



Function Package



Schedule of Hire Fees

<u>Venue</u>	<u>Maximum Persons</u>	<u>Daily Rates</u>
Hervey House	Cocktail Style - 400 Theatre Style - 350 Seated - 300	\$380.00
Lakes Meeting Room	Theatre Style - 36 U Shape / Boardroom Style - 22 Classroom - 12	\$180.00
The Boardroom	Theatre Style - 65 Classroom Style - 30 U Shape / Boardroom - 24 Square Tables - 50	\$270.00

Rates based on 8 hours hire

Hervey House: minimum 2 hours \$160.00 then \$50.00 per hour up to 5 hours, than daily rates apply.

The Boardroom: minimum 2 hours \$130.00 then \$45.00 per hour up to 5 hours then daily rates apply.

Lakes Meeting Room: minimum 2 hours \$80.00 then \$27.50 per hour up to 5 hours then daily rates apply.

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Conditions & Responsibilities

Deposit and confirmation of booking

To confirm a booking a security deposit equal to the venues hire fee is required to confirm the function and venue within 14 days of initial enquiry.

Cancellations

In the event of cancellations within 30 days of the function date the deposit paid is not refundable.
In the event of cancellations out side the 30 days the deposit will be refunded, less a \$100.00 booking fee.

Final Numbers

Final numbers are required seven (7) days working days prior to the function. Charges will be based on the confirmed number.
In the event of numbers increasing prior to the function date or on the day the added costs per person will apply.
Confirmed numbers are to be in writing & signed by the person organising the function.

Payment

Payment in full is required five (5) days prior to the function date. No reduction of costs or refunds will be given after this time if the number of guests decline. In the event of extra persons attending the function the added costs per person will be payable on the day of the event. In the event that a dry till beverage amount does not reach the paid limit, a refund Cheque for the balance will be available three (3) working days after the event. In the event of an estimated dry till beverage exceeding the nominated limit the balance must be paid at the completion of the function. Credit will not be extended without prior approval by the General Manager.

Menu

Should you require special meals please notify the Functions Department prior to your function. As you can appreciate there are now several types of meal requirements and these cannot be produced on demand. We require two (2) days notice of ALL dietary requests, if no notification is made a surcharge may apply. A Separate Price menu is applicable to Sunday & Public Holidays

Beverage Requirements

Confirmed seven (7) working days prior to function. Beverages charged on consumption to a nominated limit on your bar tab.
Cash Bar – Individuals pay for their own drinks - Drink service concludes at 11.30pm

Damage

The organiser is financially responsible for any damages sustained to the club or any club property for the duration of the function. The Functions Department will take all necessary care, but will not accept responsibility for damage or loss of any client's property in the function rooms before, during or after a function. Any breakages, loss or damage to equipment or facilities will be charged to the organizers responsible for the function.

Cleaning

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 & beyond normal cleaning.

Change of Function Room

In consultation with you, the club may change the function room designated to you if the area booked is, or becomes inappropriate or the expected number of guests decreases & can be accommodated in an alternative room.

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Conditions & Responsibilities

Hervey Bay RSL & Services Memorial Club Inc adheres to the responsible Service of Alcohol policy and guests may be asked for photo identification to prove their age.

These are the 4 types of ID that are acceptable for proof of age:

1. Australian Drivers License or learners permit (not international license)
2. An Australian or Foreign Passport
3. A Government issued proof of age card (18+ card in Queensland)
4. A recognised proof of age card (eg Keypass Identity Card)
5. Foreign Drivers Licence

Persons under the age of 18 years

Persons under the age of 18 years are welcome in nominated areas of the club

Please be aware that all persons under the age of 18 years must be, at all times in the presence of a mature, responsible adult and must be under constant adult supervision. For all sporting Club presentations involving minors, appropriate adult supervision is required at all times. Access to function rooms will be via the function entrance only.

All persons under the age of 18 years must vacate the function room by 10.30pm

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Conditions & Responsibilities

Responsibilities

All guests must be signed into the Club as per the QLD Liquor Licencing Laws and must observe the rules of the Hervey Bay RSL and Services Memorial Club Inc and the laws governing a registered Club.

The instructions of the Duty Manager of the Day are to be adhered to at all times.

We are pleased you have selected the Hervey Bay RSL & Services Memorial Club for your event.

We will endeavour to make your event an outstanding success and an event to remember, if you should need any further help we are only too happy to help.

I, the undersigned have read the above conditions and hereby agree to be bound by the same.

Signature

Date

Print Name

Member Number

Type of Function

Function Date

Confirmed Number Attending

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Cocktail Party Selections



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Finger Food

Platters serve 10-12 people

Cheese, Kabana & Crackers \$65.00

Fresh Fruit Platter \$70.00

Mixed Sandwiches Sm \$38.00 (6 people) Lg \$75.00 (12 people)

Hot Finger Food Reg \$75.00 Large (20 people) \$120.00

Eg. Mini dim sims, cocktail spring rolls, mini quiche,
party pies & sausage rolls, chicken crackles, torpedo prawns.

Gourmet Finger Food \$150.00

Eg. Stuffed tempura prawns, duck confit spring rolls,
ginger chilli beef gyoza, king island beef pies.

****Product is subject to change due to season produce availability***

Gourmet Cheese & Antipasto \$POA

Selections of King Island black label cheeses, cured meats,
marinated vegetables, olives, quince paste, crackers, accompaniments

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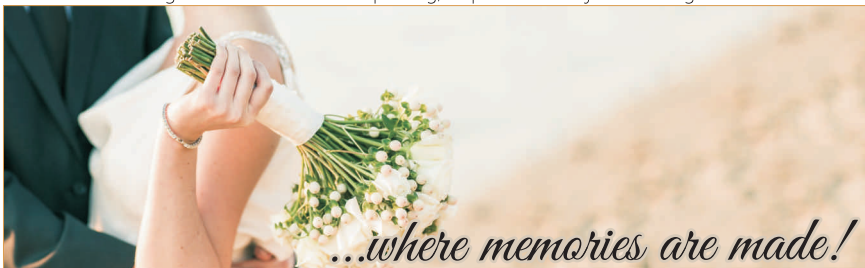


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Formal Menu Selections



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Entrees

Choose 2 (alternative drop)

All \$12.90

Chefs soup selections - GF & V options available

Chicken caesar salad - GFO

Mediterranean Greek feta & rocket tart - V

Thai style chicken skewers with a peanut dipping sauce

Rare peppered beef with horseradish cream & watercress salad - GF

Crumbed camembert with cranberry glaze

Cold Thai Beef Salad with a chilli nam dressing & rice noodles - GF

Spinach & ricotta ravioli

Minimum of 30 persons ~ All pricing is per person

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Main Meals

Choose 2 (alternative drop)

All \$28.90

Oven Roasted Rack Of Lamb with parsnip puree, baby roast vegetables & minted jus

Crispy Skinned Atlantic Salmon with chat potato, buttered baby spinach & hollandaise sauce

Slow Braised Beef Cheek on a creamy mash, with buttered spinach & rich port jus

Macadamia Crusted Chicken Breast pocketed with camembert, served on an avocado salsa

Crispy Pork Belly served on a cauliflower puree with poached pear & an apple & rhubarb jus

Slow Braised Rib Fillet with garlic confit mash, buttered beans & a rich beef Jus

Crispy Skinned Barramundi with smashed chats, baby spinach & a rich dill hollandaise

Pan-fried Chicken Supreme, roasted kipfler potato, cherry truss tomato & herbed hollandaise

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Desserts

Choose 2 (alternative drop)

All \$9.90

Vanilla Bean Brulee with vodka infused strawberries & sugared wantons

Sticky Date Pudding w/butterscotch sauce, vanilla bean ice cream & salted caramel dust

Lemon Tart with a berry compote & King Island cream

Profiteroles with a rich mocha sauce & chantilly cream

Chef's Selection Cheesecake with strawberries & chantilly cream

Chocolate Mudcake with macerated berries & cream

Rich Chocolate Mousse, berry compote & chantilly cream

Eatons Mess (Deconstructed pavlova)

All desserts served with fresh cream

Minimum of 30 persons ~ All pricing is per person

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Carvery Buffet



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Buffet Selections

Carvery Buffet \$43.90 per person

Choice of 2 of the following roast meats:

Baked Leg Ham
Pepper & Mustard basted Beef Roast
Leg of Pork with apple sauce

2 hot dishes chosen from the following

Sauteed chicken breast with seeded mustard cream sauce
Chef's Curry of the day
Ravioli in tomato & garlic sauce
Thai coconut Curry Prawns

Plus: Creamed saute potatoes, Seasonal Vegetables
and selection of salads (3)
Mixed anti-pasto board
Fresh bread rolls and butter

Desserts - choice of 2

Cheesecake
Pavlova with fresh fruit and cream with raspberry couli
Rich Mud Cake with hot chocolate fudge sauce
Profiteroles with chocolate sauce
Tea, coffee and dinner mints

Minimum of 40 persons - All pricing is per person

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Buffet Selections

Roast Carvery

Roasted Beef
Oven Baked Pork
Potato Bake
Roasted Potato and Pumpkin
Seasonal Greens
Bread Rolls

Desserts

Choice of 2 from the following:

Trifle
Pavlova with fresh fruit & cream
Apple and Rhubarb crumble with custard
Chocolate dipped Profiteroles

Tea, coffee and dinner mints

\$29.90 per person

Minimum of 30 persons

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Buffet Selections

Asian Pork Buffet

Battered Honey Chicken

Beef & Black Bean

Sweet n Sour Pork

Chicken & Cashews

Satay Beef

Combination Fried Rice

Singapore Noodles

Wombok & Noodle Salad

Dessert

Eatons Mess (Deconstructed Pavlova)

Chefs Selection of Cheesecake

& Cream

Tea & Coffee

\$39.90 Per Person

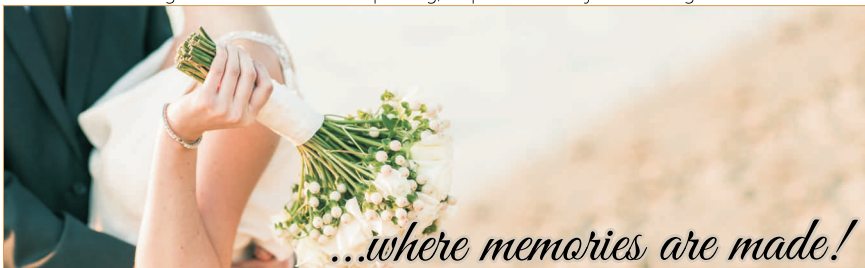
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Corporate Events



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Corporate Events

Morning & Afternoon Tea \$9.50 Per Person
Packages

See Attached Selections

Networking Lunch

- Platters of sandwiches with a selection of fillings including meats, salad & vegetarian options
 - Tea/coffee
 - Orange/tropical juice
- \$10.50 Per Person

Additional Lunch Selections served on The Deck

- Quiche or frittata of the day, served with fresh seasonal salad

OR

Chefs selections of pizza with fresh seasonal salad

OR

Chefs selection of specials of the day (four options)

- Fruit Juice

\$16.70 Per Person

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Corporate Events

Morning & Afternoon Tea Menu Selections

Choice of two (2) of the following
plus tea/coffee
\$9.50 Per Person

Savoury

- Pumpkin scones
- Chefs selections of mini quiche
 - Spinach & feta frittata GF
 - Cheese & Kabana platter

Sweet

- Local seasonal fruit platter GF
- Chocolate dipped profiteroles
filled w/ french creme
- Banana bread w/ butter GFO
- Homemade scones, strawberry jam & creme
 - Fruit scones w/ butter
- Orange & almond cake GF
 - Danish pastries

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Breakfasts

Breakfast Packages

Plated & Served

Minimum 20 Pax - Prices Per Person Listed

Bertocchi smoked bacon, scrambles eggs, toasted
ciabatta, smoked tomato relish - \$17.40

Big Breakfast - Bertocchi smoked bacon, scrambled eggs,
buttered mushrooms, chipolata sausages, baked beans, hash browns,
ciabatta & smoked tomato relish - \$25.40

Vegetarian Breakfast - Buttered wild herbed mushrooms,
scrambled eggs, ciabatta & smoked tomato relish - \$19.40

Eggs Benedict - Smoked salmon, poached eggs,
buttered spinach, hollandaise on toasted ciabatta - \$25.40

Muesli Cups - Toasted organic muesli, yogurt
berry compote & toasted coconut - \$12.40

Gourmet Buffet Breakfast

- Bertocchi smoked bacon, scrambled eggs, homemade baked beans,
buttered mushrooms, oven roasted cherry truss tomatoes, hash browns,
assorted fruits, yogurt, compote, danishes & assorted accompaniments
tea/coffee/fruit juice

\$ 24.90

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Corporate Events

Conference Fork Buffet

Choice of three (3) dishes

Sautéed Chicken Breast in seeded mustard cream sauce

Beef or vegetarian lasagna

Beef Stroganoff

Indian Butter Chicken

Lamb in a Korma Sauce w/Minted Yoghurt & Pappadams

Grilled reef fish with lemon butter sauce

Steamed Jasmine Rice

Potato bake

Assorted greens

Served with Tossed Garden Salad

Bread rolls

\$29.90 pp

Minimum 20 people

Available for lunch & dinner Monday to Thursday & Friday lunch

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