do we liaise with you to create the perfect menu, but we also ensure that your function achieves a sense of “occasion” that you and your guests will long remember.

Special events must be, as the name suggests, special. This is one area where impressions are everything, and a good impression is vital. Our superb food and beverages, exemplary service and themed ambiance will guarantee your events success.

Our menu attempts to cater for as many different tastes as there are foods. If there is a type of food that does not appear on our menu that you would like, please don’t hesitate to ask and we will do our best to source the item.

We can cater for whatever occasion you have in mind, from small personal parties to large corporate functions and Events.

Room Hire Charges

Standard room hire charges are for a five (5) hour period

The Wakeley Room $500

The Joe Kiernan Room $200

Free Room Hire for functions over $30 per head

Room Capacity

Current room capacities are in line with Covid regulations of 1 person per 2sqm and are subject to change.

	JKR	Wakeley Room	Escape Pizzeria Outdoor	Bistro Outdoor	Food Truck
Sit Down	28	140	38	38	N/A
Theatre	28	140	N/A	N/A	N/A
Classroom	25	140	N/A	N/A	N/A
U-Shape	25	30	N/A	N/A	N/A

Security $200

All 21st's and functions with 100 or more guests are required to have security

All function rooms close at 12:00 midnight

Table Decorations

Chair Covers and Sash	$10.00 each
Linen Table Cloth	$10.00 each
Mirror & Fish Bowl	$10.00 each
Balloons (3 Helium filled balloons tied to a balloon weight)	$10.00 each

Own Decorations

Should you choose to purchase your own decorations the room

can be decorated for you by club staff for a fee of: $200

We do not allow any function to bring their own helium bottles/gas for WHS reasons

Cakeage Fee (applies to ALL menus)

Complete cake cutting service, serve cake with plates, napkins and cutlery

Up to 99 Guests: $50 100 plus Guests: $100

SET MENU No. 1

$34.90 Per Person | Minimum of 30 pax

Select 2 items per course, served alternately

Entrée

Fresh Spinach & Ricotta Ravioli
Lightly finished with Napolitaine Sauce

Arancini Spinach & Ricotta
With Wild Rocket, Parmesan and Walnut Salad, Balsamic Glaze

Chicken Caesar Salad
Cos Lettuce, Shaved Parmesan, Crispy Bacon and our Home-made Caesar dressing

Thai Beef Salad
Rare Roast Beef served with a Thai dressing and Mixed Leaves

Platters of Salt & Pepper Squid

Mains

Roast Chicken Supreme
Free range succulent Chicken, roast Potatoes, Vegetable Truss and Gravy

Roast Pork Sirloin
Juicy tender Pork strip from Baker's Creek - Queensland with a Mustard Seed Sauce roasted Potato and Vegetable Truss

Braised New York Angus Sirloin
Slowed braised in Red Wine Jus with roast Potatoes and Vegetable Truss

Wild Caught Barramundi Fillet *(Skin On)*
Placed on a bed of Vegetable medley and baked Potato

All meals served with fresh dinner rolls & butter

SET MENU No. 2

$49.90 Per Person | Minimum of 30 pax

Select 2 items per course, served alternately

Entrée

Prawn & Avocado Salad Stack
Cooked & Peeled Prawns stacked on Gourmet Lettuce & Avocado

Arancini Spinach & Ricotta
With Wild Rocket, Parmesan and Walnut Salad, Balsamic Glaze

Chicken & Mushroom Ravioli
In a Smoked Bacon and Tomato Sauce

Salt & Pepper Squid Salad
Served with Sweet Chilli Sauce and Lime

Platters of Salt & Pepper Squid can be added to each table during Entrée ($20 per table)

Mains

Grilled Sword Fish Steak
Finished with a Compound Butter, served with Steamed Potatoes and Vegetable Truss

Fillet Mignon
Prime Eye Fillet wrapped with Smoked Bacon, Beef Jus, served with Potato and Vegetable Truss

Braised Lamb or Veal Shank
Braised until fork tender, served with Mashed Potato and Vegetable Truss

Braised Beef Cheeks
In Port Wine Jus on Paris Mash topped with Red Onion Jam & Greens

Desserts

Apple & Blueberry Crumble Tart
with Fresh Cream

Lemon Cream Cheese Slice

Caramel Cheese Cake smooth baked Cheesecake, Biscuit base, Caramel Topping

Mixed Australian Cheese Board
A selection of Camembert, Blue Vein, Cheddar, Dried Fruits & Water Crackers

SET MENU No. 3

$59.90 Per Person | Minimum of 30 pax

Select 2 items per course, served alternately

Entrée

Spinach & Ricotta Ravioli
with Cherry Tomatoes, Basil & Spanish Onion Sauce

Smoked Salmon Salad
Served with sticky Ginger dressing & herbed croutons

Tiger Prawn Salad
Avocado Prawn Salad with Honey Mustard dressing

Thai Beef Salad
Rare Roast Beef served with a Thai dressing and Mixed Leaves

Platters of Salt & Pepper Squid to each table during Entrée *(complimentary)*

Mains

Salmon Fillet
Seared Atlantic Salmon Fillet on a bed of green Beans and Capers with a Choron Sauce, served with fondant Potato Chats

Sesame crusted Chicken Ballontine
Succulent Chicken, stuffed with Ricotta, Almonds & Spinach, served with Duck fat roasted Potatoes, Vegetable Truss & puree'd Spinach & roasted Garlic

Prime Rib Eye
300g Rib Eye Steak on the bone, served with wilted Spinach on Potato Rosti and dressed with a delicious roasted Capsicum Relish

Pork Fillet
Tender Pork Fillet wrapped in Proscuitto with a smoked Paprika Sauce with Snow Peas and grilled Polenta

Duck A l'Orange
Twice cooked Duck with an Orange glaze served with sautéed Asian Vegetables

Desserts

Apple & Blueberry Crumble Tart
Hot Apple and mixed Berry crumble with Fresh Cream

Baked Cheesecake
An individual smooth and creamy baked Cheesecake on a biscuit crumble base

Mixed Gelato
Your choice of flavoured Gelato

All meals served with fresh Dinner Rolls & Butter
Complimentary Tea, Coffee, Biscuit Treats & After Dinner Mints

Terms & Conditions

1. **Tentative Bookings** – Functions can be tentatively booked and held for three (3) weeks. If the function is not confirmed the booking will be automatically cancelled and the date will be released for new bookings.

2. **Confirmation** – A function is not considered confirmed until we are in possession of the Function Booking Agreement duly signed by the Client and the requested First Deposit (as defined in item 3 below).

3. **Payment Schedule** – **Confirmation of final numbers must be made no less than fourteen (14) days prior** to the function/event. At this time payment of the final account total (excluding bar tabs) must be paid. Alternate payment arrangements must be agreed to by prior arrangement.

   First Deposit – Upon confirmation, we require a deposit of **$500**

   Final Payment – The final payment is based on **final guest numbers and is required 21 days prior** to the date of the Function either by Cash, Eftpos or Direct Deposit. Any additional or unexpected charges must be settled at the end of the function on the same day.

   Direct Deposit payments can be paid to:

   Account Name: Canley Heights RSL & Sporting Club LTD

   BSB: 082-490 **Account No.:** 509 263 049

   (Please email a copy of the payment remittance to: accounts@canleyheightsrsl.com.au with your Name and Function Type/Date in the subject line).

4. **Cancellation by the Client** – All cancellations must be made in writing. Cancellations made after the Function Booking Agreement has been signed and/or the First Deposit has been received, will be subject to the following:

   4.1. **For notice of cancellation outside of 90 days to the date of the function**: A cancellation fee will not be incurred and the Initial Deposit will be fully refunded, provided that we have received the notice of cancellation in writing.

   4.2. **For notice of cancellation within 60 days to the date of the function**: A cancellation fee will apply and all deposits and/or payments made are non-refundable.

5. **Final Function Details** – Final guest numbers, menus, beverage arrangements, audio visual requirements, room set-ups, starting and finishing times must be confirmed twenty one (21) days prior to the function date.

6. **Function Timing** – Canley Heights RSL & Sporting Club will not be held responsible should all guests not be punctual in arriving, or should attendees or the Client delay the commencement of any event, or if any other interference beyond the control of the Venue (the Club) does not permit us to run service at the confirmed time.

7. **Commencement and Vacating of Rooms** – The Client agrees to begin the function and vacate the designated function space at the scheduled times agreed upon. In the event a function should go beyond the agreed finishing time, the Venue (the Club) reserves the right to impose a labour charge as well as any other applicable charges, as described in Item 8 below, for each hour that the function space is occupied. Any time extensions must be arranged with your Functions Coordinator prior to the event.

8. **Extended Hours** – Should you wish to extend beyond the agreed time, an hourly charge will apply, which will include staffing costs and any other costs associated to the extension of time. All applicable charges must be payable on the day of the function.

9. **Food & Beverage** – The Venue (the Club) is fully licensed and our policy does not allow food or beverage to be brought to the Venue (the Club) for consumption unless prior arrangement has been made.

10. **Prices** – All prices shown include GST and may be subject to change. Pricing will be confirmed in writing along with final function details stated in the Function Booking Agreement. Once confirmed these prices will not change unless the date of the function is transferred.

11. **Room Hire** – Room hire is not included in your package, depending on which room you may choose it will incur a surcharge for the room chosen. (Please refer to the Function Price List).

12. **Security** – The Venue (the Club) will not take any responsibility for the loss or damage to any equipment, merchandise, gifts or any personal items belonging to the Client or to any of the guests left on premises prior to, during or after the function

13. **Compliance** – Clients are responsible for the orderly behaviour of their guest and the Venue (the Club) reserves the right to intervene where it seems fit.

14. **Club Practices** – The Club supports and practice the Responsible Service of Alcohol and will NOT allow intoxication, underage drinking or abusive behaviour.

15. **Displays and Signage** – No items are to be nailed, attached, pinned, screwed or glued to the walls of any area of the Venue (the Club) unless otherwise approved by the Venue.

16. **Damages** – Clients are financially liable for any damage sustained to the Club property by negligent acts through their own action or through the actions of their guests.

17. **Entry of Guests** – All guests are to sign the Function Register prior to entering the function, they must also sign in at reception should they wish to visit other areas of the club (e.g. gaming room). Guests can sign themselves in if they live outside the 5km radius (please see reception for zones) or if they are a member of an affiliated club (RSL or Sporting Club). If they are not a member of an affiliated club or live within the 5km radius they must have a financial Canley Heights RSL & Sporting Club member sign them in.

    a. Covid Guidelines – Government legislation may also require all guests to sign-in via the Services NSW Covid-Safe QR Code before gaining entry. You may also be required to undertake a temperature scan/test. We ask if you are feeling sick or unwell that you do not visit the club and seek medical advice.

18. **Minors** – Any guests under 18 years of age must have their parent/legal guardian's supervision at all times and are restricted to movements within the function area only. All minors must vacate the premises by 10pm. All minors attending a function must be outlined on the "Minor Attendance Notification" form *[provided with Final Details form]. In the instance a minor not on this form arrives at Canley Heights RSL & Sporting Club, they will be denied entry.
    Canley Heights RSL & Sporting Club has zero tolerance for underage drinking. Should a minor be found consuming alcohol the function may be shut down. For 21st birthday celebrations the total amount of minors that will be permitted entry will be limited. Please consult your Event Coordinator for further details. All guest must comply with the Registered Clubs Association Laws governing the Club's Licence. No persons under 18 is permitted in licensed gaming areas and must always be in the presence and accompaniment of a responsible adult.

19. **Unacceptable Behaviours** – Canley Heights RSL & Sporting Club proudly commits to the Responsible Service of Alcohol. Club Management reserve the right to remove patrons attending events from the premises for unruly behaviour or patrons showing signs of intoxication as determined by management discretion.

20. **Other Functions** – The Venue (the Club) reserves the right to book other functions in the same room up to an hour and a half before the scheduled function commencement time and an hour and a half after the scheduled finishing time.

21. **Fire, Life and Safety** – The Venue (the Club) retains the right to adjust any set up to ensure fire, life and safety codes are not breached.

22. **Natural Disaster** – The Venue (the Club) takes no responsibility for any natural disaster e.g., flooding, fires, power failure, war etc;

23. **Marketing and Advertising** – Unless advised otherwise Canley Heights RSL & Sporting Club (the Club) may use any photos, video or DVD images taken by Canley Heights RSL & Sporting Club (the Club) of any event for marketing or advertising purposes.

24. **Special Diets/Children's Meals** – We cater for all dietary requirements including vegetarians, vegans and special allergies at no extra charge. Please inform our Head Chef 21 days prior to your function. We cater for all children and have a special children's menu available

25. **Parking** – the Club has parking facilities which of free of charges for your guests.

26. **Sound Levels** – Due to various Council and licensing regulations, management reserves the right to monitor and adjust any sound level from any amplified music in any event.

27. **Club Dress Regulations** – As a condition of entry to Canley Heights RSL & Sporting Club, patron's attire must be clean, neat and tidy and in good repair at all times. **THE FOLLOWING ARE NOT PERMITTED AT ANY TIME**; Bare feet, ripped, torn, frayed, worn or offensive clothing, dirty footwear or clothing, singlets, headwear including caps, beanies, bandanas, hair rollers or other headwear (unless for medical purposes), brief shorts that may be considered offensive, no fluro shirts after 7pm.

28. **Outside Contractors –** Outside contractors appointed by the Client or by the Venue on behalf of the Client must at all times abide by the Venue's regulations and instructions. All outside contractors will be required to obtain their own Public Liability insurance with a minimum of $10,000,000 and must provide certificate proof to the Venue.

29. **Public Liability Certificate** – A Public Liability certificate is required for all Suppliers at your Function. If you have booked your own, Band, DJ, Entertainment, Florist, Decorators for your function, we will need a copy of their **Certificate of Currency – Public Liability Insurance**, this needs to be valid for the date of your function to cover them for the performance or service they are providing. This is a requirement by law for insurance purposes to ensure they are covered in case of an incident. All Certificates need to be received no later than **21 days prior your function**. All your suppliers need to contact your function co-ordinator the week of your function to confirm their access.

30. Decoration – Should you choose to bring your own decorations to the Venue, the Club (Canley Heights RSL & Sporting Club) will not take any responsibility for any damages to the items brought in or any injuries caused to your or/and to your guests. Clients are financially liable for any damages sustained to the Club property caused by items brought into the venue.

****Please Note****

No Supplier is permitted into the venue unless we receive their Certificate of Currency – Public Liability Insurance.

All Suppliers must pick up their items/decorations at the conclusion of the Function eg; sashes, DJ equipment etc;

Booking Agreement

Thankyou for choosing Canley Heights RSL & Sporting Club to host your upcoming function.

Please check the following information is correct and sign where indicated.

PERSONAL DETAILS

Name: _____

Address: _____ Postcode: _____

Phone (H): _____ (M): _____

Email: _____ Badge No.: _____

FUNCTION DETAILS

Date: _____ Start Time: _____

Occasion: _____ Guest No.'s: _____

Room: _____ Minors Attending: _____

Package: _____

Room Hire Cost: _____

Security Fee: _____

Additional Fee: _____

Bar Requirements: _____

Cakeage Fee: _____

Initial Deposit: _____

Have you read the Terms & Conditions Page: YES NO

Special Instructions: _____

_____

_____

OFFICE USE ONLY (Receipt Copy to be placed below)

Please Note

1. By signing this Booking Agreement, I/we agree to all the above specifications.
2. By signing this Booking Agreement, I/we have read and agreed to all the attached Booking Terms & Conditions
3. This Booking is not considered confirmed until the requested deposit and signed Booking Agreement is returned.

I have read, understood and agree to the Terms & Conditions attached and the above stated function details.

Waiver for Cake

I/We take full responsibility for any food that is brought onto the premises from an outside provider. I/We acknowledge that the venue cannot be held liable for any fault or injury to guests as a result of such products including but not limited to health, safety and quality standards of such items and allergic reactions.

Signed on behalf of **Canley Heights RSL & Sporting Club**		Signed on behalf of the **Client**	
Name:	_____	Name:	_____
Signature:	_____	Signature:	_____
Date:	_____	Date:	_____

Final food and beverage details must be confirmed **14 days prior** to the day on which the function is held.

A minimum number of guests must be confirmed **7 days prior** to your function

In the event of damage to Canley Heights RSL & Sporting Club property you will be held accountable.