



# FUNCTIONS & EVENTS CENTRE

AT BLACKTOWN RSL CLUB

## CORPORATE PACKAGES



# WELCOME

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**Thank you for your recent enquiry regarding the Functions & Events Centre facilities at Blacktown RSL Club for your upcoming business event.**

**Please find enclosed a copy of our CORPORATE PACKAGES providing you with all the information you require.**

**However, do not hesitate to contact us should you require further information.**

**Alternatively, should you wish to meet in person to discuss your requirements and view our facilities, please contact the functions team on 9933 7600 or [functions@blacktownrsl.com.au](mailto:functions@blacktownrsl.com.au) to organise a suitable time.**

**We look forward to hearing from you.**

**Yours faithfully,  
The Functions Team**



# Function Rooms

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The Functions & Events Centre at Blacktown RSL Club offers a variety of function and conference rooms accommodating up to 500 guests.

## **SAPPHIRE**

Located on level 3, the room can be setup and used in a variety of ways. Round tables are available.

**Room Hire: \$300.00**

**Room capacity: up to 80 guests (Cabaret Style)**

(Room contains data projector & screen)

## **HARMONY**

The Harmony room is available with a data projector and screen, perfect for presentations and meetings.

**Room Hire: \$200.00**

**Room capacity: up to 20 guests**

(Room contains data projector & screen)

## **HORIZONS**

Our largest room available with capacity for over 500. Large stage and large dance floor also available. Toilets and change rooms are located inside along with a large bar.

**Room Hire: \$2,500.00**

(Room rate will be reduced if catering required)

**Room capacity: up to 500 guests**

(Room contains data projector & screen)

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All rooms include: screen and whiteboard.  
Room arrangements for theatre, boardroom, u-shape and classroom style.





# Function Rooms cont.

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The Functions & Events Centre at Blacktown RSL Club offers a variety of function and conference rooms accommodating up to 500 guests.

## **SANCTUARY 1**

Located on level 1, the room can be setup and used in a variety of ways.

**Room Hire: \$300.00**

**Room capacity: up to 80 guests**

(Room contains data projector & screen)

Can join with Sanctuary Room 2 to create a large space for 150 guests

## **SANCTUARY 2**

Located on level 1, the room can be setup and used in a variety of ways.

**Room Hire: \$200.00**

**Room capacity: up to 40 guests**

(Room contains data projector & screen)

## **CASCADES**

The Cascades room is available with a data projector and screen, perfect for presentations and meetings.

**Room Hire: \$200.00**

**Room capacity: up to 40 guests**

(Room contains data projector & screen)

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All rooms include: screen and whiteboard.  
Room arrangements for theatre, boardroom, u-shape and classroom style.

Please note that we are able to set the furniture to your individual specifications



# Platters

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<b>Fruit</b> (GF)	\$45.00	For 10 people
<b>Gourmet Sandwiches</b>	\$55.00	For 10 people
<b>Cheese &amp; Crackers</b> with dried fruits & nuts	\$55.00	For 10 people
<b>Antipasto</b> sundried tomatoes, olives, feta cheese, ham, cabanossi & salami	\$55.00	For 10 people

## JAPANESE PLATTERS

<b>Mini Sushi</b> (90 pcs) (GF)	\$55.00
<b>Deluxe Jumbo Sushi</b> (62 Pcs)	\$69.00
<b>Mixed Grilled Platter Sushi</b> (35 Pcs)	\$66.00
<b>Sushi Sahimi</b> (24 pcs)	\$45.00
<b>Assorted Seafood Sushi</b> (24 Pcs)	\$45.00
<b>Deluxe Sahimi</b> (35 Pcs)	\$59.00



# Full Day Package

**\$35 per person**

**Minimum 20 people**

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## ARRIVAL

Tea and Coffee

Biscuits

## MORNING TEA

Assorted Danishes

Scones with Jam and Cream

Tea and Coffee

## LUNCH

Gourmet Sandwiches

Savoury Wraps

Spinach & Cheese triangle

Salt & Pepper Squid

Chicken Skewers

Garden Salad (GF)

Bread & Butter

Tea and Coffee

## AFTERNOON TEA

Fruit Platter (GF)

Selection of Cakes

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**For alternative menus, special dietary requirements  
and pricing please contact the Functions Team.**





# Business Lunch Package 1

**\$19 per person**

**Minimum 20 people**

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Assorted Sandwiches

Fresh Fruit Platter (GF)

Assorted Cakes

Tea and Coffee

# Business Lunch Package 2

**\$25 per person**

**Minimum 20 people**

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**Choose from the following options:**

Chicken Stir-Fried with Vegetables

Beef in Black Bean Sauce

King Prawn with assorted Vegetables (GF)

Fresh Garden Salad

Ham, Chicken & Roast Beef

Bread & Butter

Assorted Cakes & Slices

Fruit Platter (GF)

Tea & Coffee

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**TEA AND COFFEE OPTIONS**

Tea & Coffee	\$4.00
Tea, Coffee & Biscuits	\$5.50
Sweet Options: Danish Pastries, Muffins, Scones, Cakes and Slices	\$4.50
Gluten Free Biscuits (per serve)	\$1.10

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**For alternative menus, special dietary requirements  
and pricing please contact the Functions Team.**

# Booking Conditions – Agreement

As of November 2017

**Confirmation of Bookings** - Tentative bookings will be held for seven (7) days only. Confirmation of bookings must be made in writing together with the signed Terms and Conditions form and accompanied by a deposit of \$200.00. The Club reserves the right to cancel any booking not confirmed after seven (7) days without any further correspondence. All cheques should be made payable to Blacktown RSL Club Ltd and forwarded to PO Box 619, Blacktown 2148.

**Final Payment** - The balance and final payment is required five (5) days prior to your function. No refunds will be given after this time should your number of guests decline. All set dry till drink accounts must be paid prior to the commencement of your function. Should you decide to increase your dry till amount during your event the balance owing must be settled in full upon completion of your function.

**Cancellations** - All cancellations must be made in writing. Cancellations more than two (2) months before the function date will have the full deposit refunded less a \$50.00 booking fee. Cancellations less than two (2) months before the function date, the deposit is non refundable. Fourteen days (14) before the function date, 15% of the total value will be charged if the facilities are not re-booked. Forty eight (48) hours before the function date, the organiser may be asked to pay up to 50% of the total value.

**Prices may increase subject to market conditions** - Prices charged for your function are those in effect three (3) months prior to the function date. Full payment for your function is required five (5) working days prior to the function. A surcharge applies for functions held on Sundays (5%) or Public Holidays (15%).

**Menu Selections & Beverage Requirements** are required two (2) weeks prior to the function. Confirmed number of guests is required seven (7) days prior to your function. Should your number of guests decline once the final number of guests is confirmed, seven (7) days prior, payment still stands. Number of guests must not increase by more than 5% within 48 hours of the function. Your function may be moved to a more suitable sized room at the Club's discretion. No food or beverages are to be brought into Blacktown RSL Club for consumption. No food or beverages are to be removed from the Club premises at the end of your function.

Clients are reminded that the room must be vacated within thirty (30) minutes of the closing time. Any extension of the time must be arranged prior to the function date; additional charges will apply for the time extension.

The Club takes all necessary care, but accepts no responsibility for the loss or damage to the property of the client or their guests before, during or after a function. This includes gifts or decorations brought on to the premises.

The hirer will conduct the function in an orderly manner and in compliance with the rules of the Club and the law. The Club practices the Responsible Service of Alcohol policy. It is the policy of this establishment not to allow intoxication, underage drinking or violent or quarrelsome behaviour.

Written permission must be obtained from Blacktown RSL Club Ltd before using either the name or the trademark of the Club for any advertising purposes.

The hirer is financially responsible for any damage sustained to the Club, or any property during the function/s. Club Management must be consulted before altering anything to any walls, doors or ceilings within the Club. Blacktown RSL Club does not permit confetti, scatters or silly string to be brought on to the premises.

A \$1000 bond may be payable before each function, this will be refunded on the next business day after inspection.

**Club Dress Regulations Apply.** All clothing must be clean, neat and tidy, not suggestive or offensive. Management have the right to refuse entry to any patron. **Club Sign-in Rules Apply.** Guests living within 5kms of the Club must be a member or signed in by a member of Blacktown RSL.

**Credit Card Payments** – Payments made with AMEX will incur a 2% fee. All other credit cards will incur a 1% fee.

☐ I/We have read and accept the preceding conditions

Name \_\_\_\_\_ Ph \_\_\_\_\_

Company (if applicable) \_\_\_\_\_

Postal Address \_\_\_\_\_

Email Address \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Function Date \_\_\_\_\_