

# Seaforth Function Centre



**CORPORATE CELEBRATIONS,  
PARTIES & EVENTS**



Phone **9949 5477**

30-38 Ethel St, Seaforth NSW 2092  
[functions@balgowlahrsl.com.au](mailto:functions@balgowlahrsl.com.au)

# LOCATION

The Balgowlah RSL Club is situated at the entrance to the Northern Beaches in Seaforth. The Club is just off Sydney Road, with easy access to and from the City Centre, Manly, and the Northern Beaches.

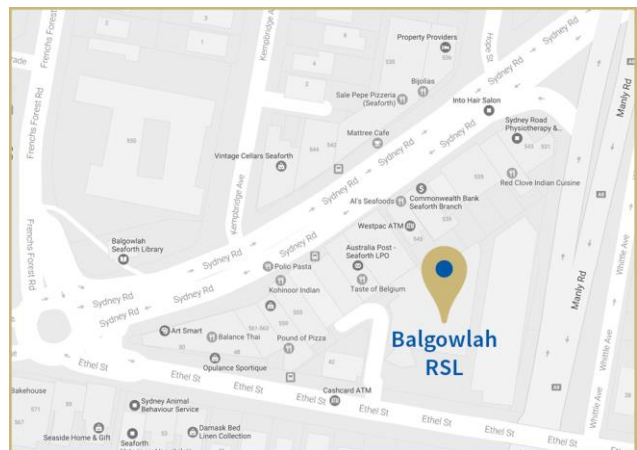
Balgowlah RSL is the perfect spot to host any special event as we can tailor a range of attractive function packages and options to suit your requirements.

Whether it is a Gala Dinner, Birthday or Christmas party, Social or Corporate Event, Monthly Meeting, Conference or Wake, we can easily turn any event into a memorable occasion, hassle-free.

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## CAR PARKING

There are over 200 car spaces, with 150 undercover spaces for all weather conditions.

Private Access available to the Function Room from the undercover car park.

## SHUTTLE BUS

Available free to members and guests \$3

Thursday, Friday & Saturday nights

From 5pm

Call Peter on **0411 391 009**





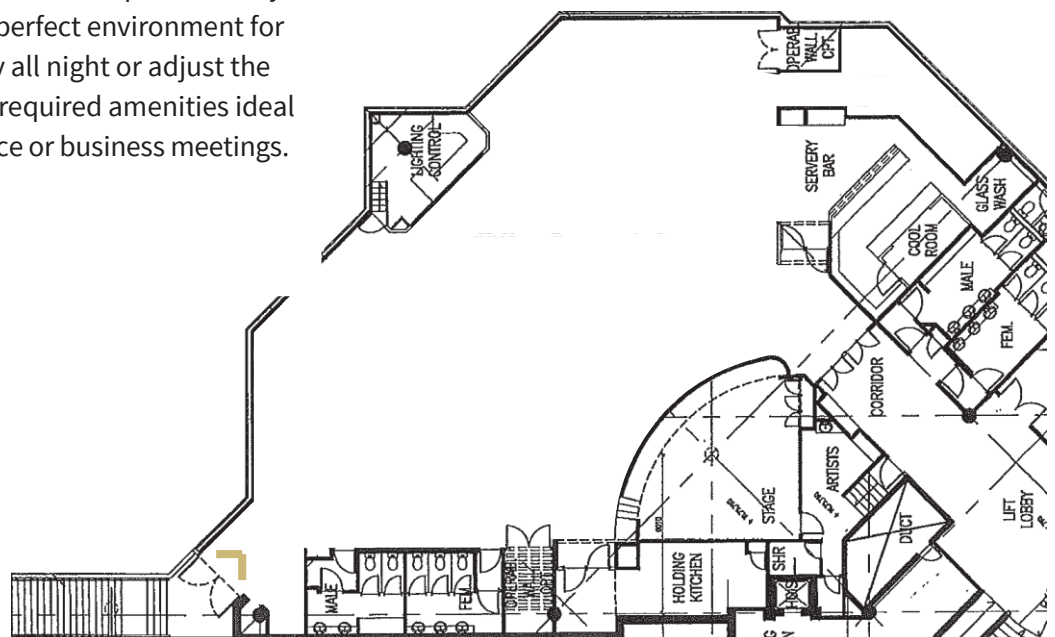


## SEAFORTH FUNCTION CENTRE

We cater for everyone from small intimate groups to large cocktail events for up to 300 people. Catering for over 150 social and business events per year, Balgowlah RSL has the experience and personalised service to manage your entire event, working within your budget to deliver the outcomes and image you desire.

The benefits of holding any event at Balgowlah RSL are endless, with outstanding menu options, personalised service, and attention paid to every detail. We can create the perfect environment for guests to dance and party all night or adjust the room and provide all the required amenities ideal for professional conference or business meetings.

The Seaforth Function Centre has adaptable seating and staging facilities that complement dinners, conferences, exhibitions, and private social occasions. The Seaforth Function Centre is fully equipped with kitchen, bar, and full stage, complete with sound and lighting equipment. Your private function will be located on the top floor of the Club with private access from the undercover car park directly into your Function Room.



# ROOM HIRE

Function Room	Cocktail	Banquet	U Shape	Theatre	5 hour R/ Hire	8 hour R/ Hire
Seaforth Function Room	300	220	50	300	\$500	\$650

# FACILITIES AND EQUIPMENT

EQUIPMENT	PRICE
Microphone and Lectern	N/C
Roving Microphone	N/C
Lapel Microphone	\$50.00
Large Screen	N/C
Lighting with 7 controlled dimmers	N/C
Whiteboard / Markers / Erasers	N/C
Flipchart	\$20 .00
Data Projector & Laptop	\$75.00
Data Projector	\$50.00
Sound and Lighting operator	Price on request

DECORATIONS	PRICE
Tablecloths and coloured Napkins	N/C
3 bunch balloon table bouquets	\$18.00 each
5 bunch balloon floor bouquets	\$25.00 each
7 bunch balloon floor bouquets	\$30.00 each
100 ceiling balloons	\$240.00
300 ceiling balloons	\$640.00
Chair Covers with/ or without sash	Price on request
Karaoke Jukebox	Price on request
Party DJ	Price on request

# CONFERENCE PACKAGE

**Minimum of 25 guests**

## SHORT BREAKS

Freshly brewed coffee and tea selections – \$3.50 pp

Freshly brewed coffee and tea selections with biscuits – \$4.50 pp

Freshly brewed coffee and tea selections with mini pastries -\$6.50pp

Freshly brewed coffee and tea selections with assorted cakes-\$7.00pp

Freshly brewed coffee and tea selections with scones with jam & cream – \$8.50 pp

Freshly brewed coffee and tea selections with mini croissants & pastries – \$9.50 pp

Freshly brewed coffee and tea selections with assorted gourmet sandwiches –\$9.00pp

*(vegetarian option included, approx. 3 pieces pp)*

Freshly brewed coffee and tea selections with seasonal fruit & cheese platter -\$10.00pp

Jug of orange juice – \$9.50

## QUICK LIGHT LUNCH: \$23.00 p.p.

Chef's assorted gourmet sandwiches

Fresh fruit platter

Chilled orange juice & assorted soft drinks

## NETWORKING LUNCH: \$32.00 p.p.

Chef's assortment of gourmet wraps, sandwiches and baguettes

Cheese platter with crackers

Fresh fruit platter

Chilled orange juice and assorted soft drinks

Freshly brewed coffee & tea selection

## CROWD PLEASERS

Gourmet sandwiches – \$6.00 pp

Antipasto platter – \$4.00 pp

*(Grilled & marinated vegetables, olives, assorted deli meats and toasted Turkish bread)*

Cake platter – \$4.00 pp

Fruit and cheese – \$7.00pp

Seaforth platter – \$10.00pp

*(Cocktail sausage rolls, assorted mini pies, quiches and spring rolls)*

Cocktail Seafood Platter – \$12.00 pp

*(Prawn cocktails, salt & pepper squid, tempura fish pieces – All with dipping sauces)*



# PARTY CANAPE PACKAGE

## COLD SELECTION

Duck liver pate with caramelised onions on seeded baguette  
Cherry tomato, olive & bocconcini with salsa verde (V)  
Smoked salmon blinis with fennel & capers  
Peppered tuna with soda noodles & wasabi mayo  
Corn fritters with avocado salsa & crumbled feta (V)  
Fresh oysters with citrus & salmon roe salsa (GF)  
Roast beef, parmesan & wild rocket rolls with green mustard dressing (GF)  
Satay chicken & vegetable rice paper rolls with dipping sauce (GF)  
Assorted sushi with wasabi & soy (GF)

## HOT SELECTION

Crispy seafood wontons with lemon aioli  
Steamed pork & prawn sui mai with red vinegar  
Potato & goats cheese fritters with herb mayo (V)  
Coconut coated prawns with laksa dip  
Pork & fennel sausage rolls with chilli jam  
Lamb skewers with smoky eggplant & tahini (GF)  
Warm vegetable frittata with red pepper relish (GF & V)  
Salt & pepper calamari with lime aioli (GF)  
Spicy buffalo wings with blue cheese dip

## SUBSTANTIAL CANAPÉS

Chicken tikka masala with scented rice & mango chutney (GF)  
Crumbed fish & chips with homemade tartare  
Baked lamb meatballs with vegetable cous cous & mint yoghurt  
Warm Thai chicken & noodle salad with lime & chilli (GF)  
Pulled pork & slaw sliders with smoky BBQ sauce (2each)  
Loaded wedges with mozzarella, sour cream, guacamole & sweet chilli (V)

## PRICES

**Choose:**

- 3 Cold and 3 Hot, plus 1 substantial – \$32 pp
- 4 Cold and 4 Hot, plus 1 substantial – \$38pp
- 5 Cold and 5 Hot, plus 1 substantial – \$45pp

**Special requests for dietary requirements are available but must be made prior to the event**

**Some dishes may vary due to seasonal availability**





# BUFFET MENU

**Minimum of 25 guests**

## SALADS

Traditional coleslaw (V/GF)  
Greek salad with marinated fetta (V/GF)  
Potato salad with grain mustard aioli (V/GF)  
Freshly tossed garden salad with balsamic vinaigrette (V/GF)  
Baby spinach, Roast pumpkin, grilled haloumi & pinenuts (V)  
Caesar salad with pesto croutons

## CARVERY

Roast beef with gravy  
Roasted lamb with mint sauce  
Roast Pork with apple sauce  
Honey glazed leg ham

## HOT DISHES

Chicken Tikka Masala with scented rice & poppadums  
Beef and mushroom lasagna (made in house)  
Grilled lamb and rosemary sausages with onion gravy GF)  
Four cheese ravioli, baby spinach & roast tomato sauce (V)  
Grilled sirloin steaks with green peppercorn sauce (GF)  
Char Sui pork spare ribs, bok choy & shitake mushrooms  
Chargrilled pumpkin, asparagus and chickpeas with salsa verde (V)  
Baked chicken thighs with bacon, mushrooms & tomato sauce (GF)

## SEAFOOD

Herb crusted salmon, preserved lemons and tomato salsa  
Thai style seafood curry with steamed rice  
Steamed barramundi fillets with ginger, soy & shallots (GF)  
Grilled laksa marinated seafood skewers with coconut chilli sauce

## DESSERTS

Fresh Fruit salad with whipped cream  
Lemon and lime curd tart with whipped cream  
Cheese and fruit platter  
Profiteroles with coffee cream and chocolate sauce  
Display of assorted cakes  
Tea and coffee

## OPTION 1

1 Carvery  
2 Hot Dishes  
1 Salad  
*served with:* Vegetables  
Roasted Potatoes  
Fresh oven baked rolls  
\$28 per person  
\$31 with seafood

## OPTION 2

1 Carvery  
2 Hot Dishes  
2 Salads  
*served with:* Vegetables  
Roasted Potatoes  
Fresh oven baked rolls  
1 Dessert  
\$35 per person  
\$38 with seafood

## OPTION 3

1 Carvery  
3 Hot Dishes  
2 Salads  
*served with:* Vegetables  
Roasted Potatoes  
Fresh oven baked rolls  
1 Dessert  
\$42 per person  
\$45 with seafood

# SIT DOWN MENU

## Minimum of 25 guests

*Menu inclusive of white linen and choice of coloured dinner napkins.*

*Served with fresh oven baked rolls and Tea & Coffee.*

## ENTRÉE

Chilled prawns with avocado salad, red pepper chutney and balsamic pearls (GF)

Pressed pork, pancetta and pistachio terrine with green tomato pickle, frisee and croutons

Rare beef, wild rocket and parmesan rolls with asparagus and green mustard dressing (GF)

Pumpkin, zucchini and leek slice with rocket, pear and parmesan salad (V/GF)

Twice cooked quail with warm noodle salad and chilli-lime relish  
(GF)

Chargrilled chicken and Waldorf salad

## MAIN

Grilled pork cutlet with potato gratin, apple relish, spinach and black pepper jus (GF)

Seared salmon fillet with potato-leek croquette, pickled cucumber and baked cherry tomatoes & lemon butter sauce

Yearling Scotch fillet with sweet potato puree, baked Spanish onions, broccolini and red wine jus

Confit duck Maryland with potato puree, green beans, spinach, walnuts and orange reduction (GF)

Baked barramundi fillet with crushed kippers, fennel puree and olives (GF)

Crispy skinned chicken breast, creamy chat potatoes, mushroom and green pea sauté & Diane sauce (GF)

Four cheese ravioli, asparagus and roasted tomato sauce

## DESSERT

Individual lemon & lime tart with king island cream

Mixed berry brulee with king island cream

Apple crumble with cream & Fresh fruit Salad and cream

**1 course \$28.00 per head, 2 course \$42.00 per head, 3 course \$55.00 per head**





# TERMS AND CONDITIONS

**Security** The Club reserves the right to require security guards in some circumstances. Any security guards will be charged to the client at \$55.00 per hour.

**Membership** You are required to be a member of Balgowlah RSL to hold a function – please alert the Function Coordinator if you are not yet a member. You will be responsible for all non- members attending the function. Please note Balgowlah RSL does not accept functions for **18th or 21st** birthday parties.

**Confirmation** A booking for a function, conference or event is only considered confirmed when a deposit has been paid. Tentative bookings can be held for short periods of one (1) week– but cannot be considered confirmed until the deposit is paid.

## **Deposits:**

- A deposit equivalent to the standard room hire fee is required to confirm your booking. Your deposit will be returned in the case of cancellation of the event, with more than four (4) weeks notice (in writing).
- No refund will be made where less than four (4) weeks notice is given.
- Short notice cancellation less than two (2) weeks of the event will render the hirer liable to pay all costs that have been incurred by Balgowlah RSL in preparing for the event such as catering, staffing, entertainment and security costs.

## **Final Payment:**

- Full payment for the function is required ten (10) days in advance unless special arrangements have been made with Balgowlah RSL. Bar accounts are to be settled on the night of the function. Payments can be made by cash, cheque, card or eft. Please note payments \$2,000 and over will incur a 1.5% fee.
- If payment isn't received in the agreed upon time Balgowlah RSL holds the right to cancel the event, withholding the deposit.
- If any outstanding balance, example bar tab, is not paid within seven (7) days from the conclusion event, the credit card on file will be charged.

## **Catering Requirements:**

- Confirmation of number of guests attending the function is required at least ten (10) days prior to the event, food and beverage catering will be charged on the confirmed amount. If not provided within outlined timeframe the last provided numbers will be final.
- Final details of catering requirements must be given ten (10) days prior to the commencement of the event. If requirements are not supplied Balgowlah RSL reserves the right to make selections on your behalf based on any previous information given.
- Responsible Service of Alcohol - Balgowlah RSL staff adhere to the legislation that enforces the Responsible Service of Alcohol at all times. Any patron showing signs of intoxication will be refused further service and asked to leave the premises. Food must be provided for all events supplying alcohol and a minimum food requirement may apply in keeping with our best practices.

**Room Hire** The room hire fee allows rental of the Function Room to an agreed finish time. Any extension of that finish time will be at the discretion of the Club Duty Manager and will incur an extra charge.

**Insurance & Damage** Balgowlah RSL will take reasonable care, but will not accept responsibility for damage or loss of any item before, during or after a function. No goods are to be stored in the bar during the function. You are also responsible for any equipment hired by us for your function. In the circumstance that this is damaged you will be responsible for costs. Any damage to furniture will incur cleaning and/or repair costs. An organizer should ensure they have sufficient insurance to cover loss, damage and third party claims.

**Smoking** Balgowlah RSL advises that there is a covered smoking balcony on Level 1 of the Club but the Function Rooms are smoke free environments.

**Guests and Non Members** Guests are required to follow the rules & regulations of the Club and State Government:

- If your guests attending the Club live within a 5km radius, they must either be a member of the Club or be signed in by a member of the Club.
- If your guests live outside 5km radius, they must sign the Function Sign in Sheet or Visitor's register upon arrival.
- Members of other RSL clubs may enter if they produce their membership card.

**Signage / Decorations**

- No signage is to be placed over the existing Club notices, posters or signage.
- Tables, chairs and other equipment are not to be placed in front of the fire exit doors. We reserve the right to alter any function set up to comply with WH&S policies
- Decorations are not to be taped to walls or doors (blue tack is permitted).

**No Food & Beverages brought into the Club** No food or beverages of any kind are permitted to be bought onto club premises. Please contact the event coordinator for any exceptions.

**Surcharges** Sundays incur a 10% overall surcharge and Public holidays incur a 15% overall surcharge.

**Prices** All prices are inclusive of GST. Every endeavour is made to maintain prices as printed, however these may be subject to change. Prices will not change once your booking has been confirmed with a deposit and your menu selection confirmed.

**Outside Contractors** All outside contractors must liaise directly with the functions department in all matters of deliveries, set-up and breakdown. They must also sign into the Club on arrival. Outside contractors, arranged by the client will be the responsibility of the client. The client is responsible for their own additional sound and light requirements other than normal lighting and audiovisual equipment that is included.

# BOOKING FORM

## CONTACT DETAILS

Company Name:

Contact Name:

Membership Number:

Home Phone:

Mobile:

Work Phone:

Email:

Postal Address:

## FUNCTION DETAILS

Name of Function Room:

Date of Function:

Function Type:

Function Name:

Function Time:

Number of Guests:

Catering Required (Sit Down, Buffet, Canapes, Conference Package):

Specific Dietary Needs or Food Allergies:

Seating Style (U-Shape, Theatre, Cabaret etc):

## PAYMENT

Amount:

Credit Card Name:

Credit Card Number:

Expiry:

CW:

**A completed Booking form and a security deposit is required to confirm all function bookings.**

Balgowlah RSL reserves the right to cancel any tentative bookings not confirmed within 7 days. You can pay the deposit by cash, credit card, eft or by cheque (made payable to Balgowlah RSL Club). Cancellation charges are subject to the terms and conditions part of this document. Please telephone our function coordinator on 99495477. All written correspondence can be emailed to [functions@balgowlahrs.com.au](mailto:functions@balgowlahrs.com.au)

The above details are correct and I have received the terms and conditions.

Signed:

Name:

Date:

Seaforth **Function Centre**



