PENSHURST
RSL

Functions & Events

INFORMATION
PACKAGE



FUNCTION ROOMS

White Room

Suitable for celebrations, wakes and training seminar's, up to a maximum 80 people

Legends Lounge

Perfect for meetings up to a maximum 50 people

BEVERAGE ATTENDANT

A minimum of three (3) hours is required for all function beverage attendants. A beverage attendant is required for all functions where drinks are served, and larger functions that require supervision. Functions with 100 guests or more require a second beverage attendant.

CATERING SERVICE

Penshurst RSL has a range of catering menus to meet the requirements of your function. Menus are available from club reception or downloaded from the Penshurst RSL website. No external food or beverage is permitted to be brought into the club without pre-approval by management.

(All prices are inclusive of GST and may be subject to change)

ADDITIONAL INFORMATION

All room hire includes -

- Full audio and visual equipment use
- 30 minute bump in, 30 minute bump out
- Exclusive use of room and all amenities
- Paper table cloths (catered functions only)
- Furniture room setup, reset and cleaning

All beverage attendant and piano usage charges are built in to the room hire charge, if applicable.

Material table cloths, chair covers and napkins can be arranged at an additional charge.

Security staff are required for all 21st birthday celebrations and any other function that the club sees fit. A minimum of five (5) hours is required, and additional to the room hire charge.

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

ROOM HIRE CHARGES

Available upon request. Tiered membership discount available.

BOOKING TERMS & CONDITIONS

BOOKING CONFIRMATION

All room hire charges must be paid for in full in order to secure the function booking. Function rooms are open to other bookings until such time.

BEVERAGE ATTENDANT CHARGE

Beverage attendant charges are quoted as part of the room hire charge. All remaining charges are payable on the function date.

CATERING CONFIRMATION

Catering details, including menu selections and final numbers, is required not less than fourteen (14) days prior to the function date. The total catering charge is based on the final numbers confirmed by the client.

CATERING CHARGE

Full payment of the total catering service fee (calculated on the final numbers provided by client) is required not less than fourteen days prior to the date of the function. We understand function numbers can change, however for catering purposes numbers may increase, but not decrease.

CLEANING BOND

Dependent on the event, a cleaning bond of $500.00 may be required. The requirement of a bond will be determined by management, however it is club policy that a bond is required for all sport presentations and children's birthday parties. Full return of the bond is conditional upon final inspection. The bond will be returned within 72 hours of the function date. The bond (or part thereof) may be forfeited in the event of damage, loss or theft of club property, or in the event that an additional cleaning fee is required.

CANCELLATIONS

The club would be disappointed should a cancellation arise, yet understanding. Any payments received will be refunded in full if a written cancellation is received not less than fourteen (14) days prior to the function date. Penshurst RSL club reserves the right to cancel bookings if deemed necessary, with a full refund of any payments received.

BEVERAGE ACCOUNT PAYMENT

If you have selected to provide beverages for your guests in the form of a beverage account or 'bar tab' please confirm the monetary limit prior to the start of the function. Payment of the 'bar tab' must be made in full at the completion of the function.

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. Persons 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 asked to leave the premises immediately and barred from any future entry to the club.

DESIGNATED SMOKING AREA

According to the regulations of Smoke Free Environment Act, smoking is only permitted on the balcony on the lower ground floor of the club.

PROPERTY DAMAGE

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 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 functions staff prior to the function date.

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.

CLUB REGULATIONS

- Any guests attending a function 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 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.

ACCOUNT PAYMENT

Penshurst RSL prefers EFT as payment of the account, however cash, credit card and EFTPOS are accepted.

American Express is not accepted.

Account name—Penshurst RSL Club
BSB—332 028
Account number—554354636

CONTACT

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