

WATSONIA RSL

WAKE & MEMORIAL PACKAGES

Phone: (03) 9435 4233

Email: functions@watsoniarsl.com.au

OUR FUNCTION ROOM

The Watsonia RSL club offers a modern reception centre called "Upstairs at Watsonia RSL" which can cater for an intimate function or up to 180 guests.

Our room offers maximum flexibility in terms of layout with the option of dividing the room in half or opening the dividing doors to cater to larger numbers. You can choose from a range of menu options to suit your budget, and special dietary requirements can be catered for upon request.

We have the latest audio-visual equipment available for your use including projector and screen, cordless microphones, and lectern.

We also have connectivity to our inbuilt sound system for your phone or laptop so you can play your own music selection.

We encourage you to make a time to meet with our Functions Manager on 03 9435 4233 and/or to view our facilities in person.

Please note there is a strict minimum of 50 guests for all catering packages offered.



WAKE & MEMORIAL PACKAGE

\$20.00 per head (choice of 4 items)
Additional items \$5 each per person

- Mini assorted muffins
- Selection of cakes
- Scones, jam & cream
- Assorted Danish
- Seasonal Fruit Platter
- Cheese & Dip Platter
- Gourmet Sandwiches
- Hot Selection of quiche
- Sausage rolls
- Hot Selection of pies
- Spinach & ricotta Filo



TERMS AND CONDITIONS

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The following are the Terms and Conditions of hire pertaining to the hire of our function room and is a binding contract between us, The Watsonia RSL and the Client hosting the function.

MEMBERSHIP REQUIREMENTS

To host an event at the Watsonia RSL, the organizer must be a full member of the club. In the event that the organizer is not a Member, they will be required to join.

TENTATIVE BOOKING:

A tentative reservation will be held for 7 days from the date the tentative booking is made. If the tentative booking is not confirmed after 7 days, the Watsonia RSL reserves the right to cancel the tentative booking without notice.

CONFIRMATION OF BOOKING:

Your reservation isn't considered confirmed until receipt of the Room Hire fee and the signing of the Terms and Conditions. Your function space will remain tentative until payment is received, and the venue will be available to other clients should they enquire.

ROOM HIRE:

\$250 for a 3-hour duration.

RSL Members will receive a \$100.00 discount on room hire upon presentation of a valid membership card.

FUNCTION HOURS:

It is the Watsonia RSL policy that no function shall exceed the duration of 3 hours maximum. All patrons must vacate the function area within 30 minutes of the closure of the bar.

BOND:

Credit card details will be required to be given to cover the costs of any damages or extra cleaning incurred by the patron or guests.

BAR TAB:

Where beverages are charged on consumption, all accounts are to be settled at the conclusion of the function. Options include open bar or the organiser imposing a dollar limit on limited service. Drinks are not permitted on the dancefloor or stage at any time.

CANCELLATIONS:

If for any reason your function is cancelled, the following conditions apply:

- If cancellation is more than 30 days before the function date your room hire will be refunded.
- If notice of 30 days or less is given prior to the function your room hire fee amount will be forfeited.

GUARANTEED NUMBERS FOR THE FUNCTION:

To ensure the success of your function, we require confirmation of final guest numbers 10 working days prior to your function. This is the guaranteed number, and no changes can be made after this time.

Increases up to 5 people are acceptable if adequate notice is given.

Final numbers must reach a minimum of 50 people for all catered functions.

YOUNG PEOPLE AND VICTORIA'S LIQUOR LAWS:

A minor will not be allowed on Watsonia RSL premises even for a private function without their own parent, stepparent, guardian or grandparent and even in the company of the required supervision NO ALCOHOL will be provided or should be consumed by the minor.

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ADDITIONAL MEALS

For musicians, video people and photographers must be paid for and are provided at a reduced cost.

RESPONSIBILITIES

The patron assumes responsibility for all damage caused by them or any of their guests, invitees or other people attending the function, whether in the function rooms or in another part of the venue. The patron shall bear the costs associated with any loss or damage caused to the club and its surroundings before, after and during the function. Any costs will be charged to the credit card that is provided at the time of booking.

General and normal cleaning is included in the cost of the room hire charge, but additional charges may be payable if the function has created cleaning needs above and beyond normal cleaning.

The venue will take all necessary care but will not accept responsibility for damage or loss of any client's property in the venue before, during or after a function.

The patron is responsible to conduct the function in an orderly manner and in full compliance with the rules and House Policy of the venue management and all applicable laws. We reserve the right to intervene if function activities are considered illegal, noisy or offensive.

The venue reserves the right to refuse the service of alcohol to any guests it considers to be underage, intoxicated or behaving in an offensive manner.

FIRE AND SAFETY

-Exit doors must be free of blockages, such as display stands and screens

-Exit doors must not be locked, and exit signs must be clearly visible

-Under no circumstances are patrons to take glassware, crockery, or any other beverages outside onto the function room private balcony.

-Highly flammable materials are not permitted

-The use of open flames, heaters, lamps etc is not permitted

-No smoke generating devices are to be utilized during any function due to the presence of smoke detectors. Failure to comply with this condition will result in the hirer paying a callout fee to the Metropolitan Fire Brigade to cover the cost of staff to rectify and reset alarms.

RESPONSIBLE SERVING OF ALCOHOL

-Minors will be required to be identified and will not be served alcohol during the function

-We reserve the right to limit the quantity of alcohol consumed by any particular guest

-We reserve the right to stop the supply of alcohol to the function guests, or any particular guests if it -becomes apparent at any time (even prior to the scheduled finish) that the guests are intoxicated.

-We reserve the right to close the function if the behaviour of the guests becomes unacceptable

-Guests who are intoxicated will not be served any alcohol and will be required to leave the premises.

We know that you will agree with the sentiments of this policy, and it is understood when you book your function. Your co-operation with the above objectives is a term of contract between us. We will not be liable for any loss experienced by you or your guests by the implementation of any of the elements of this policy.

All prices are given in Australian dollars and are inclusive of Goods and Services Tax as defined in A New Tax System (Goods & Services) Tax Act 1999.

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Please ensure you have read the above terms carefully. If you do not understand any of the terms or have any questions, please discuss them with our representative. If you have read and understood the terms set out above and accept them, please sign the terms in the below section and initial all pages. In signing the terms, they are binding upon you.

Function: _____

Function Date: ____/____/____

Client Name _____

Client Signature: _____

Date: ____/____/____

CREDIT CARD DETAILS:

Name on Card: _____

Card Number: _____

Expiry: ____/____

CCV: _____