



SUSSEX INLET RSL CLUB

FUNCTIONS BOOKLET

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WELCOME

Sussex Inlet RSL Club is situated on the picturesque waterway called Sussex Inlet. This lies on the west bank which divides New South Wales from the Jervis Bay Territory. A beautiful coastal town that boasts small town charm, stunning views, friendly atmosphere and a relaxing way to spend your days.

The Sussex Inlet RSL Club is the perfect location for functions by the Inlet. The Club has been recently had a revamp that has a stylish relaxed coastal vibe.

With three different spaces to offer: -

- Auditorium
- The Heimdall room (Function room three)
- Function One

In addition to the setting, Sussex Inlet RSL Club delivers an exceptional standard of service throughout the event process.

Meet our experienced team of staff and management, whose job is to ensure that you have the best experience possible.

We pride ourselves on being able to make your event planning process as easy as possible.

This package is a guide you through on what we have to offer here at the Sussex Inlet RSL Club.

Should you require any further assistance, or would like to speak with our friendly Events Coordinator about how Sussex Inlet RSL Club might be right for your next event, please contact us any time.



TERMS & CONDITIONS



Confirmation of Booking:

Before we can confirm your booking, require a room hire fee to be paid.

This fee can be paid by cash or eftpos at the club reception or credit card over the phone. You will also need to submit your function application form signed.

Once this is complete we will confirm your booking and continue to plan the rest of your event.

Payment:

First payment - Room Hire Fee

Payment for Wedding/ Birthday Parties:

First payment - Room Hire Fee

Second payment - A payment of 50% is required to be paid 1 month prior to your event.

Third payment - The remaining outstanding amount is to be paid one week prior to your event.

In the event of a deposit not being received, Sussex Inlet RSL Club reserve the right to cancel your booking.

Final Numbers:

The final number of guests attending must be confirmed 14 days prior to your event date. This final number will not be able to be changed and you will be charged for this number of guests.

Cancellations:

In the event of a cancellation for your function the following terms apply:

- All cancellations must be in writing.
- The room hire fee is non-refundable if cancelled 1 week prior to your event date.
- The room hire fee may be transferred to another date providing that the date is available. This must also be submitted in writing and you will be charged for this number of guests.

Non-members of Sussex Inlet RSL Club:

New South Wales Licensing regulations require that all non-members of the RSL must sign into the club as a temporary member. This will include attendees for all functions. Photo identifications containing the visitors name, residential address and date of birth is to be presented at the club reception. If a guests resides within 5kms of Sussex RSL Club they will be required to be signed in by a club member.

Catering:

Under no circumstances can any guests or function organiser supply their own food on premises.

All food packages must be organised through the contract catering in our club. The Bamboo River Restaurant will be able to put together a catering package to suit any event or budget.

Please find attached the Bamboo River Restaurants Catering booklet.

Deliveries / Equipment:

Sussex Inlet RSL Club must be advised of all deliveries and collections made on behalf of the client. Payment for deliveries of goods for your event must be paid by the client in advance. Assistance to move and relocate equipment for your event will only be possible if club staff is available.

Fire and Safety:

- Exit doors must be free of blockages.
- Exit doors must not be locked, exit signs must be clearly visible.
- The use of open flame, heaters, smoke machines, lamps etc. are not permitted.

Smoking:

As stipulated by law, smoking is not permitted anywhere within the building. It is the client's responsibility to ensure that guests comply with smoking laws and regulations. Smoking is only permitted in the allocated area outside the building.

TERMS & CONDITIONS

- The client is responsible for all damage caused by them or any of their guests attending the event.
- The client is liable to pay all outstanding money owing due under the above agreement. Sussex Inlet RSL Club does not supply credit.
- General cleaning is included in the cost of the room hire fee, however if further damage is done during the event, Sussex Inlet RSL Club reserve the right to charge the client additional fees to cover all costs for cleaning.
- Sussex Inlet RSL Club ensures to take care when handling goods and equipment owned by the client but are not responsible for damage or loss of any property in the club before, during or after the event. This includes external equipment hire.
- The client is responsible to conduct the event in an orderly manner and in full compliance with the rules and regulations detailed by the club. We reserve the right to intervene if the events activities are considered illegal, noisy or offensive.
- Sussex Inlet RSL Club reserves the right to refuse service of alcohol to any guests that appear intoxicated, any underage guests or guests behaving in an offensive manner.
- Swearing or profanity will not be tolerated from any attending guests. If this behaviour continues, the club have the right to ask the guest to leave the event and if further, leave the premises.
- No display materials may be affixed to walls or ceilings unless prior arrangements have been made with the Events Coordinator.



FUNCTION ROOMS

Auditorium

Our Auditorium can cater for seating up to 150 people, with the option to host any event you choose. The room can be screened off to suit and this creates a private room for only you and your guests to access.

Facilities include:

- PA System - extra cost
- Audio and CD system - extra cost
- Projector and screen - extra cost
- Full bar facilities
- Male and Female toilets
- Disable access (including toilets)



ROOM HIRE FEE

Inner Club hire - \$0

Funeral / Wake - \$0

Meeting, Private function or Wedding -
\$300 member
\$400 non-member



FUNCTION ROOMS

Function Room 1

This bright room is located at the far end of the club and have picture perfect views right in to the inlet. Seating approximately 40 people, it is ideal space for small private lunch/dinner party's, meetings or small weddings.

ROOM HIRE FEE

Inner Club hire - \$0

Funeral / Wake - \$0

Meeting, Private function or Wedding -
\$100 member
\$150 non-member



Function Room 3

This room is located down the far end of the club. This room is ideal for private lunches/ dinners, meetings or a small wedding.

This room can cater for approximately 50 people.

Facilities include:

- PA System and microphone - extra cost
- Lectern
- Full bar facilities
- Projector and screen - extra cost
- Male and female toilets



ROOM HIRE FEE

Inner Club hire - \$0

Funeral / Wake - \$0

Meeting, Private function or Wedding -
\$200 member
\$250 non-member



FUNCTION ROOMS

BBQ Area

Our outdoor BBQ area is a perfect summer location for a function or gathering with friends. The BBQ area can have a complete bar set up including tea and coffee facilities. Outdoor timber tables seating with 2 fully equipped BBQ's for personal use. This area is used frequently for sporting events, or annual birthday/ Christmas parties but the Sussex Inlet RSL Club can cater to suit any event.

The BBQ area can comfortably seat approximately 80 people with plenty of standing room on the grass area surrounding the BBQ area for extra capacity.



ROOM HIRE FEE

Inner Club hire - \$0

Funeral / Wake - \$0

Meeting, Private function or Wedding -
\$200 member
\$250 non-member





BACKDROP HIRE

We have an all white sheer backdrop available with the option of fairy lights for hire that can give your function a stunning feature.

Hire fee - \$100 (includes set up and pull down of back drop - must be done by RSL staff)

Fairy lights - \$25 (includes set up and pull down - must be done by RSL staff)

LINEN HIRE

Linen tablecloths are hired through Shoalhaven Party Hire - A quote can be provided to you by request from you Events Coordinator.

Tablecloth size 137x275

Alternatively if you wish to source your own linen, your more then welcome too.

Chair covers - Black or White

\$1.00 per chair cover (this includes laundry fee)

PROMOTIONAL COSTS

Sussex Inlet RSL CLub are happy to seek quotes for extra entertainment items such as:

- DJ / Bands
- Decorating
- Advertising

And everything else you may like to have at your event. This will be a additional cost to you, and your Events Coordinator will send through an quotes, insurance, confirmations and regulations.

Sussex Inlet RSL Club do not take responsibility for damage or repairs and this will be charged to the client.

BUS HIRE

Sussex Inlet RSL Club are equipped with two buses that we offer for requested occasions. We can only hire out one bus at a time as we run our daily courtesy bus service from the club.

Please see the Events Coordinator for further information.

If you require a Sussex Inlet RSL Club staff member to drive the bus for you, a cost of a casual hourly rate will be charged.

If you obtain a NSW HR license you are legally allowed to drive our bus. Your licence must be submitted to the Administration staff to keep on recorded and approved.

NOTES

FUNCTION APPLICATION FORM

CONTACT DETAILS

Name: Contact Number:.....

Email Address:.....

FUNCTION DETAILS

Function Type:

Date of Function:..... Start Time:..... Finish Time:.....

Number of guests attending: Adults:..... Children:.....

FUNCTION ROOMS

Auditorium ☐ Function Room 1 ☐ Function Room 2 ☐ Function Room 3 ☐ BBQ Area ☐

FUNCTION REQUIREMENTS

Please note for functions requiring linen tablecloths, we hire through Shoalhaven Party Hire. A quote can be provided upon request. Your Events Coordinator will organise the hire of the linen once quote has been approved by the client. It's the clients responsibility to make payment for hire of linen to Shoalhaven Party Hire before delivery to the club can be made.

Linen Tablecloths		Chair Covers	
Paper Tablecloths		Projector & Screen	
Tea & Coffee		PA System	
Crockery		Glassware	

Bar

Bar Type: Tab ☐ Cash Bar ☐

Amount: \$..... (for tab and cash bar only)

Bar Staff required - Yes / No (If yes,) Time staff are required for:.....

Please note that there may be additional charges when requiring a bar staff - check this with your Events Coordinator.

PLEASE SIGN:

I (name)..... agree with the terms and conditions in the Functions Information booklet when holding a function at Sussex Inlet RSL Club.

Signature:..... Date:.....

Events Coordinator Signature:..... Date:.....

OFFICE USE ONLY

Booking Confirmed - YES / NO

Room Hire fee paid - YES / NO Amount: \$..... Date:.....

Receipt number of room hire payment:.....



TERMS & CONDITIONS FOR THE USE OF THE BBQ AREA

Please ensure that the terms and conditions are read carefully. Please sign and return it to the Events Coordinator when confirming your function.

The organiser of the function takes all responsibility for all or any damages caused by them or any associates attending the function.

General cleaning of the outdoor area and kitchen is the responsibility of the organiser; additional chargers may apply or bond will not be refunded if the function has created excessive cleaning above normal cleaning practices.

The organiser of the function is responsible to conduct the function in an orderly fashion which complies with the RSL regulations and Club laws. The RSL reserve the right to intervene if the function activities are considered illegal, noisy or offensive.

Sussex Inlet RSL Club supports and promotes the RESPONSIBLE SERVICE OF ALCOHOL and will not permit intoxication, underage drinking or offensive behaviour.

Sussex Inlet RSL Club has safety standards in place for setting up and use of equipment. Please ensure equipment is not tampered with and any faults are reported to management or the Events Coordinator. The RSL complies very strongly with Occupational Health & Safety.

If a cancellation is needed the RSL must be notified 48 hours before the function is due to commence. Failure to do so will result in no refund.

First Aid kit is located in the kitchen. Should any items of the First Aid kit be used please notify the reception staff so that they can replenish it for further use.

Keys are to be collected from the reception and signed for on the day of the function. Keys are to be returned to the reception and signed back in on the completion of the function.

Gas bottles must be turned off after use; these are located on the western wall outside the shed.

All utensils used must be washed and put away; BBQ's must be clean, tidy and locked after use. All shutters must be locked and lights turned off after the use of the area.

The BBQ area is fully licenced, and as such service of alcohol can be only performed by a person carrying a current RSA certificate and MUST be approved by the Sussex Inlet RSL Club.

Please sign the below if you agree with the above terms & conditions.

Name:..... Signature:.....

Date:.....

