



Function Packages



4-6 Linsley St Gladesville NSW 2111
Ph 9816 2999
www.gladesvillersl.com.au
events@gladesvillersl.com.au

Thank you for your interest in holding a function Gladesville RSL. The Linsley Room in Gladesville RSL caters for a range of functions. Our corporate clients find it ideal for meetings, training, cocktail functions and product launches. The Linsley Room is also popular for private functions such as birthdays, engagements, award presentations or fundraising events.

The layout of The Linsley Room is flexible to accommodate functions of different sizes. Below are an example of some of the configurations available and maximum guests for a comfortable event:

Layout	Capacity – Half Room	Capacity – Full Room
Theatre Style	80	140
Cocktail	100	150
Banquet	60	100

Gladesville RSL is conveniently located off Victoria Road, with public transport and car parking facilities in close proximity. One of the advantages of holding your function at Gladesville RSL is that it allows your guests use of the Club facilities before or after the event, providing additional entertainment and recreation opportunities to make your event even more memorable.

General Information

ROOM HIRE: Half day room hire (up to 4 hours) is \$150 for a half room and \$275 for the full room. Full day room hire (up to 8 hours) is \$250 for a half room and \$450 for the full room. Functions must be complete no later than 30minutes prior to the Club's closing time.

BEVERAGE ATTENDANT SERVICE: A beverage attendant is required for all functions where drinks are served. Functions with over fifty (50) guests will require a second beverage attendant. Cost of hiring a beverage attendant is \$100.00 (minimum of 3 1/2 hours) with an additional charge of \$25.00 per hour thereafter plus any penalty rates that may apply.

CATERING: Following are details of our menu packages, however our caterer is also happy to tailor a menu to your requirements. All prices are inclusive of GST and are subjected to change. Linen hiring cost for tables (pack of 10) is \$50.00 and napkins (pack of 50) is \$50.00.

SECURITY: Is a compulsory requirement for any functions deemed necessary by management (eg 18th & 21st Birthdays, Bucks/Hens Nights, School Formals). Cost of a security guard is \$65-00 per hour (minimum of 3 hours). A ratio of one (1) guard per thirty (30) guests is required.

Our friendly and professional staff will ensure your function runs smoothly and your meals are of high quality. We are also happy to assist with your audio-visual, entertainment and decoration requirements.

If you would like further information or would like to make an appointment to view The Linsley Room, please feel free to contact us. Also included in this package is a function confirmation for when you are ready to proceed with your event.



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Coffee Breaks

Coffee and tea	\$3.00 pp
Assorted cookies	\$2.00 pp
Scones with jam and fresh cream	\$3.00 pp
Assorted muffins	\$3.00 pp
Iced and cream donuts	\$3.50 pp

Cocktail Platters

Sandwich Platter (serves 10 people) - \$75 ea

Assorted sandwiches (one & a half per person)

Roast Meat with Chutney
Red Salmon, Red Onion & Mixed Salad
Char-grilled Chicken with Guacamole
Curried Egg with Cucumber Salad
Ham & Pineapple

Hot Platter (serves 10 people) - \$95 ea

Spring Rolls
Chicken Satay Skewers
Dim Sims
Crumbed Calamari Rings
Crumbed Prawn Cutlets
Mini Meat Pie
(10 pieces of each item)

Fruit Platter (serves 10 people) - \$95 ea

Seasonal Fruits



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Cocktail Menu

Five Varieties - \$17.50 per person

Eight Varieties - \$25.50 per person

Tray Service - \$2.00 additional per person

Cold Canapes

Tomato Bruchetta (2pcs)
Smoked Salmon with Sour Cream (2pcs)
Roast Beef with Mustard (3pcs)
Sliced Chicken & Guacamole (2pcs)
Leg Ham & Rockmelon (2pcs)
Prawn & Lychee (2pcs)

Hot Canapes

Salt & Pepper Prawns (2pcs)
Mini Quiches (2pcs)
Chicken wrapped with Bacon (2pcs)
Spinach & Ricotta Triangle (2pcs)
Deep Fried Wontons (2pcs)
Malaysian Chicken Satay Sticks (2pcs)



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Lunch & Dinner Menu

(30 pax minimum - Includes Tea/Coffee Station & Bread Roll)

Two Courses

\$29.00 per person

Select two of each course to be served alternatively

Three Courses

\$39.00 per person

Select two of each course to be served alternatively

Soup:

Country Style Pumpkin

Cream of Mushroom

Potato & Leek

Tomato & Basil

Chicken & Sweet Corn

Cold Entrees:

Caesar Salad

Thai Chicken Salad

King Prawns Cocktail

King Prawns with Waldof Salad

Leg Ham & Melon with Cranberry sauce

Bocconcini and Oven Roasted Tomato with Basil Vinaigrette

Salad of Rare Roasted Beef with Honey Mustard Dressing

Hot Entrees:

Tortellini Boscaiola

Chicken and Mushroom with Pastry Lid

Crumbed Camembert on Raspberry dressing

Tandoori Chicken Tenderloin with Minted Yoghurt and Rice

Crumbed Calamari Rings with Tartare Sauce

Chilli King Prawn Risotto



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Main Courses:

Provençal Chicken
on Mushroom Risotto with Semi Dried Tomato and Red Wine Sauce

Lamb Rump
with English Spinach and Kumera puree

New York Steak
with Fried New Potatoes, Seasonal Vegetables and Pepper sauce

Grilled John Dory Fillet & Prawns
with Cheese Sauce, served with Steamed Vegetables

Roasted Lemon Thyme Chicken
with Grilled Bacon, Sweet Potato Mash and Green vegetables

Grilled Chicken Breast & Prawns
with Mustard Sauce

Grilled Atlantic Salmon Fillets
on Creamy Mash and Lemon Butter sauce

Grilled Barramundi Fillets
on Steamed rice with Vegetables, Ginger Soy Sauce and Fresh Coriander

Salt 'n' Pepper Pork Chops
with Fried Potatoes and Salad

Pan Fried Veal Medallions
with Mushroom Sauce, served with Roasted Potatoes and Vegetables

Oven Roasted Tender Scotch Fillet
with Mustard Crust Served with Vegetables

Desserts:

Mud Cake, Chocolate sauce

Lemon Meringue Pie

Apple Pie with Fresh cream

Chocolate Profiterole filled with custard

Pavlova with Passionfruit

Black Forest Cake

Tiramisu

Fruit Salad



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Set Menus

(30 pax minimum - Includes Tea/Coffee Station & Bread Roll)

Menu 1 – \$30.50 per person (served alternatively)

Entrée:

King Prawn Cocktail
Crumbed Chicken with Mango Chutney

Mains (served with Vegetables):

Mustard Crusted Roast Beef with Red Wine Jus
Roast Pork with Apple Sauce and Demi-Glace

Dessert:

Passionfruit Pavlova
Apple Pie

Menu 2 – \$30.50 per person (served alternatively)

Entrée:

Spring rolls
Steamed Dim Sim

Mains (served with Fried Rice):

Sweet & Sour Pork
Chicken & Vegetables in Oyster Sauce

Dessert:

Fruit Salad with Whipped Cream
Black Forest Cake



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Buffet Menus

(40 pax minimum – Includes Tea/Coffee Station)

Menu 1 Asian Buffet - \$24.90 per person

Salad Bar:

Garden Salad
Tuna and Noodle Salad
Teriyaki Chicken Salad
Sesame Seed Dressing

Hot Starter:

Spring Rolls
Fried Dim Sim

Mains:

Satay Chicken
Sweet n' Sour Pork
Fish and Vegetables in Oyster Sauce
Mongolian Beef
Fried Rice

Dessert:

Assortment of Gateaux

Menu 2 Roast Buffet - \$24.90 per person

Salad Bar:

Coleslaw Salad
Pasta Salad with Pesto
Garden Salad
Thousand Island Dressing
Assortment of Gourmet Rolls

Mains:

Mustard Crusted Roast Beef and Jus
Roast Pork with Apple Sauce and Jus
Roast Leg of Lamb with Mint Sauce
Roast Potatoes and Pumpkin
Medley of Vegetables

Dessert:

Assortment of Gateaux



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Menu 3 International Buffet - \$26.90 per person

Salad Bar:

Creamy Potato Salad
Coleslaw Salad
Pasta Salad
Garden Salad
Thousand Island Dressing
Assortment of Gourmet Rolls

Mains (Australian):

Roast Beef and Gravy
Grilled Fish with Lemon Butter Sauce
Vegetable Medley

Mains (Chinese):

Satay Chicken
Sweet n'Sour Pork
Fried Rice

Dessert:

Assortment of Gateaux

Menu 4 International Buffet - \$28.90 per person

Cold Starter:

Cooked King Prawns with Lemon Wedges

Salad Bar:

Creamy Potato Salad
Coleslaw Salad
Pasta Salad
Garden Salad
Thousand Island Dressing
Assortment of Gourmet Rolls

Mains (Australian):

Crumbed Fish Goujons
Grilled Chicken Breast with Mushroom Sauce
Vegetable Medley

Mains (Chinese):

Seafood and Vegetables in Oyster Sauce
Mongolian Beef
Fried Rice

Dessert:

Assortment of Gateaux

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Function Terms & Conditions

The following are in place to ensure the smooth running of your event.

Approval:

All events are subject to the approval of the Board of Directors and management. We reserve the right to cancel a booking if the club has reason to believe it will adversely affect the Clubs operations or reputation.

Registered Clubs Act:

The Registered Clubs Act governs all NSW Clubs, as such the following is a legislative requirement the Club is obliged to comply with. If a guest is not a member of Gladesville RSL they must show the appropriate identification and complete the temporary member register. If the guest resides within a 5km radius of the club and are not members of Gladesville RSL or another RSL Club, they must sign in as a guest of the member organising the event. For this reason we require all event organisers to become a member of the Club. Please note members guests must stay in the vicinity of the member and may not stay in the club after the member has left the premises.

Dress Code:

The Club dress code applies for all events. Management reserves the right to refuse entry to guests if they do not meet this dress code. Dress regulations are available from our website www.gladesvillersl.com.au. As a guide neat, tidy and clean casual dress is required.

Menu Selection:

We are more than happy to assist in the selection of your menu or our in-house caterer who can tailor a menu to your requirements. The club provides a full range of food and beverage products; as such food and beverages may not be brought onto the premises. Any food not consumed remains the property of the Club. Special dietary requirements can be met if given adequate notice. Menu selections need to be finalised 14 days prior to the event in order to ensure menu ingredients can be arranged. Gladesville RSL & Community Club Ltd reserves the right to alter quotes due to increases in food and beverage costs. Minimum numbers apply for all menu packages and no discounts, vouchers or special offers generally available within the Club apply for function bookings.

Responsible Service of Alcohol:

It is against the law for Gladesville RSL and/or its staff, to supply alcohol to any person who is intoxicated (Section 44, Registered Clubs Act 1976). Any decision in this matter rests entirely with the management of Gladesville RSL Club. Function organizers will be responsible to ensure the orderly behaviour of their guests; however the Club reserves the right to intervene if necessary.

Numbers:

An estimated number of attendees are required at the time of booking, please note that some menu selections require a minimum booking number. For rostering purposes, a guaranteed minimum number of guests are required 14 days prior to an event. Within 14 days of the event the Club will attempt to accommodate any increase in numbers.

Room Hire & Surcharges:

The organiser agrees to begin the function and vacate at the scheduled times or a surcharge for costs incurred will be applied. Labour or security surcharges may also apply to certain events at management discretion.



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Tentative Bookings:

All quotations and tentative bookings are valid for 7 days. If no written confirmation has been received 7 days after your tentative booking has been made, your booking may be released and quotes no longer applicable. During this time, should another client wish to make a booking for the same period, the original client will be contacted to establish whether the room can be released.

Confirmation & Payment:

A signed function confirmation with a deposit of 10% of the quote confirms a booking. Full payment is required prior to the event and payment terms will be advised on confirmation. In some circumstances settlement can take place on the night of the event and regular bookings are able to organise a monthly account with the Club. Payments can be made by cash, company or bank cheque, eftpos or credit card.

External Contractors:

Any external contracted service (eg photography, entertainment) will require proof of public liability insurance cover.

Cancellation:

If cancellation occurs 30 days prior to the event any deposit paid will be refunded. For cancellations less than 30 days, the Club will attempt to provide a refund if no charges have been incurred. Any charges incurred over the amount of the deposit (eg food cost, rostered staff, entertainment) will be billed to the event organiser.

Room Allocation:

We reserve the right to change the function room allocated to another area if circumstances have changed. This includes but is not restricted to a change in the numbers of persons that have been confirmed.

Damage:

Whilst the Club understands accidents happen, it is understood the event organiser is financially responsible for any damages sustained to Gladesville RSL & Community Club Ltd equipment, property and premises. Full replacement costs will apply.

Personal Property:

The Club will take all necessary care, but accepts no responsibility for the loss or damage to the property of clients or their guests. This includes gifts, decorations or personal property brought onto the premises.

Fire Safety:

Smoking is available in the designated outdoor areas. Please note the location of emergency exits within the Club. In the event of an emergency occurring the clubs evacuation warning system will be activated. Staff have been trained in emergency procedures and will direct you if any action is required.

Advertising:

All advertising using the name or logo of Gladesville RSL & Community Club Ltd must have written approval of the management of the club.

Privacy Act:

Gladesville RSL & Community Club Ltd is subject to the provisions of the Privacy Act 1988. Your personal information will only be used to process your event booking. Please notify us if you do not wish to receive marketing communications from the Club.



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Function Details

Function/Company Name:	
Contact Name:	Position:
Gladesville RSL Membership No:	Home Ph:
Work Ph:	Mobile Ph:
Fax:	Email:
Postal Address:	
Date/s of Function:	Function Type:
No of Guests:	Room Setup:
Food & Beverage Requirements:	
Other Requirements:	

I, _____ have read and understand the function terms & conditions of Gladesville RSL & Community Club Ltd as stated above.

Signature: _____

Date: _____



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