



.....

CORPORATE PACKAGES

.....



3 WHO WE ARE

LOOK NO FURTHER THAN SMITHFIELD RSL FOR YOUR NEXT EVENT!

Thank you for your recent enquiry regarding the corporate facilities at Smithfield RSL. We are easily accessible off the Cumberland Highway from the M4, M2 & Hume Highway with free parking available on site. Our packages offer an easy price per head option or alternatives for short meetings.

Contact our Functions Coordinator - Brianna Young today on 02 94269513 or functions@smithfieldrsl.com.au to arrange an appointment or to view any of the function rooms.

CONTACT US: Phone Direct 02 9426 9513 | Cnr Cumberland Hwy & Neville St, Smithfield | Main Tel 02 9604 4411
functions@smithfieldrsl.com.au | www.smithfieldrsl.com.au

ABOUT OUR CORPORATE MENU/SHORT MEETINGS/ BREAKOUT ROOMS & EQUIPMENT:

All Corporate Packages Include:

Choice of room set up / clean up, equipment hire, parking on site, tea/coffee on arrival, morning tea, lunch & afternoon tea will be included if you choose the full day packages.

Short Meetings:

If you are looking for space for a short meeting, we have rooms with catering options to meet your requirements. We can provide seating at U shape, classroom, cabaret style, round or rectangular seating or theatre style if preferred.

Equipment:

Equipment such as whiteboard, flipchart, projectors, microphones are available for use at no extra charge but must be organised at the time of booking to avoid disappointment. If requiring any additional equipment such as pens, note pads etc. this has to be organised with Brianna as an additional charge will be applied.

Breakout Rooms:

Break out rooms must also be arranged at the time of booking and are subject to availability. Please enquire with Brianna regarding options for break out rooms.

.....

Please keep in mind that all food served within Smithfield RSL's function rooms is not permitted to be taken home. All menus have a minimum time frame for food to be out (standard 1.5 hours). Food will not be permitted to be left out for longer due to health & safety regulations.

.....



THE LOFT:



The Loft is located on the top floor of Smithfield RSL. This room has its own bathroom facilities. This is perfect for corporate style meetings & training day classes, it holds 40 people depending on room layout.

ROOM HIRE: \$300

THE LUCKY ROOM:

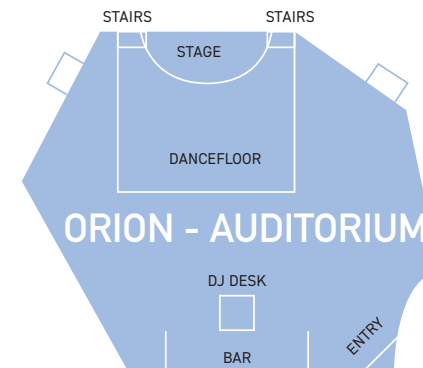


The Lucky room is located at the end of the club. It fits 100-150 guests seated comfortably & 200 people standing. This room has its own bathroom & smoking facilities.

Please keep in mind that due to events being held in the Lucky room on a regular basis, particular days may not be available.

ROOM HIRE: \$550

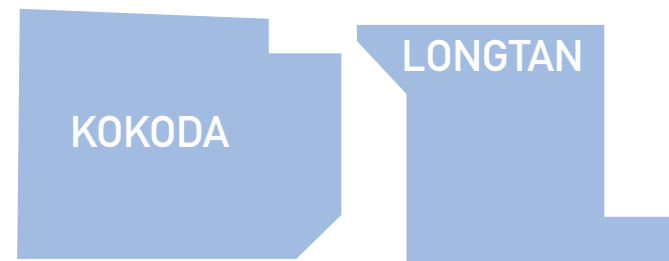
THE AUDITORIUM/ORION:



The Auditorium comes with its own dancefloor, private bar & bathroom facilities. Fitted with a large screen projector compatible with any PC, apple or android, wireless microphones, sound/staging & starry nights ceiling, this room is sure to impress.
 250 seated sit down menu without dancefloor
 300 seated sit down menu with dancefloor
 500 people cocktail menu/theatre style
 250+ show style seating with dancefloor

ROOM HIRE: \$1.000

KOKODA/LONGTAN:



The Kokoda & Longtan room can be combined, this room offers two bars, its own projector/screen, private bathroom facilities & wireless microphones.

220 seated sit down menu without dancefloor
 200 seated sit down menu with dancefloor
 300 people cocktail menu

ROOM HIRE: \$600

KOKODA:



The Kokoda room is ideal for any celebration, offering its own bar fitted with a data projector/screen compatible with any PC apple or android device.

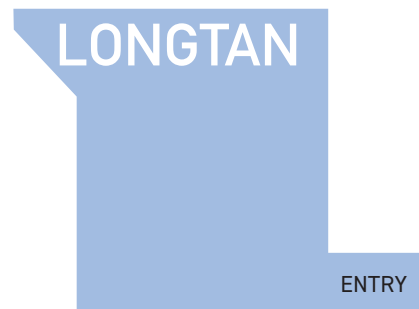
120 seated sit down menu without dancefloor

100 seated sit down menu with dancefloor

200 people cocktail menu

ROOM HIRE: \$300

THE LONGTAN:



The Longtan room gives you a homely feel for your event, offering its own bar fitted with a data projector/screen compatible with any PC apple or android device.

100 seated sit down menu without dancefloor

80 seated sit down menu with dancefloor

140 people cocktail menu

ROOM HIRE: \$300

ABOUT OUR ROOMS:

Room hire fee includes full room set-up & use of PA system, projector & screen which are included within all rooms excluding The Loft at Smithfield RSL. Room hire prices are based on a **zero-five [0-5]** hour hire, if you exceed the maximum **five [5]** hour room hire an additional \$100.00 per hour will be applied on room hire charges. A 15% surcharge will be applied on room hire on weekends & public holidays.

If a bar is required to be operational within our function rooms at Smithfield RSL, a bar service fee will occur of **\$75.00 for three [3]** hours or **\$100.00 for five [5]** hours will apply if minimum guest numbers are not met.

Please keep in mind when requiring table service throughout a function there will be an additional charge per employee required.

OUR ROOMS

6



PLEASE SEE BELOW OPTIONS FOR MEETINGS.

BASIC PACKAGES:

Tea/Coffee Station (1 serve)	\$3.50 per person
Continuous Tea/Coffee Station	\$6.00 per person
Espresso Coffee Machine	\$8.50 per person
Tea/Coffee Station & Assorted Biscuits	\$8.00 per person
Tea/Coffee Station & Fresh Baked Pastries	\$12.00 per person
Tea/Coffee Station & Assorted Cakes	\$12.50 per person
Espresso Coffee Machine & Profiteroles with Fresh Cream	\$13.50 per person
Tea/Coffee Station & Fresh Seasonal Fruit Platter	\$14.50 per person

.....
The catering options we offer are priced on a per person
basis with no outside catering permitted
.....

BREAKFAST PACKAGES:

Continental
\$28.00 per person
Minimum 30 guests

COLD SELECTION:

Ham & Cheese Croissants
Chocolate & Custard Croissants
Assorted Fresh Muffins
Assortment of Australian Preserves & Honey
Fresh Seasonal Fruits

HOT SELECTION:

Fresh Warm Danish Pastries

DRINKS:

Orange Juice
Tea/Coffee Station

***Upgrade to our Espresso Coffee Machine
for an additional \$3 per person***

The Executive Plated:
\$36.90 per person
Minimum 40 guests

ON TABLE UPON ARRIVAL:

Fresh Sliced Seasonal Fruits & Mix Berries

Freshly Baked Danish Pastries

Assorted Fresh Muffins

Assorted Fresh Croissants

HOT SELECTION:

Assorted Breads/Toasts
Crispy Bacon
Veal Sausages
Truss Tomatoes
Scrambled Eggs
Sautéed Mushrooms
Grilled Halloumi Cheese
Hash Browns

DRINKS:

Orange Juice
Tea/Coffee Station

Upgrade to our Espresso Coffee Machine for an additional \$3 per person

The Australian:
\$46.90 per person
Minimum 40 guests

COLD SELECTIONS:

Assorted Cereals, Muesli & Yoghurt
Assorted Fresh Muffins
Assortment of Australian Preserves & Honey
Australian Cheese, Nuts & Dried Fruits
Fresh Seasonal Fruits & Berries
Assorted Yoghurts

HOT SELECTION:

Assorted Breads/Toasts
Crispy Bacon
Chipolata Sausages
Grilled Tomato
Scrambled Eggs
Sautéed Mushrooms
Hash Browns
Freshly Baked Pastries
Fresh Cooked Pancakes

DRINKS:

Orange Juice
Tea/Coffee Station

Upgrade to our Espresso Coffee Machine for an additional \$3 per person



∞ BREAKFAST PACKAGES

CORPORATE PACKAGE #1: \$28 per person

MORNING TEA:

Assorted Mixed Biscuits

LUNCH:

Mixed Selection Chef Sandwiches & Wraps (2 Selections)

Hot Finger Food (2 Selections)

AFTERNOON TEA:

Freshly Baked Danish Pastries

All Day Tea/Coffee Station

Upgrade to our Espresso Coffee Machine for an additional \$3 per person

CORPORATE PACKAGE #2: \$36.90 per person

MORNING TEA:

Assorted Mixed Biscuits

LUNCH:

Mixed Selection Chef Sandwiches & Wraps (3 Selections)

Hot Finger Food (3 Selections)

Assorted Fresh Cakes

AFTERNOON TEA:

Fresh Seasonal Fruit

Cheese Platter

All Day Tea/Coffee Station

Upgrade to our Espresso Coffee Machine for an additional \$3 per person

HOT FOOD SELECTIONS:

Salt & Pepper Calamari

Barramundi Cocktails with Tartare Sauce & Lemon

Peking Duck Spring Rolls

Skewered Thai Pork

Mushroom & Mozzarella Arancini

Spinach, Ricotta & Chorizo Involtini

Tandoori Chicken Skewers

Lemon & Pepper Chicken Skewers

Rosemary Lamb Skewers

Salt & Pepper Chicken Wings

Spicy Chicken Wings

Popcorn Prawns

Mini Crab Melts

Slider Beef Burgers

CHEFS SANDWICH & WRAP SELECTION:

Smoked Salmon

Chicken Breast

Turkey Breast

Roast Beef

Curried Egg

Vegetarian

Salad

Italian Salami

Shaved Leg of Ham

CORPORATE PACKAGE #3:
\$42.90 per person

ON ARRIVAL:

Assorted Mixed Biscuits
Freshly Baked Danish Pastries

MORNING TEA:

Scones, Jam & Cream

LUNCH:

Satay Chicken
Beef Stroganoff
Boiled Rice
Fresh Seasonal Fruits

AFTERNOON TEA:

Assorted Fresh Cakes
All Day Tea/Coffee Station

Upgrade to our Espresso Coffee Machine for an additional \$3 per person

CORPORATE PACKAGE #4:
\$52.90 per person Full Day
(excluding corporate dinner)

\$99.90 per person Full Day
with Corporate Dinner

ON ARRIVAL:

Scones, Jam & Cream

MORNING TEA:

Fresh Seasonal Fruit Platter
Assorted Fresh Cakes

LUNCH:

Beef Souvlaki Skewers
Chargrilled Prawn Skewers
Fish Goujons
Petite Gourmet Assorted Pies
(Beef & Burgundy, Chicken & Leek,
Vegetable Tikka)
Sticky Pork Belly & Fennel Bites
Individual Fresh Pavlova's

AFTERNOON TEA:

3 Way Meat Platter
3 Type Cheese Platter with Dried Fruits
All Day Tea/Coffee Station

Upgrade to our Espresso Coffee Machine for an additional \$3 per person

CORPORATE DINNER

STARTERS:

Assorted Italian Bread & Grissini
Bocconcini & fresh tomatoes

SALADS:

Mixed Leaf tossed with Extra Virgin
Olive Oil & Oregano
Seafood Salad
Rocket & Parmesan topped with
Walnuts

HOT SELECTION:

Beef Lasagne
Chicken Cacciatore
Italian Sausages
Linguine Boscaiola
Oven Roasted Mediterranean
Vegetables
Roast Potato
Roast Pumpkin

DESSERT:

Baked Cheesecake
Seasonal Fresh Fruit Platter

CORPORATE DINNER:

Corporate Dinner option includes room set up & clean up with your choice of table shape. Beverage packages are available at an extra cost, please contact Brianna for further options.



CORPORATE PACKAGE
10



BEVERAGE PACKAGES

BEVERAGE PACKAGES:

All Beverage Packages are based on unlimited consumption for a period of 4 hours. In accordance with Smithfield RSL Club Liquor Awareness Policy, & the Liquor Licensing Laws, The Club reserves the right to cease the supply of alcohol to any or all Guests showing any signs of intoxication. Service of alcohol will cease fifteen minutes prior to confirmed finishing time.

Bronze Package:

\$34 per Head

Selection of Whistling Duck Wines – Chardonnay, Semillon Sauvignon Blanc, Moscato, Cabernet Merlot & Shiraz

Sparkling Wine – Seaview Brut

Assorted Full Strength & Light Tap Beers – Carlton Dry, Carlton Draught, VB, Great Northern, Resch's & Cascade Premium Light

Post Mix Soft Drinks, Orange Juice & Pineapple Juice

Silver Package:

\$42 per Head

Selection of Whistling Duck Wines – Chardonnay, Semillon Sauvignon Blanc, Moscato, Cabernet Merlot & Shiraz

Sparkling Wine – Sparkling Yellowglen

Barefoot Cabernet Sauvignon

Assorted Full Strength & Light Tap Beers – Carlton Dry, Carlton Draught, VB, Great Northern, Resch's & Cascade Premium Light

Post Mix Soft Drinks, Orange Juice & Pineapple Juice

Gold Package:

\$46 per Head

Selection of Whistling Duck Wines – Chardonnay, Semillon Sauvignon Blanc, Moscato, Cabernet Merlot & Shiraz

Sparkling Wine – Riccadonna

SA Rosemount Diamond Label Cabernet Sauvignon

Assorted Full Strength & Light Tap Beers – Carlton Dry, Carlton Draught, VB, Great Northern, Resch's & Cascade Premium Light

Post Mix Soft Drinks, Orange Juice & Pineapple Juice

BEVERAGE OPTIONS:

BAR TAB:

You can place a Bar Tab on the bar, this is where you nominate a dollar limit & advise what drinks will be made available on the tab. Our staff will liaise with you during your function when the Tab is nearing its limit. Once this limit is reached you can choose to extend the tab, or guests can pay for their own beverages for the remaining time of the function.

Beverage accounts must be paid at the completion of the event/function.

CASH BAR:

All guests purchase their own beverages throughout the duration of the event/function.

TRAY STEWARDS:

For the ease of guests tray stewards are also available at an additional charge.

NOTE:

Bar prices will be charged at private function prices. Unfortunately NO membership discounts apply nor will any promotional coupons be accepted.

NOTE:

The Management & staff of Smithfield RSL practice the Responsible Service of Alcohol

FAQS:

Q: Can I bring my own food & drink on the premises?

A: Unfortunately, the only food we will allow you to bring with you is a cake. We accept no other form of BYO.

Q: Am I able to bring my own decorations?

A: Definitely! You are welcome to bring anything provided it doesn't leave permanent marks on our fittings & fixtures. Please keep in mind that when bringing your own decorations, Smithfield RSL is not responsible for any damages or misplacement of these items. We can also provide great decorations to save you time.

Q: I have less than 30 guests, but I wish to purchase a buffet option. Is this possible?

A: We do allow buffets for smaller parties. Our Functions Coordinator will be more than happy to discuss this option with you.

Q: A few of my guests are gluten/lactose intolerant. Can they have something different to what is on the standard menu?

A: Yes- our chefs will be more than happy to make a separate selection of our delicious food; however we need at least twelve [12] days notice to ensure we source the best ingredients

Q: I don't have enough money to make full payment. Can I pay after the function?

A: Unfortunately, the function has to be paid in full before the date of event, however we do take instalments if that suits you better.

Q: Can I get membership discounts in functions?

A: Unfortunately, due to it being a private function no membership discounts apply.

FAQ'S

12



TERMS & CONDITIONS:

To avoid any misunderstanding, we ask that you read through the terms & conditions before confirming your event.

TENTATIVE BOOKINGS:

Any tentative bookings that are not confirmed within seven days [7] of the engagement made may be released at the discretion of the Functions Coordinator. To confirm your function, a deposit of the full amount for the venue-hire must be deposited to secure the date required.

\$300.00 made for Longtan

\$300.00 made for Kokoda

\$600.00 made for Kokoda/Longtan

\$300.00 made for Loft

\$1000.00 made for Orion/Auditorium

Full payment is required at the time of booking or within seven days [7].

CONFIRMATION & PAYMENT:

Final numbers, catering/beverage requirements & payment must be confirmed twenty-one [21] days prior to the function date. The final numbers given to the Functions Coordinator is how many will determine what will be catered on the date. Once final payment has been made, the guests attending cannot be subtracted from the final invoice but only increased to the guests already catered for. Bar tabs may be catered to the hosts request, based on expenditure & beverage limitations. All bar tabs created must be finalised at the end of the event.

If the full amount outstanding for the function is not made within the time-frame, Smithfield RSL reserves the right to revoke the proceedings of your function withholding the full amount of the deposit received.

Smithfield RSL accepts cash, VISA, & MasterCard. Payment can be processed directly with the Function Coordinator over the phone, direct deposit or in person.

CANCELLATIONS:

All cancellations must be clearly communicated or expressed to the Functions Coordinator via email. Any cancellations within the twenty-one [21] day window date will result in the client being liable to Smithfield RSL for a full refund withholding the deposit placed (which includes any additional upgrades e.g. DJ, decorations, external hire) for the cancelled function.

If the full amount outstanding for the function is not made within the time-frame, Smithfield RSL reserves the right to revoke the proceedings of your function withholding the full amount of the deposit received.

PRICING:

All pricing will be clarified with finalised function details at the discretion of the Functions Coordinator. Due to club procedure, you will be charged for this final number given irrespective of numbers reducing. We ensure to undertake any possible means & client satisfaction to maintain prices as printed – function prices can be subject to change without notice due changes in or imposition of government charges, taxes, levies or other service charges. All prices include GST.

COMPLIANCE & RSA:

Clients are responsible for the orderly behavior of their guests. Senior Management reserve the right to intervene & exercise its right to close any function that breaches RSL policy or challenges the law in any manner. Responsible service of alcohol is company policy. Staff may also request photo identification as a proof of age card check & this is to be complied without question.

18TH BIRTHDAYS & MINORS:

Smithfield RSL requires approval for 18th birthdays before bookings can be made. Minors are permitted in certain non-restricted areas of the club where accompanied by, or in the immediate presence of a responsible adult.

CONSUMPTION:

With the exception of cakes for special occasions, under **NO** circumstance will the RSL allow any function to bring their own food into the venue. In the interest of customer safety & safe hygiene practices, all catering purchases (including platters & canapes) must be consumed on the premises & cannot be taken away. NO beverage of any kind may be brought in the RSL.

DIETARY REQUIREMENTS:

Please liaise & formalise any queries concerning dietary requirements with the Functions Coordinator upon booking. Smithfield RSL goes above & beyond to cater for any allergen, intolerance, diets & other reactions that may occur to the individual. The Smithfield RSL catering departments advise that equipment used may contain traces of nuts, egg, dairy, gluten & other known allergens. Although dealt with professionalism & care, we cannot guarantee that all dietary requirements will be met. As we understand the serious implications of reactions to allergens, Smithfield RSL **will not** accept responsibility or liability for an adverse reaction to any of our food by any guest.

Please inform any of your guests who have serious food allergies that if they are concerned that they will be able to bring their own allergen free food in specific circumstances under the discretion of the Functions Coordinator.

OTHER EVENTS/ROOMS & BREAK OUT ROOMS:

The Functions Coordinator reserves the right to book another function in the same function room up to three [3] hours before the scheduled function commences & three hours after the scheduled finishing time. Clients are welcome to set up decorations for their scheduled function no earlier than one hour before the commencement of the function. Room-set up & bump-in of decorations via the client may be negotiated with the Functions Coordinator.

Strictly guests of client in attendance of the scheduled function are to adhere to the finalised commencement time set by the host & the Functions Coordinator. Guests of client are more than welcome to utilise Club facilities until the function commences.

Equipment requirements & breakout rooms must be booked at the same time as your primary room to avoid disappointment & are strictly subject to availability.

Breakout room hire will be prices as printed (See functions planner). However, breakout room prices can be negotiated strictly with the Functions Coordinator when proceeding with scheduled function given the availability, catering requests & style.

DAMAGES:

Clients are liable for any damages to the RSL property, whether through their own action or through the action of their invited guests. Please check with the Functions Coordinator regarding decoration ideas before attaching to the walls. The Club takes all care but accepts no responsibility in the event of lost or damaged items by either the client or client's guests on Club premises. If damage to club property is found at the completion of an event, an invoice for repairs will be issued to the client who made the booking. Strictly **no** outside quotes will be accepted & Senior Management's decision is final.

SECURITY:

Security services may be required when deemed necessary by the Club. It is a requirement that all 18ths & 21st birthday parties have a security guard present. Function security services will be charged as an additional cost.

VERBAL ADVICE:

In the absence of the Functions Coordinator, guidance given on any matter or enquiry is based on the best intention & access to information available at the time, but is subject to vary based on the accuracy presented by the relief member on duty. Under **no** circumstance should oral advice be acted upon without written information or final discretion by the Functions Coordinator.



BOOKING CONFIRMATION 15

MINORS DISCLAIMER:

A directive by the Chief Executive Officer of Smithfield RSL Club

As the responsible adult having principle guardianship of a person under the age of eighteen [18] years, being determined to be a Minor under the provisions of the Liquor Act 2007, it has been personally explained to me by Smithfield RSL staff that the condition of entry for that person is infinitely reliant upon the following undertakings by the minor & I:

- That the Minor under NO circumstances is to possess, consume or attempt to purchase any form of alcoholic beverage within this licensed venue.
- The responsible adult is to ensure that NO alcohol is provided to the Minor whilst on the premises.
- That the Minor under NO circumstances is to enter into the defined Gaming areas of the Club.
- That the Minor is not to be left unaccompanied by me at any time whilst in the Club

Upon entering the Club with a Minor it is clearly understood & acknowledged that the Minor & I will comply with these conditions of entry at all times which underpin the Clubs strict policy on minors & the absolute restriction on the service, supply & consumption of alcohol to minor & remaining with the Gaming area or operating a Gaming device.

It is also understood that if any of these conditions are not adhered to, Club staff will reserve the right to ask the Minor & I to leave the premises immediately & will contact Police to report the incident.

Smithfield RSL at all times practices & adheres to the responsible service of alcohol & the responsible conduct of gaming.

BOOKING CONFIRMATION:

Please take the time to read our terms & conditions carefully before signing the booking confirmation sheet, as this document will be considered legally binding. If you have any queries, please do not hesitate to contact our Functions Coordinator Brianna. Our staff are professionally trained & will endeavour to ensure that your function is a success for all involved. We look forward to assisting you with your function.

Details:

.....

.....

.....

Booking Name: Company:

Contact Number: Contact Name:

Email: Date of Booking:

Time of Booking: Area/Room Booked:

Approximate Number of Guests: Event Type:

Menu Selected: Style of Function:

SIGNED: DATE:

FULL NAME:

☐ I HAVE READ & UNDERSTOOD THE TERMS & CONDITIONS AS STATED TO ME BY SMITHFIELD RSL.
(A copy will be given to you & one will be kept by Smithfield RSL)

Thank you for choosing Smithfield RSL to host your event. Our team will assist you with anything that is needed & help to ensure your function at Smithfield RSL is a success.