

**Penshurst RSL Club**

**Functions & Events**

**Information**

**Package**



**Let us do all the work !**

**Penshurst RSL has three function rooms with great facilities, and a wide variety of catering menus to suit any size or style of function.**

**Ideal for : Sporting Club Presentations, Weddings,  
Birthday Celebrations, Engagements, Christenings,  
Corporate Conferences and Seminars from 10 to 240 guests!**

**For further information, please contact the Club on 9580 3749 and ask to speak to Leah our Functions Coordinator or email [functions@penshurstsl.com.au](mailto:functions@penshurstsl.com.au)**

## **ROOM HIRE**

**The Auditorium (seating up to 240 guests):** \$300.00 - for up to five (5) hours

**The White Room (seating up to 80 guests):** \$250.00 - for up to five (5) hours

**The Legends Room (seating up to 60 guests):** \$175.00 - for up to five (5) hours

The finishing time for all functions cannot be any later than 12:00 midnight.

## **BEVERAGE SERVICE**

Cost of hiring beverage attendant: \$25.00 per hour - min. of three (3) hours

A beverage attendant is required for all functions where drinks are to be served.

Functions with over one-hundred (100) guests will require a second beverage attendant.

## **LINEN / CHAIR COVERS & ROUND TABLES**

Cost of hiring linen table-coverings at an additional fee - Ask for a quote.

Cost of hiring fitted linen chair-covers: \$5.00 per chair (minimum of 50 chairs)

(choice of coloured organza or satin sash)

Cost of hiring round tables: \$25.00 per table (seating up to 10 guests)

## **ADDITIONALS**

DJ / MC Services also available - Ask for quote.

Security Staff required for all 21st Birthday Celebrations —Ask for a quote

## **CATERING SERVICE**

Penshurst RSL has a range of catering menus to meet the requirements of your function.

Menus available from Reception or online.

(All prices are inclusive of GST & subject to change)

## BOOKING TERMS & CONDITIONS

### **To Confirm Your Booking:**

In order to secure your booking at Penshurst RSL on the date you have requested, payment of the room hire fee is required to act as a deposit for your booking.

Function bookings cannot be guaranteed until the room hire fee has been paid in full.

Please note that booking terms & conditions must be followed at all times, and a signed copy of the attached Booking Conditions Acceptance must be returned to the Club not less than seven (7) days prior to the date of the function.

### **Payment of Bar Service Fee:**

Full payment of the bar service fee (if applicable) is to be made not less than fourteen (14) days prior to the date of the function.

### **Confirmation of Catering Details:**

Catering details, including menu selections and final numbers, is required not less than seven (7) days prior to the date of the function. Please note that the calculation of total catering service fee will be based upon the final numbers confirmed by the client.

### **Payment of Catering Service Fee:**

Full payment of the total catering service fee (calculated on the final numbers as provided by client) is required not less than seven (7) days prior to the date of the function.

Please note upon final numbers being confirmed for catering, numbers may increase but not decrease.

### **Payment of Cleaning Bond:**

Dependent on the event you are planning, you may be required to pay a cleaning bond of \$500.00.

The requirement of a cleaning bond will be determined by management but it is Club policy that a bond is required for all sporting club presentations or children's birthday parties.

If applicable, the \$500.00 cleaning bond is required to be paid not less than seven (7) days prior to the date of the function with full return of bond being conditional upon final inspection by management.

The cleaning bond will be returned to client three (3) days after the date of the function, however, the bond (or part thereof) may be forfeited in the event of any damage, loss, destruction or theft of Club property or in the event that an additional cleaning fee is required.

### **Cancellation of Booking:**

The Club would be disappointed should the need arise for a booking to be cancelled, however, we do realise that circumstances occasionally make this necessary.

Any payments received will be refunded in full if a written cancellation is received not less than four (4) weeks prior to the date of the function.

Penshurst RSL Club reserves the right to cancel bookings if deemed necessary, with a full refund of any payments received being provided to the client.

### **Children's Parties**

All children's parties require a bond of \$500.00, to be paid at least 3 days prior to your function, this will be returned 3 days post celebration after Managers inspection - providing no damage has occurred.

Bookings for children's parties are from **1yrs old - 12yrs old** only.

It is the clubs policy that we do not book teenage parties including **16th & 18th** birthday celebrations.

## **BOOKING TERMS & CONDITIONS CONTINUED**

### **Beverage Account Payment:**

If you have selected to provide beverages for your guests in the form of a beverage account or 'dry till' then it is important that the monetary limit is confirmed prior to the start of the function. Payment of the beverage account or 'dry till' must be made in full at the completion of the function. Payment of beverage 'dry till' account at a later date is only permitted with the prior authorisation or approval of management.

### **Smoking:**

According to the regulations of Smoke Free Environment Act, smoking is only permitted in the outdoor Garden Terrace area located on the ground floor of the Club.

### **Responsible Service of Alcohol:**

Penshurst RSL encourages the responsible service and provision of alcohol and does not tolerate violent or anti-social behaviour. The Club reserves the right to refuse service to any person or persons deemed to have exceeded safe levels of consumption or who are showing visible signs of intoxication. Any person found to be intoxicated will be asked to leave the Club premises and must do so immediately or face fines under the Liquor Act. Person under the age of eighteen (18) years are not permitted to consume alcohol at any time. Please note that any person or persons found to be supplying alcohol to under-age patrons will be ejected from the premises immediately and barred from any future entry to the Club.

### **Damage to Club Property:**

Clients are financially responsible for any damage sustained to Club property during functions and/or caused by guests of that function. If a bond has been paid then this amount (or part thereof) may be forfeited to pay for any damages or repairs required. When decorating function rooms the use of tacks or staples to secure objects to walls or fittings is not permitted at any time. It is advisable to discuss decoration options with the Functions Coordinator or management prior to the date of the function.

**Please note that smoke machines or 'sparklers' are not permitted in any function rooms or other areas of the Club at any time - failure to comply will result in the total loss of any cleaning Bond paid and/or any subsequent fines imposed by emergency services being paid for by the function client or organiser.**

### **Penshurst RSL Club Regulations:**

- ◆ Any guests attending a function at Penshurst RSL Club must agree to abide by the Club's regulations.
- ◆ All guests must sign-in to the Club on arrival and retain their sign-in slip for the duration of the time that they are on Club premises.
- ◆ Persons under the age of eighteen (18) years are welcome to attend private functions only on the condition that they are accompanied by a responsible adult or guardian at all times.
- ◆ Persons under the age of eighteen (18) years are not permitted in any licensed areas within the Club.
- ◆ The Club must be notified of any 'entertainment' or 'performers' that the client has arranged.

### **Payment of Accounts:**

Penshurst RSL accepts the following forms of payment: cash, credit card, EFTPOS or cheque. All cheques are to be made payable to 'Penshurst RSL Club'.

**Please note:** Penshurst RSL is unable to process payments with American Express or Diner's Club cards.

## BOOKING CONDITIONS ACCEPTANCE

Function bookings terms & conditions cannot be altered or varied without the written consent of Penshurst RSL Club management.

I have read and accept the Penshurst RSL Club's booking terms and conditions. I understand that failure to adhere to these foregoing conditions at any time may result in the cancellation of my function booking without Penshurst RSL Club being liable for any form of refund or monetary reimbursement.

Date of Function: \_\_\_\_\_

Function Start Time: \_\_\_\_\_ Function Finish Time: \_\_\_\_\_

Function Room Required: Auditorium  Legends Room  White Room

Catering Service Required: YES  NO

Menu Selected: \_\_\_\_\_ Cost per Guest: \$ \_\_\_\_\_

Beverage Service Required: YES  NO  Hours Beverage Service Required: \_\_\_\_\_ to \_\_\_\_\_

Additional Requirements: Linen Cloths  Chair Covers  Round Tables

Client Full Name: \_\_\_\_\_

Client Postal Address: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

Client's Organisation: \_\_\_\_\_

Client's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### ADMINISTRATION - TO BE COMPLETED BY PENSHURST RSL CLUB

Date Signed Acceptance Received: \_\_\_\_\_

Function Coordinator Signature: \_\_\_\_\_