

WOONONA BULLI RSL CLUB LTD

# FUNCTIONS PACKAGE

DUNCANS CATERING GROUP

*Working together to make your special occasion memorable*

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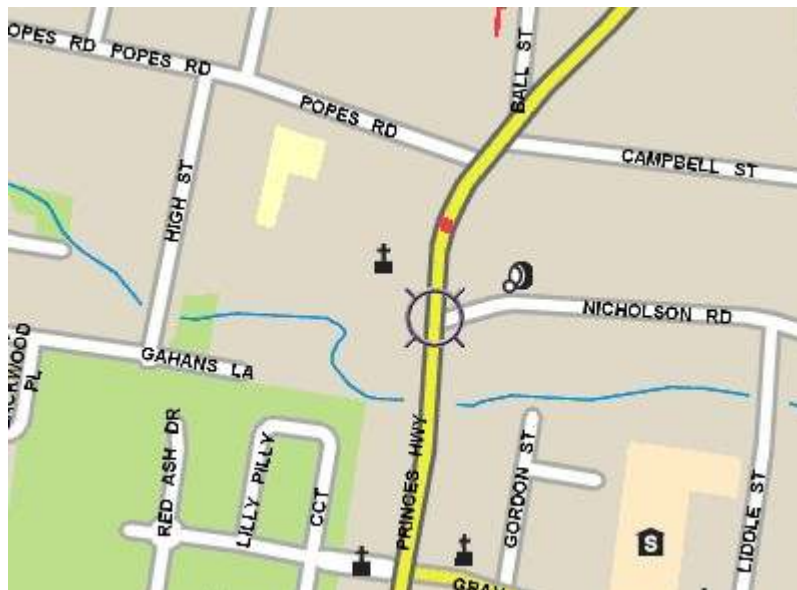
455 Princes Highway Woonona NSW 2517 Telephone: 4284 1577 Fax: 4283 1811  
[www.wbrsl.com.au](http://www.wbrsl.com.au)

## Important Information

### How to Find Us

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We are located at: 455-459 Princes Highway  
Woonona NSW 2517  
(corner of Princes Highway & Nicholson Road  
Enter off Nicholson Road)



### Car Parking

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We have a large car park at the rear of the club which is accessed from Nicholson road.  
We have 11 disabled car parking spaces.

### Disabled Access

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We have a ramp from the car park for easy disabled access & the club is all on one level making it easy to get around.  
We also have two (2) wheelchairs available at reception for anyone that might need assistance getting around while they are in the club.

### Smoking

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We have a large deck & outdoor area on the north western side of reception. This is accessible via doors in the main lounge. Smoking is allowed in this area.

## Room Options

### Governors Inn

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This room is situated to the left of reception away from the main area of the club.

Perfect for weddings, cocktail parties, work events, sporting dinners or just a special celebration.

Capacity 120 people.

Room Hire:	½ Day up to 5 hours	\$150
	Full Day over 5 hours	\$200

### Auditorium

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This room has a stage & dance floor. It is ideal for a concert, dance recital, ball, large weddings, presentations or sporting dinners.

Capacity 450 people seated. Standing events – licensed maximum capacity 900 people.

Room Hire:	½ Day up to 5 hours	\$200
	Full day over 5 hours	\$350

### The Glass House

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The Glass House has an open feel with large windows encompassing the room, providing a pleasant view of the lawns and surroundings. This room is ideal for weddings.

Capacity 120 people seated.

Room Hire:	½ Day up to 5 hours	\$200
	Full day over 5 hours	\$300

### Seminars/Meetings Inclusions

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The use of a microphone, lectern, over head projector, screen, whiteboard & jugs of water.

### Function Inclusions

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Microphone, screen & room set up.

All prices are GST inclusive

The room hire fee covers the cost of normal cleaning and set up.

## Additional Hire Costs

### Equipment

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TV & DVD hire	\$10 per day \$5 ½ day	Data Projector Hire	\$65 per day \$35 ½ day	Laptop Hire	\$40 per day \$25 ½ day
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## Staff Hire Costs

### Staff

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1 Bar staff is included for a function of over 50 people if beverages are to be consumed in the room.

Bar Staff (Minimum charge 3 hours):	Weekdays	\$25 per hour
	Saturdays	\$35 per hour
	Sundays	\$45 per hour

All above prices are subject to change without notice.

## Additional Information

### Sign In Regulations

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Normal Club sign in rules and regulations apply with any person attending a function. All guests must be signed in by a member of the club, if they reside within the 5km radius. The member is responsible for the guest they sign in and the guest must leave the Club if the member who signed them in leaves. Please check with our Reception team if you have any questions on this.

### Dress Regulations

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Normal dress regulations apply for any function held on the premises, no thongs, football or work attire after 6pm. At no time are hats, caps or singlets to be worn by men.

### Catering & Beverages

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No outside catering is permitted to be brought onto the premises.  
No outside beverages are permitted to be brought onto the premises.  
Full bar available at Club prices.

### Music & Entertainment

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Music, Disc Jockeys & Juke Boxes can be organised by the person having the function to keep your costs down. However, this can be arranged by the Club if you prefer. The cost for this will need to be paid in full seven (7) days prior to the event.

### Room Decorations

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You are welcome to decorate the room for your function: however all items are to be attached by Blu-Tac only.

**Breakfast Packages**  
**Prices from \$15.00 per person**  
**By Duncan's Catering Group**

**Breakfast Package One**

**Minimum 50 people**

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Fresh Orange Juice

Bacon and egg rolls with tomato relish

Freshly Brewed Coffee and Tea

**Breakfast Package Two**

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Fresh Orange Juice

Scrambled or Poached Free Range Eggs

Crispy Bacon

Sautéed Mushrooms

Grilled Tomato

Gourmet Beef Sausages

Toasted Woodfired Bread

Freshly Brewed Coffee and Tea

Lukenmay Gourmet Biscuit

**Breakfast Package Three**

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Fresh Orange Juice

Selection of Danish Pastries, Freshly Baked Muffins and Croissants

Poached Free Range Eggs

Crispy Bacon

Sautéed Mushrooms

Grilled Tomato

Gourmet Beef Sausages

Toasted Bread

Freshly Brewed Coffee and Tea

**Corporate Packages**  
**By Duncan's Catering Group**  
\$37.50 per person

**Corporate Working Day Package**

**Minimum 10 people**

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On Arrival	-	Freshly Brewed Coffee and Tea
Morning Tea	-	Fresh Scones with Jam and Cream Hot Filled Croissants Freshly Brewed Coffee and Tea
Lunch	-	Assorted Gourmet Wraps and Rolls Four Pieces Hot Finger Food Freshly Sliced Fruit Freshly Brewed Coffee and Tea
Afternoon Tea	-	Assortment of Slices Fresh Slices of Fruit Freshly Brewed Coffee and Tea

Water will be available throughout the day

Waiter service if required is \$100.00 for the day.

## Corporate Packages By Duncan's Catering Group

<b>Corporate Meetings Menu</b>	<b>Minimum 10 people</b>
Freshly brewed Coffee and Tea	\$3.70
Freshly brewed Coffee and Tea Selection of homemade biscuits	\$5.70
Freshly brewed Coffee and Tea Selection of homemade cakes and slices	\$7.20
Freshly brewed Coffee and Tea Warm homemade scones with jam and cream	\$7.50
Freshly brewed Coffee and Tea Selection of croissants and Danish pastries	\$8.90
Freshly brewed Coffee and Tea Platters of ribbon sandwiches – ½ per person	\$8.50
All Day Freshly brewed Coffee and Tea Iced water	\$9.90
All day mints	\$2.00
Table linen, per table	\$7.00

**Dedicated waitress service is available upon request. If requested it is charged separately at a per hour rate.  
\$40.00 per hour for a minimum 3 hours**

## Cocktail and Finger Food Packages Prices from \$15.00 per person By Duncan's Catering Group

### Cocktail and Finger Food Package One

Minimum 50 people

Your Choice of four items from the Standard Items listed below. Equivalent to a small meal.

### Cocktail and Finger Food Package Two

Your Choice of six items from the Standard Items listed below. Equivalent to a light meal.

### Cocktail and Finger Food Package Three

Your Choice of eight items from the Standard Items listed below. Equivalent to a meal.

### As an Entrée for Buffet or Set Menu Function

Your Choice of three items from the Standard Items listed below

#### Standard Items

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Mini Quiche (2)	Crumbed Whiting pieces (2)
Tenderloins of Chicken (2)	Assortment of Mini Croissants (2)
Vegetable Nori Rolls with Soy Dipping Sauce (3)	Mini Sausage Rolls (2)
Vol Au Vents (3)	Savory Meat Balls (3)
Vegetarian Samosas (3)	Honey Soy Marinated Chicken kebab (2)
Gourmet Rolls (2)	Roast Beef and Avocado on Rye (3)
Turkey and Camembert (2)	Vegetable Crudities and Dips (3)
Fried Whitebait with Aioli (3)	Mini Spring Rolls with Dipping Sauce (3)
Sot basted chicken wings (2)	Mini open burger with tomato relish

#### Deluxe Items

**Add \$2.00 per Item**

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Prawn Cutlet (2)	Smoked Salmon and Asparagus Rolls (2)
Satay Chicken Skewers with Peanut Sauce (2)	Roast Duck and Asian Mushroom Rice Paper Rolls (3)
Salt and Pepper Calamari with Wasabi Mayonnaise (3)	Selection of Cakes and Slices (2)
Beef and noodle box	Chicken and crispy noodles

Packages do not include linen  
Table Cloths \$7.00 each – Linen Serviettes \$1.00 each  
Staff, if requested are \$ 40.00 / hour with a minimum of 3 hours. (One staff person per 60 guests is recommended.)

**Buffet Menu Packages**  
**Prices from \$25.00 per person**  
**By Duncan's Catering Group**

**Buffet Package A**

**Minimum 50 people**

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Chef carved Roast Beef with gravy  
Pasta Carbonara

Select four items from any of the following salads:

Salads - Tossed Garden Salad  
Coleslaw  
Curried Pasta Salad

Select two desserts from the following - Apple Pie and Cream  
Fruit Salad  
Pavlova and cream  
Fruit Trifle

Included in the Buffet Package - Bread Rolls,  
Freshly Brewed Coffee and Tea  
Serviettes

## Buffet Menu Packages By Duncan's Catering Group

Minimum 50 people

### Buffet Package B

Minimum 50 people

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Select three items from any of the following Hot Meats, Cold Meats and Seafood

Hot Meats Served with rice -

Beef Stroganoff  
Curried Chicken  
Chicken a la King  
Prawn Curry  
Diced Pork in Cider Sauce  
Beef in Red Wine  
Roast Beef with gravy  
Roast Leg of Pork with gravy  
Roast Chicken Pieces with gravy

Cold Meats -

Roast Silverside of Beef  
Smoked Leg of Ham  
Chicken Pieces

Select four items from any of the following salads and hot vegetables

Hot Vegetables -

New Potatoes  
Green Beans  
Honey Carrots  
Roast Pumpkin  
Roast Potato  
Potato Bake  
Mixed Seasonal Vegetables

Salads -

Tossed Garden Salad  
Coleslaw  
Curried Pasta Salad  
Hawaiian Rice Salad  
Pumpkin Salad

Select two desserts from the following - Apple Pie and Cream

Fruit Salad  
Pavlova Topped with Fruit  
Chocolate Profiteroles  
Fruit Trifle

Included in the Buffet Package -

Bread Rolls,  
Freshly Brewed Coffee and Tea  
Serviettes

**Extras Based on Per Person – Meat \$5.00, Vegetable or Salad \$3.00, Dessert \$4.00**

## Buffet Menu Packages By Duncan's Catering Group

### Buffet Package C

Minimum 50 people

Select three items from any of the following Hot Meats, Cold Meats and Seafood

Hot Meats Served with rice -  
Select one.

Chicken Breast in a Creamy Mushroom Sauce  
Satay Chicken Breast Pieces  
Rump Steak in a Red Wine and Mushroom Sauce  
Poached Barramundi Fillets in a White Wine Sauce  
Roast Fillet of Beef  
Lamb with a Thai Style Dressing

Roasted Hot Meats Served with Gravy -  
Select One

Roast Beef  
Turkey Breast  
Roast Leg of Pork  
Roast Chicken Pieces

Cold Meats -  
Select one

Slices of Various Salami and Cured Meats  
Breast of Chicken Pieces  
Double Smoked Leg of Ham

Select four items from any of the following salads and hot vegetables

Hot Vegetables -

Minted New Potatoes  
Zucchini in a Garlic infused Olive Oil  
Sweet Potato and Pine Nuts  
Mixed Seasonal Vegetables

Salads -

Tossed Garden Salad  
Thai Noodle Salad  
Greek Salad  
Traditional Caesar Salad  
Roasted Pumpkin, Fetta and Spinach Salad

Select two desserts from the following -

Tiramisu  
Liqueur Custard Filled Profiteroles  
Citrus Tart with Fresh Cream  
Fresh Seasonal Fruit  
Individual Chocolate Mousse

Included in the Buffet Package -

Bread Rolls,  
Freshly Brewed Coffee and Tea  
Serviettes

**Extras Based on Per Person – Meat \$5.00, Vegetable or Salad \$3.00, Dessert \$4.00**

**Set Menu Packages**  
**Prices from – Two Courses - \$31.00**  
**Three Courses - \$38.00**  
**By Duncan's Catering Group**

**Set Menu Standard Package**

**Minimum 50 people**

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Entrees -                      Tomato and Fetta tart with salad garnish  
  
   Thai prawn salad

Please select two of the following to be served alternatively.

Main Courses -                Char grilled scotch fillet with a mushroom sauce  
  
   Chicken breast in a garlic and white cream sauce  
  
   Roast loin of pork with apple sauce and gravy

Please select two of the following to be served alternatively.

Desserts -                      Lemon tart and cream  
   Tiramisu  
   Baked cheesecake  
   Chocolate profiteroles

Included in the Package - Freshly Brewed Coffee and Tea  
   Bread Rolls and Butter  
   Paper Serviettes  
  
   Birthday Cake Charge - \$2.00 per person

## Set Menu Packages By Duncan's Catering Group

### Set Menu Bronze Package

Minimum 50 people

Please select two from each course to create your alternate menu

Entrees -	Traditional Prawn Cocktail Chicken Caesar Salad Roast Sirloin of Beef, Seeded Mustard Crust, Tomato & Basil Salad Selection of three standard Cocktail Finger Foods
Main Courses -	Pan Fried Chicken Breast in a Mushroom Sauce on a Bed of Rice Scotch Fillet Steak in a Red Wine Sauce Sirloin Steak in a Pepper Sauce Chicken Breast Filled with Cheese and Ham and coated in a Light Tomato Baked Loin of Pork with Apple Sauce  All served with Steamed Rice of Roast Potatoes and Seasonal Vegetables
Desserts -	Chocolate Coated Profiteroles Pavlova garnished with Fresh Fruit and Cream Traditional Apple Pie and Cream Citrus Tart Slice Chocolate Mousse Chocolate Mud Cake
Included in the Package -	Freshly Brewed Coffee and Tea Bread Rolls and Butter Serviettes

## Set Menu Packages By Duncan's Catering Group

### Set Menu Silver Package

Minimum 50 people

Please select two from each course to create your alternate menu

- Entrees -
- Strips of Char Grilled Chicken, Parmesan, Croutons and Cos Lettuce
  - Thai Beef Tikka Salad with Marinated Beef, Mild Spices, Mesculin and Spinach
  - Smoked Salmon and Avocado, Lime Aioli and Dressed Leaves
  - Roast Pumpkin Salad, Baked Ricotta and Slow Roasted Tomatoes
- Main Courses -
- Baked Lamb Fillet in a bush and Sundried Tomato Concasse with Red Wine Jus
  - Fillet of Beef Crusted in French Mustard and Seasoning with a Peppercorn Sauce
  - Breast of Chicken filled with Spinach and Ricotta, topped with a Lemon & Thyme Sauce
  - Baked Loin of Pork with Apple Sauce
- All served with Potatoes, Green Beans, Honey Carrots and Broccolini
- Desserts -
- Profiteroles filled with Cream and Coated in Luscious Chocolate
  - Tiramisu Torte
  - Brandy Snap Basket filled with Cream and Forest Fruits
  - Chocolate Mousse Topped with Brandy Cream
- Included in the Package -
- Freshly Brewed Coffee and Tea
  - Bread Rolls and Butter
  - Serviettes
- Birthday Cake Charge - \$2.00 per person

## Set Menu Packages By Duncan's Catering Group

### Set Menu Gold Package (Three Course Only)

Minimum 50 people

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Please select two from each course to create your alternate menu

- Entrees -
- Cherry Vine Ripened Tomatoes filled with Seafood and Ricotta
  - Char Grilled Marinated King Prawns on a Bed of Grilled Vegetables with a Light Balsamic Reduction
  - Tenderloin of Chicken, Char Grilled and Topped with a Lime Sauce, Mixed Lettuce and Olives
  - Fresh King Prawns served on Mesculin, Light French Dressing topped with Avocado and Lemon
- Main Courses -
- Chicken Breast Topped with Cheese and Prosciutto in a Light Brandy Cream
  - Barramundi Fillet poached in White Wine, served with Tomato, Asparagus and Capsicum
  - Beef Rib Eye Topped with a Red Wine Tomato and Green Pepper Reduction
  - Rack of Lamb Baked with Rosemary, Dill and Red Wine Jus
- All served with Potatoes and Seasonal Vegetables
- Desserts -
- Trio of Chocolate Desserts
  - Creamy Dark and White Chocolate Mousse, topped with Chocolate Swirl Strawberries in a Brandy Liqueur and Crème Anglaise
  - Mini Meringue Puffs served with Fruit Compote and Fresh Cream
- Included in the Package -
- Freshly Brewed Coffee and Tea
  - Bread Rolls and Butter
  - Linen Serviettes
- Birthdays -
- Birthdays - \$2.00 per person

## Wake Menu Packages By Duncan's Catering Group

### Wake Package A

Minimum 30 people

\$12.00 per person

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Assorted four point of sandwiches

Spring rolls with sweet and sour sauce

Fish cocktail and tart are sauce

Party Pies and tomato sauce

Freshly Brewed Coffee and Tea

Serviettes

If you would like a waiter the cost is \$40.00 per hour with a minimum of three hours.

We recommend one for every 60 guests/

### Wake Package B

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#### Platters

**Sandwiches (served 10)                      \$ 40.00**

**Fruit platter (serves 10)                      \$ 35.00**

**Asian finger Food (serves 15)                \$ 35.00**

**Freshly Brewed Coffee and Tea              \$ 3.50 per person**

**Paper Serviettes are included**

If you would like a waiter the cost is \$ 40.00 per hour with a minimum of three hours. We recommend one waiter for every 60 guests.

## TERMS AND CONDITIONS OF HIRE

### Agreement

Woonona Bulli RSL Memorial Club Limited and the hirer agree:

- 1 'We', 'us' or 'our' means Woonona Bulli RSL Memorial Club Limited (A.C.N001059374) and 'you' or 'your' means the hirer.
- 2 The Agreement comprises these Terms and Conditions and the Schedule. The Agreement cannot be changed unless we agree in writing. These Terms and Conditions override any terms and conditions you may wish to impose.
- 3 The 'premises' means our functions rooms located at 455 Princes Highway Woonona NSW 2517 or Princes Highway Bulli 2516.

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### CLUB ENTRY

- 4 All Guests attending an event at the Club are required to comply with the sign-in requirements of the Registered Clubs Act 1976 (NSW) or any other State or Federal legislation. Guests are advised to produce photo identification as proof of address upon entering the club.

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### POLICY

- 5 Woonona Bulli RSL Club practices Responsible Service of Alcohol. If any guests or delegates at a function are reaching intoxication or are under the legal drinking age, they will be refused alcoholic beverages. Breaching RSA laws incur fines of up to \$5,500, both to the Club, to any one that is intoxicated and to any person supplying alcohol to an intoxicated or under age individual. In accordance with licensing laws, if a person is deemed intoxicated, they will be directed to leave the premises.

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### SMOKING

- 6 All function rooms are non-smoking. Outdoor smoking areas are easily accessed from our function rooms and guests are allowed to smoke only in these outdoor areas. If guests do smoke inside and set off the clubs alarms, there is a \$250 callout fee for the fire brigade that will be charged as an additional cost to the function. Further, if a person is found smoking within the Club, except the outdoor area, they will be asked to leave the Club as they have breached the tobacco laws.

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### PREMISES

- 7 We will make the premises available to you on the date(s) and time(s) specified in the Schedule.
- 8 You and your employees, agents and invitees use and occupy the premises at your own risk.
- 9 You must comply with and ensure that your employees, agents and invitees comply with this agreement and any rules or directions for the use of the premises advised by us from time to time.
- 10 We reserve the right for us and our employees, agents to have free access to all parts of the premises at all times.

## **PAYMENT**

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### **Payment – Catering**

- 11 You must pay Woonona Bulli RSL Club upon signing this agreement plus you further agree to pay installments and provide notice of cancellation as follows:
- a. 10% deposit of the estimated total catering charge upon booking
  - b. The balance to be paid seven days prior to the event

Your payment options are: Cash, EFT, Bank Transfer, Visa or MasterCard. Personal cheques will only be accepted if payment is made 21 days prior to the function.

- 12 In the event of a cancellation, costs will have been incurred in terms of rostered staff and food ordered. The costs of cancellation are as follows and relate directly to the period of notice provided:
- a. One calendar month or more - full refund
  - b. 14 days to 1 calendar month - 50% refund of deposit
  - c. Less than 14 days - no refund

- 13 All cancellations must be in writing and be made by the person who organised the function

- 14 Payment – Room Hire plus any other requirements as arranged by the Club  
You must pay the Club in full for the room hire plus any other items you require and as supplied by the Club upon confirmed booking and signing this agreement.

In the event of cancellation, costs will have been incurred in terms of staff having being rostered or if you required specific beverages for your function. The costs of cancellation are as follows and relate directly to the period of notice provided:

- a. One calendar month or more - full refund
  - b. 14 days to 1 calendar month - 50% refund
  - c. Less than 14 days - no refund
- 15 If you have made a specific request for beverages the Club does not ordinarily provide and the Club had to order in specifically for your function at your request, any refund of that component will be subject to the supplier accepting the stock for a credit. There will be a \$50 administrative charge by the Club to cover the administration and handling costs.
- 16 All cancellations must be in writing and be made by the person who organised the function.

### **Confirmation & Final Numbers**

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- 17 Final numbers for the function must be confirmed seven (7) days prior to the function. A penalty for a late change in the numbers may incur.

### **DAMAGE**

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- 18 The event organiser is responsible for the behaviour of the guests. Any damage reported will be assessed and payable by the organiser.

## INDEMNITIES

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- 19 You are liable for and release and indemnify us and our employees and agents against:
- a. loss or loss of use or damage or destruction to the premises and our property; and
  - b. any claim, demand, loss or cost in respect of personal injury, death or loss of use of or damage or destruction to any other property,
- caused by your breach of this Agreement, your negligence, wilful act or omission, or the negligence, wilful act or omission of your employees, agents or invitees.

## INSURANCE

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- 20 You must not do or omit to do, or permit to be done or omit to be done, anything which might affect any insurance policies held by us in respect of the premises.
- 21 If applicable, you must obtain and maintain the following insurance policies for the hire with a reputable insurer approved by us;
- a. public liability insurance for not less than \$10 million for each claim;
  - b. workers compensation insurance as required by law; and
  - c. loss or damage to your goods, equipment and materials on the premises for their full replacement value.
- 23 If we ask, you must give us evidence of these insurances, including certificates of currency
- 24 You must notify us immediately if you become aware of any circumstances which result, or may result in a claim being made against us in respect of the use of the premises.

## ASSIGNMENT

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- 25 You cannot assign your rights under this Agreement without our permission, which we can refuse or condition in our sole discretion.

## TERMINATION

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- 26 We may terminate this Agreement immediately by giving written notice if you commit a serious breach of this Agreement. (In our opinion, acting reasonably). Otherwise, this Agreement will terminate at the end of the hire period.

I have read and agree to these terms & conditions:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature