



GLADESVILLE RSL
& COMMUNITY CLUB

Function Information Pack





Welcome

Thank you for considering Gladesville RSL & Community Club for your next event.

Within this information pack you can find useful details about room hire rates, equipment hire, catering packages and staffing costs, as well as the rooms available to you and their capabilities and capacities.

Our function rooms cater for a range of special events. For social or corporate events, we strive to go above and beyond to make your experience valuable and memorable. Our corporate clients find it ideal for meetings, training and cocktail functions. We're also popular for private functions such as birthdays, engagements, award presentations or fundraising events

Gladesville RSL is conveniently located off Victoria Road, with public transport and car parking facilities in close proximity. The Ryde council carpark provides 100 car spots within 20-50 metres of the club.

One of the advantages of holding your function at Gladesville RSL is that it allows your guests use of the Club facilities before and after the event, providing additional entertainment and recreation opportunities to make your event even more memorable.

We would like to make this process as simple and easy for you as possible. If there is any further information you need, please do not hesitate to contact us at info@gladesvillersl.com.au, or on (02) 9816 2999. Our website has further information at www.gladesvillersl.com.au

Your Passionate Gladesville Rsl Group



General Information

Room Hire	Half Day / Full Day	Capacity
Sunset Lounge	N/A / \$350	100 seated
The Front Row Sports Bar*	\$200 / \$350	86 seated
Ping's Kitchen*	\$200 / \$350	88 seated
The Meeting Room	\$150 / \$250	30 seated
Bubbles Bar	\$150 / \$250	54 seated
The Alfresco*	\$150 / \$250	32 seated

*These function spaces are only semi-private, our members will share certain spaces.

A Half Day is 4 hours or less and a Full Day is 8 hours or less.

*These areas may be unavailable due to major sporting events.

Staffing

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 hours) with an additional charge of \$25.00 per hour thereafter plus any penalty rates that may apply.

Catering

Ping's Kitchen are our in-house caterers, with plenty of options they are flexible and happy to accommodate any of your dietary requirements; just let us know! Further information included on page 9 of this information packet.

Our Rooms

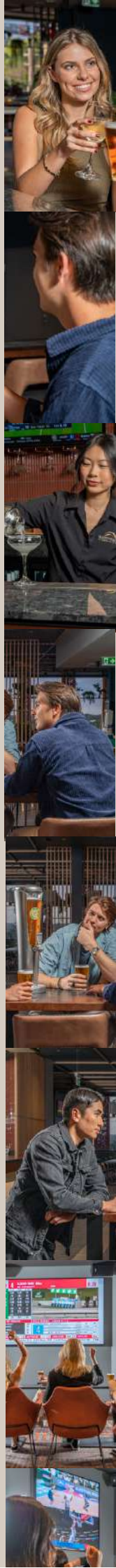
Sunset Lounge

The Sunset Lounge is perfect for larger groups, with a large main room and additional balcony, it seats up to 100 people comfortably or 150 with a cocktail set-up. This space is perfect for birthdays, reunions and farewells, offering a private bar and exclusive use of this space when privately booked. Catch the best view of the sunset in Gladesville or share a tear-jerking slideshow on our projector to your closest friends and family.



The Front Row Sports Bar / Alfresco

The Front Row Sports Bar is our fresh take on an American classic. Boasting a 136" LED Big Screen, this area is perfect for any function with fantastic audio-visual needs. A place to watch the footy or give a presentation this space comfortably sits 86 people. Suited for a casual-style function within this booking is the Alfresco at no additional cost. However, the Alfresco can be booked stand alone to suit a smaller private function.



Ping's Kitchen

Ping's Kitchen is a comfortable restaurant space with a great view over Gladesville through our wall-to-wall windows. Perfect for a birthday dinner or a simple catch up with friends, this space is shared and adored by all of our members. Groups of more than 20 people will be best to organise a function in part of this space. With both Malaysian and Australian classics, Ping's can cater to even the pickiest of eaters!



The Meeting Room

The Meeting Room is perfect for most corporate events. Professional and private, this room is quiet and can seat up to 30 people comfortably. This space is soaked in sunlight during the day, offering plenty of natural light to assist with workflow. With a quick set-up of our projector you can effectively train your team or pitch your new business idea to the sharks!



Bubbles Bar

Bubbles Bar is our café by day and cocktail bar by night. This multi-functional space is very casual and perfect for an ice-breaker style function. Boasting plenty of high tables and different chair styles, this bar has something to suit everyone, even Goldilocks!



Equipment Hire

Our club has audio-visual capabilities in nearly all of our function rooms. Feel free to enquire about any of our services for your event. We offer most of these included in your room hire cost

Equipment	Included (Y/N)
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Microphone	Yes
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Projector	Yes
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Television	Yes
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Whiteboard	No
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Sound System	Yes
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Catering

We have numerous platter options available:

Mixed Sandwiches

Mixed Entrée Platter (mini pie/sausage/ quiches, pork spring rolls, fried pork wontons, steamed pork dim sims)

Mixed Fruit Platter

Vegetarian Platter (Spring rolls, curry puffs. Both are vegan, cooked in vegetable oil and contain no eggs.)

Vegetarian Sandwiches Platter

Feel free to use Ping's Kitchen Menu on our website.

Banquet style is popular for large dinner events.

Otherwise each platter is \$95 (serves 10-12, about 40 pieces). We can arrange Gluten Free options (may incur extra charge), sandwiches, hot mixed entrées, depending on your request.

Function Terms & Conditions

Approval

All events are subject to the approval from our Board of Directors and management team. 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

Catering

We are more than happy to assist in the selection of your menu or liaise with 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. Special dietary requirements can be met if given adequate notice. Menu selections need to be finalised 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 behavior 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.






Tentative Bookings

All quotations and tentative bookings are valid for 7 days. If no written confirmation has been received within 7 days of your tentative booking being 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) must provide proof of current public liability insurance cover to club management a minimum of 7 days prior to the function.

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 club's 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.

Enquires

Please enquire online by filling out an online query, emailing info@gladesvillersl.com.au or if you are local come into the club and speak with the manager on duty.

