

MARYBOROUGH RSL

CONFERENCE & FUNCTION CENTRE

Conference and Seminar Menus



163-175 LENNOX STREET MARYBOROUGH Q 4650
07 4122 2321

WWW.MARYBOROUGHRSL.COM.AU

Welcome

At RSL Maryborough the exceptional quality of our facilities and our attention to detail is equaled only by the extraordinary standard of customer service offered to you and your guests.

Come and discuss with us all your ideas and needs and let us show you what we can do to ensure your guests have a wonderful experience, "one to remember".

The Maryborough RSL Conference & Function Centre is fully equipped to make your function and outstanding success. We offer a range of event packages that are designed to be flexible enough to ensure your every wish is accommodated whilst placing special attention to detail and individual needs.

Our functions folio has been created to assist you in answering your first questions and our Function Manager is always available to provide expert advice and assistance.

Maryborough RSL Club
163 - 175 Lennox Street
Maryborough QLD 4650

Marissa Nance | Function Coordinator
E: marissa@maryboroughrsl.com.au

Sarah Baker | Function Facilitator
E: sarah@maryboroughrsl.com.au

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Booking Information

To ensure the success of your event the following information has been designed to satisfy any questions and ensure the success of your event.

BOOKING AN EVENT

When booking an event, a Function Agreement will be forwarded, once signed this agreement secures your booking. If the Agreement is not returned within 7 days your tentative booking will automatically revert to a vacancy.

ROOM HIRE

The Ariadne Room & The Lennox Room

\$50.00 per hour

Full Day Room Hire \$250 including GST (8.00am - 4.00pm)

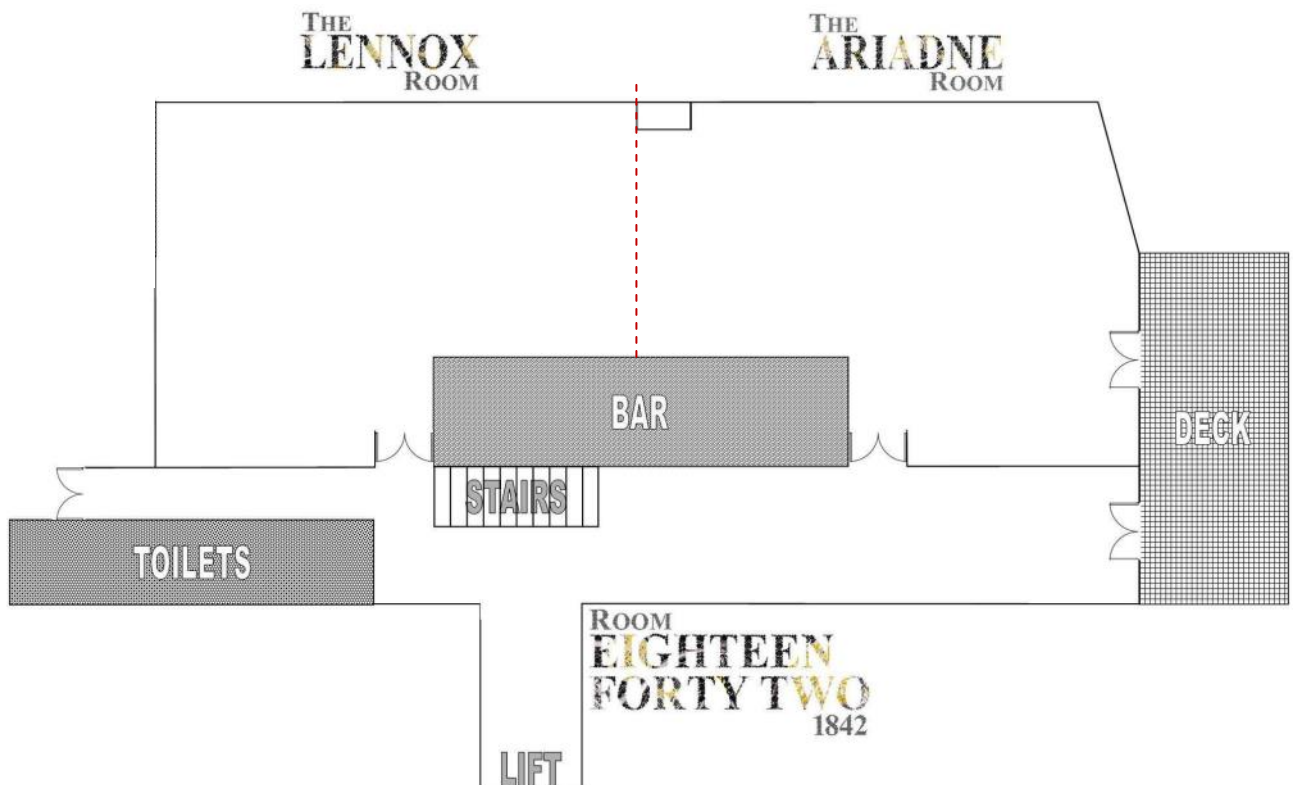
Room Eighteen Forty Two

\$75.00 per hour

Full Day Room Hire \$350 including GST (8.00am - 4.00pm)

If a larger or complicated set up is required please ask for our function manager who will be able to assist you with a quote. Sunday and public holiday functions incur a 10% surcharge on all costs.

In order to make your event as special as possible, we offer you the following complimentary services and items; Food and Drink Stewards, Room set-up (All Crockery, Cutlery and Glassware), Table Linen, Linen Napkins, Cordless and Lapel Microphones and Lectern



ADDITIONS

If the Heritage Function Room Bar is required throughout the duration of your event additional charges will apply. Please speak to your Function Coordinator for more information.

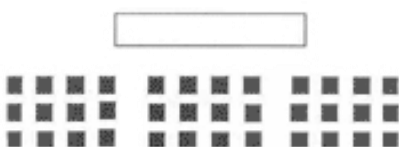
Whiteboard	\$10 Hire Fee including GST
Data Projector	\$50 Hire Fee including GST
Laptop	\$50 Hire Fee including GST
Chair Covers	\$4.50 per person including GST
Table Runners	\$3.50 each including GST
Table Cloths	\$10 each including GST

Conference Seating Arrangements

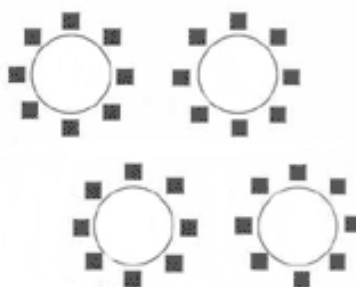
Please inform your Function Management on the style of seating required for your function and any additional requirements such as Presentation, Registration and Display Tables.

Configuration	Maximum Numbers
Banquet	8 - 144
Theatre Style	12 - 240
Boardroom	4 - 24

THEATER STYLE



BANQUET



BOARDROOM





Breakfast Menus

PLATED BREAKFAST

Smokey Bacon
Scrambled Eggs
Sausages
Tomato
Hash Brown
Baked Beans
and Toast.

Served with Orange Juice,
Selected Madura Teas and Freshly Brewed Miko Coffee

\$22.50pp including GST

BUFFET BREAKFAST

Bacon
Scrambled Eggs
Sausages
Tomato
Hash Browns
Baked Beans

Toast
Cereals
Croissants
Danishes
Jams and Conserves
Fresh Fruit Platter
Yoghurt

Served with Orange Juice,
Selected Madura Teas and Freshly Brewed Coffee.

\$30.00pp including GST

All menus have a minimum of 25 guests.
Public Holidays and Sundays will attract a 10% surcharge.

Morning or Afternoon Tea

OPTION ONE

Continuous selected Madura Tea and Freshly Brewed Coffee for the duration of the function

\$3.00pp including GST

OPTION TWO

Selected Madura Tea and Freshly Brewed Coffee with fresh baked Mini Muffins

\$7.50pp including GST

OPTION THREE

Selected Madura Tea and Freshly Brewed Coffee with homemade Scones, Jam and Cream

\$8.00pp including GST

OPTION FOUR

Selected Madura Tea and Freshly Brewed Coffee with glazed Danishes

\$10.00pp including GST

OPTION FIVE

Selected Madura Tea and Freshly Brewed Coffee with Mixed Cakes and Slices

\$12.00pp including GST

Public Holidays and Sundays will attract a 10% surcharge.





Lunch Buffets

OPTION ONE

Assorted Sandwiches,
and a Fresh Fruit Platter

Includes selected Madura Tea,
freshly brewed Coffee and Orange Juice.

\$16.50pp including GST

OPTION TWO

Hot Finger Food platters
Assorted Wraps, Sandwiches and Turkish bread melts
topped with Gourmet Meats, Fresh Salads and Sauces
and a Fresh Fruit Platter

Includes selected Madura Tea, freshly brewed Coffee
and Orange Juice

\$22.00pp including GST

OPTION THREE

Cold Meat Platters including Roast Chicken, Roast Beef, Ham and Salami.
Served with a selection of Chefs Salads including

Caesar Salad,
Potato Salad,
Coleslaw
Pasta Salad

Served with Crisp Bread Rolls.

Includes selected Madura Tea, freshly brewed Coffee
and Orange Juice

\$30.00pp including GST

Public Holidays and Sundays will attract a 10% surcharge.

All Day Seminar Packages

OPTION ONE

MORNING TEA

Your choice of:

Scones

Danishes

Muffins

LUNCH

Hot Finger Food Platters

and

Assorted Sandwiches

Fresh Fruit and Orange Juice.

AFTERNOON TEA

Your choice of:

Scones

Danishes

Muffins

Includes selected Madura Tea and freshly brewed Coffee.

\$29.50pp including GST

All menus have a minimum number of 15 guests.

Public Holidays and Sundays will attract a 10% surcharge.





All Day Seminar Packages

OPTION TWO

MORNING TEA

A selection of :

Scones, Danishes, or Muffins

LUNCH

Hot Finger Food Platters

Cold Meat Platters including:

Roast Chicken, Roast Beef, Ham, Salami

A Selection of the Chef's Salads:

Caesar Salad, Potato Salad

Coleslaw, Rice Salad

Pasta Salad

Crisp Bread Rolls

Orange Juice

AFTERNOON TEA

A selection of:

Scones, Danishes, or Muffins

Includes selected Madura Tea and freshly brewed Coffee.

\$32.50pp including GST

All menus have a minimum number of 15 guests.

Public Holidays and Sundays will attract a 10% surcharge.

Terms & conditions

Management is pleased to make a tentative function booking at the Maryborough RSL Club. The following are the 'Terms and Conditions' upon which the booking is accepted.

DEPOSIT

All function bookings require a non-refundable deposit of the room hire fee. Tentative bookings will be held for a maximum period of 14 days. After which time a deposit must be made to secure the date. If a second party expresses interest in the same date after a tentative booking has been made, the Maryborough RSL will advise both parties of the situation. Under these conditions, the first party will have 3 days to confirm the booking by way of a paid deposit.

FINAL NUMBERS

The nominated attendance figure must be confirmed no later than 2 weeks prior to the function and the room hire, food and beverage charges will be calculated according to these, even if the actual attendance list is less. The Maryborough RSL reserves the right to only cater for the confirmed numbers.

PAYMENTS

Full payment is required 7 days prior to your function. Payments can be made by cash, direct debit or credit card. Contact your Function Manager for information relating to direct debit payments. Sunday and public holiday functions incur a 10% surcharge on all costs.

UNFORSEEN CIRCUMSTANCES

Should the Maryborough RSL be unable to comply with any of the provisions of this contract by virtue of any interruption to electricity or gas supplies, industrial disputes, plant or equipment failure, unavailability of food items or any other unforeseen contingency or accident, we reserve the right to cancel any booking or refund any deposit without notice.

CLUB'S LICENCE CONDITIONS

All guests must sign into the club upon arrival at Reception (unless they are current members). All guests must comply with the Registered Club Association Act governing the club's licence conditions.

Under aged patrons are welcome to attend private functions, but it is expected that you agree to take full responsibility for these patrons, and provide adequate adult supervision at all times.

The club must be notified of any entertainment that the organiser intends to book.

PRICING CONDITIONS

Upon completion of an event all equipment must be cleared from the venue. Any equipment left in the function room may result in additional charges for storage.

Every possible effort is taken to maintain prices quoted but all prices are subject to change at the discretion of the management to allow for market variations. If our prices are altered we will endeavour to give you as much notice as possible.

CANCELLATIONS

We would be disappointed should the need arise for a booking to be cancelled, however, we do realise that circumstances occasionally make it necessary.

Cancellations must be in writing with at least 21 days notice to ensure no cancellation charges apply.

DAMAGE & INSURANCE

Any property of the client or any other person, brought into the Maryborough RSL shall be at the owner's risk and the Maryborough RSL shall not be liable for any loss or damage however caused. This includes all and any items left after the event.

Terms & conditions

Continued

CONDUCT

The Client must conduct the Function in an orderly manner, in full compliance with the above 'Terms and Conditions' and ensure compliance by all persons in attendance.

The Client must ensure no disturbance or nuisance will be caused to the Maryborough RSL or any of its guests, visitors or neighbours.

The Maryborough RSL is entitled to remove any persons from the Function whose behaviour, in the opinion of the Maryborough RSL, is objectionable, improper or undesirable.

The Maryborough RSL reserves the right to cancel any bookings for themed parties that is deemed inappropriate.

Children are allowed on the premises until 10.00pm unless otherwise arranged with Management; however the client undertakes to ensure that children will be kept under strict supervision and remain under the responsibility of the client.

Any minors found to be consuming alcohol will be removed from the premise and the remainder of the function will be cancelled with no monies refunded.

INDEMNITY

The client attends the function at his/her own risk and agrees to indemnify and keep indemnified the Maryborough RSL against all costs, charges and expenses which may be incurred due to any person suffering injury while at the Function or due to any loss or damage of property related directly or indirectly to the Function.

ENTIRE AGREEMENT

You agree that the 'Terms and Conditions' in this agreement constitute all the terms agreed upon for the hiring of the Function Centre at the Maryborough RSL for your function.

Any departure from these 'Terms and Conditions' will only be binding if the Maryborough RSL has accepted these conditions in writing prior to the function.

The management of the Maryborough RSL looks forward to providing you with the very best service to ensure the success of your function and make it 'one to remember'.



Marissa Nance | Function Coordinator
E: marissa@maryboroughrsl.com.au

Sarah Baker | Function Facilitator
E: sarah@maryboroughrsl.com.au

Returned and Services League of Australia (Queensland Branch) Maryborough Sub Branch Inc.
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