



CELEBRATION OF LIFE PACKAGE

161 Coleman Parade, Glen Waverley VIC 3150

T: 8558 4700

www.waverleyrsl.com.au

Welcome

Thank you for considering The Waverley RSL for your upcoming function.

This pack has been created specifically to answer any questions that you may have, and to give you an understanding of what facilities we have available.

Conveniently located directly opposite the Glen Waverley train station and surrounded by ample public car parking, Waverley RSL is the perfect choice for both professional and private functions. Waverley RSL is professionally experienced in delivering high class functions and outstanding events.

The flexible stylish private function space, coupled with delicious catering menus and a well-stocked bar, allow us to accommodate groups of any size and budget. We understand that every function is different and will work closely with you to create and execute the perfect event for your needs.

Our Rooms

The Sunset Room

The fully private Sunset Room at Waverley RSL comes equipped with its own private lift entrance, fully stocked bar and a west facing terrace with an exceptional view of the evening sunset.

Room Hire

Half Day (Five hours)	\$300	Extra Hour	\$100
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*At the Waverley RSL our flexible approach means we can tailor a function package to perfectly complement your event.
Minimum 40 people.*

Warramunga Restaurant

The restaurant at Waverley RSL provides both a comfortable atmosphere and a delicious menu making it the perfect location for your next booking.
Maximum 40 people.

Celebration of Life Menu

Price

\$15 per person

(Minimum 40 people)

Cold Canapes Platters

Assorted Sandwich served on platters

Hot Canapes Platters

Chefs selection of hot canapes served on platters

Tea and Coffee Included

Freshly brewed Coffee and Tea for the duration

(GF) – *Gluten Free option available additional charge may apply*

(V) – *Vegetarian option available*

All catering served to catering station only

**PLEASE NOTE: All ingredients may not be listed in descriptions.
Notify function manager of any allergies or aversions you may have.**

We can cater to most requests – Prices on Application

**** No food or drink is permitted to be bought into the premises with exception of a celebration cake ****

Additional Menu

Assorted Premium Biscuits

(minimum (40 people)

Assorted premium biscuits including Yo Yos, Viennese Kiss and many more

\$6 per person

Assorted Cakes

Chef's selection of assorted cakes

\$5 per person

House-made Scones

with jam and cream

\$6 per person

Assorted Danish and Muffins

Chef's selection of assorted Danish pastries and muffins

\$6.50 per person

Assorted Sandwich Platter

(serves approx. 10 people)

Ham, cheese & tomato / Tuna, red onion & cucumber / Chicken & lettuce /
Egg & lettuce / Vegetarian

\$75 per platter

Fresh Fruit Platter (serves 10)

\$70 per platter

Dip / Veggie Platter (serves 10)

\$70 per platter

Cheese Platter A (serves 10)

Assorted cheeses, crackers and dried fruits

\$90 per platter

Antipasto Platter (serves 10)

\$90 per platter

Our chef is available to:

Cut and serve your cake on platters for a charge

\$30 per cake

Cut and individually plate cake with cream and strawberry

\$3 per person

(GF) – Gluten Free option available additional charge may apply **(V)** – Vegetarian option available

**PLEASE NOTE: All ingredients may not be listed in descriptions.
Notify function manager of any allergies or aversions you may have.**

**** No food or drink is permitted to be bought into the premises with exception of a
celebration cake ****

Extras

Decoration Package

Helium balloons on dance floor and balloon trees on tables

\$300

Black Table Cloths

\$15 each

Linen Napkins

Available in white

\$3 per person

Tailored Balloon Arrangements

Helium letters, numbers, loose balloons, printed balloons -

Price on application

Floral Arrangements

Price on application

Tea light candles

From \$4 per table

Red Aisle Carpet

\$150

Data Projector and Screen

\$75

50 inch Smart TV

\$50

Whiteboard, Lectern , Microphone and Wireless internet access

No charge

*Decoration packages can be arranged to suit any function and budget.
Please speak to our function team to arrange a package to suit your requirements.*

Beverage Menu

Bar TAB

The Waverley RSL can operate your choice of beverage selection up to any value you nominate.

General Terms & Conditions

Please sign and return this form when paying the function deposit

To secure a booking at Waverley RSL a deposit of **\$300 and a signed copy of these terms & conditions** is required at the time of making the booking. Any tentative bookings will be held no longer than 2 days. The deposit is used as part payment of the account as long as no damage has been caused.

CANCELLATION – In the event of a cancellation, the deposit is non-refundable, unless cancellation is advised **in writing two (2) months prior** to your booking. We require **NO LESS than 7 working days** notification of a function cancellation. **If your event is cancelled after 7 working days, then the total function payment is required.**

FUNCTION DURATION– Functions are for a duration of 5 hours unless otherwise arranged with management. An extension can be made by prior agreement & may incur additional cost (see Function Package). The latest finishing time for any function is 12.00am with the bar closing 30 minutes prior to the scheduled finishing time.

CONFIRMATION – For catering purposes, confirmation of your total number of guests attending your function is required **7 working days prior to the event.** The confirmed number provided is what your final account will be based on. Changes on the day are **NOT** acceptable. Outstanding payment is required 7 business days prior to the function (see below). Changes of numbers can not be made after confirmation and full payment (7 days prior to function). Other changes including floor plans will occur a \$50 surcharge.

SECURITY BOND– 21st Birthdays, sporting club functions and any functions at management's discretion require a Bond to be paid when a booking is confirmed.

SECURITY – The Waverley RSL Club reserve the right to hire additional security at the expense of the client to ensure safety of staff and guests. A security charge of \$300 applies. Functions will be notified in advance. All 21st birthdays, sporting club functions & any function at management's discretion require security unless advised otherwise.

ENTERTAINMENT– Entertainment will be subject to approval. Management must be advised at the time of the booking. An additional **\$100** deposit is required at the time of booking if you wish to hire a DJ or band through the Waverley RSL Club.

FOOD & BEVERAGE POLICY- No food or beverage is permitted at any time to be brought into the premises for consumption, with the exception of celebration cakes. Catering **MUST** be arranged for the correct amount of guests attending the function.

DECORATIONS– You are more than welcome to decorate your room on day of function provided there are no prior bookings on that day. Please phone 24 hours beforehand to confirm this availability. Nothing is to be nailed or screwed to any wall or other surfaces of the building. No confetti. (additional cleaning charges @ \$200 will apply) Signage and decorations must be approved by management. The Waverley RSL Club can provide this facility at an additional charge.

PROPERTY DAMAGE OR THEFT– Organizers are financially responsible for all damage caused to any function area of the Waverley RSL Club by their guests, delegate's, employees or agents, before, during and after a function. Smoke and Fog Machines are prohibited from use. If the CFA is required to attend through use of these items, the function organizer will be liable for any charge incurred.

PAYMENT OF ACCOUNTS– **Outstanding payment is required 7 business days prior to the function and is based on your confirmed number of attendees (see above).** Bar tabs along with any additional charges must be paid for at the conclusion of your event. Instalments will be accepted prior to the function. Cash/credit cards are accepted. If a bond has been paid, it will be refunded after the function has been held, after confirmation has been made that no damage has occurred. Waverley RSL Club reserves the right to charge any outstanding payments to the credit card provided at time of booking if

full payment is not received by the conclusion of the function. Corporate functions may arrange to be invoiced after the event with the function manager.

RESPONSIBILITY– Waverley RSL does not accept responsibility for damage to or loss of any client's property. This applies to all areas of the Waverley RSL Club.

PRICING – All prices have been based on current cost and are subject to change. Price changes will be advised. All prices are GST inclusive.

UNFORESEEN CIRCUMSTANCES– In the event of inability to comply with any of the provisions of this contract by virtue of any cessation or interruptions of gas, electricity, industry dispute, plant or equipment failure, unavailability of food, other unforeseen contingency or accident, the venue reserves the right to cancel any bookings and refund any deposits at any time.

CLEANING – Room Hire includes general cleaning of function rooms. Additional cleaning charges may be incurred if a function has created cleaning requirements considered to be above normal general cleaning.

LIQUOR LICENSING REQUIREMENTS– Management reserves the right to exclude or remove any person from a function or any other areas of the venue in accordance with the liquor control act of Victoria. Under no circumstances are underage guests permitted to consume alcohol. **Due to our liquor licensing laws, all persons must leave the venue at the conclusion of a function & may not enter other areas of the club.**

SIGNING IN- A guest list must be provided 24 hours before the commencement of a function. If a guest list is not provided, everyone attending must sign in at reception prior to entering the function.

GENERAL – NO DRINKS are to be consumed outside the venue. Smoking is not permitted in the venue, there are allocated smoking areas.
We respect our neighbours & encourage all patrons to leave the venue in a manner that does not disturb the amenity of the area.

MINIMUM NUMBERS– Dependant on the function room hired & menu chosen, minimum numbers may apply. Please speak to the Function Manager to determine what the minimum numbers are for your event. If the minimum numbers are not met, a surcharge per person may apply.

DRESS CODE– I hereby agree that I and my guests will abide by the dress code rules neat casual. Shoes **MUST** be kept on at all times.

Management reserves the right at any time to close the bar or terminate a function if any of the Club policies are not abided by.

I hereby acknowledge and agree with the terms and conditions.

Name: _____

Date: _____ Signature: _____

Function Deposit:

Amount Paid: _____ Paid By: _____ Date: _____