

Functions

AT ROCKHAMPTON LEAGUES CLUB

Weddings • Corporate • Parties & Events



www.rockhamptonleaguesclub.com.au | 4999 2600



Thank you for considering the Rockhampton Leagues Club as your preferred venue to host your special event. We are proud to offer you our modern and versatile function facilities for all occasions.

At the Rockhampton Leagues Club, we recognise the importance of service, support and flexibility when organising an event and we're committed to making yours a success.

Boasting 5 state-of-the-art individual rooms we have the ability to cater for weddings, corporate events, celebrations and any private gatherings.

Our rooms feature modern bar facilities, dance floors and balconies for your guests to enjoy.

Our central location is ideally situated in close proximity to numerous Motels, the Rockhampton CBD and the Rockhampton Airport.

Within this package you will find all that you need to consider when hosting your event, from a range of creative menus, elegant decoration packages, inhouse technology and our terms, conditions and procedures enabling us to guide you through your planning process.

We thank you for considering the Rockhampton Leagues Club to host your special event as we endeavor to make it a successful and memorable occasion.

Regards,

FUNCTIONS CO-ORDINATOR



Ph: 4999 2600 Fax: 4922 7265
Email: functions@rockhamptonleaguesclub.com.au



Room Hire

The Gardner Lounge

Our largest and most elegant. This room features full bar facilities, chandelier lighting, a versatile draped stage, parquet dance floor, dual projector screens and an accessible private balcony overlooking Browne Park. This room is perfect for a large wedding or corporate event.

The Phillips Lounge

Our most versatile. This room features full bar facilities, chandelier lighting, temporary dance floor, a single projector screen and an accessible private balcony overlooking Browne Park. This room is perfect for a small wedding, gathering, corporate event or party.

The McHugh Lounge

The popular corporate. This room features temporary bar facilities, chandelier lighting, a single projector screen and an accessible private balcony overlooking Browne Park. This room is perfect for small corporate events or open planned gatherings and parties.

The Ron Smyth Lounge

The sophisticated meeting. This room features temporary bar facilities, a single projector screen and an accessible private balcony. This room is perfect for small corporate events, professional meetings or small open planned gatherings and parties.

The Board Room

Private and Professional. Featuring an LED screen and an accessible private balcony. This room is perfect for small corporate events or meetings.

ROOM	ROOM LAYOUT / CAPACITY							Seminar Hire	Half Day Hire (4hrs)	Dinner Hire	Wedding Hire
	Theatre	Classroom	U Shape [#]	Open	Workshop	Rounds	Boardroom				
Gardner	350	120	44	200	120	250	40	\$350	\$275	\$500	\$600
Phillips	100	60	30	60	60	100	24	\$300	\$200	\$350	\$400
McHugh	60	30	15	30	24	50	26	\$200	\$150	\$200 (no bar) \$250 (bar)	\$300
Gardner & Phillips (575sqm)	350	180	N/A	260	168	350	N/A	\$400	\$375	\$600	\$800
Phillips & McHugh (316sqm)	150	90	40	90	84	120	40	\$350	\$275	\$400	\$600
Ron Smyth	30	24	30	16	30	20	14	\$150	\$150	\$150 (no bar) \$200 (bar)	N/A
Board	10	10	10	8	10	10	10	\$100	\$100	N/A	N/A
Ron Smyth & Board	60	32	24	24	40	30	24	\$200	\$200	\$200 (no bar) \$250 (bar)	\$300

*Whole Floor Room Hire Rates by negotiation - Please enquire with our Function Co-Ordinator

*U SHAPE SET-UP - Please keep in mind the distance for viewing data projectors



Room Hire Inclusions

Weddings

- An elevated bridal table, with white table cloth and skirting
- Guest Tables (either round or rectangular) with white linen tablecloths and serviettes, polished cutlery, crockery and glassware, all setup with a floor plan designed to meet your reception requirements
- A wrought iron easel located at your lounge reception entry for your seating plan
- A wedding cake table, draped ready for decorating along with our silver cake knife, cake packets available for your bridesmaids to offer your guests
- A present table, with white table skirting and use of our wishing well or boxes
- Signage to guide your guests to your reception room
- Wait and Bar staff along with a dedicated Maitre'D for the evening
- Access to a data projector if you wish to use during the reception

Decoration Packages

are also available starting from
\$9.00 per person for the perfect look!

Guests are welcome to relax in modern downstairs facilities prior to your wedding reception.

Corporate Events

- Electronic Event Signage
 - Registration table
 - Data projector & presentation screen
 - Audio system
 - Lecturn with microphone
 - Roving microphones
 - Whiteboards / Flip charts
 - Black lycra table covers
- EXTRA EQUIPMENT AVAILABLE ON REQUEST**
- Electronic whiteboard
 - Lapel microphone

OTHER SERVICES AVAILABLE ON REQUEST

- Photocopying
- WI-FI

Parties & Gatherings

- Electronic Event Signage
- Data projector & presentation screen
- Audio system
- Lecturn with microphone
- Roving microphones
- Black lycra table covers
- White linen tablecloths \$10 each
- Cake / Present / Memorial table
- Portable dance floor \$100



Breakfast Options

Buffet Breakfast

A MINIMUM OF 25 GUESTS IS REQUIRED
FOR BUFFET BREAKFASTS

Continental **\$23.00 PP**

A selection of cereals, baked breakfast danishes,
croissants, toast, conserves, muesli, yoghurt, fruit with
self served tea, coffee and juice

Hot Brekkie **\$25.00 PP**

Chipolatas, bacon, scrambled eggs, baked beans,
grilled tomatoes, hash browns, toast, conserves, fruit
with self served tea, coffee and juice

Cocktail Style Breakfast

\$24.50 PP

Yoghurt muesli mixed berry cups, mini ham and
cheese croissants, mini quiche, bacon and egg
sliders, egg fritters, fresh fruit kebabs with self served
tea, coffee and juice

Served Breakfast

*ALTERNATE SERVE AVAILABLE

Traditional Breakfast

\$22.50 PP

Bacon, scrambled eggs, hash brown, toast,
conserves with self served tea, coffee and juice

Big Breakfast

\$29.45 PP

Chipolatas, bacon, sautéed mushrooms, grilled
tomato, scrambled eggs, hash brown, toast,
conserves with self served tea, coffee and juice

Eggs Benedict

\$25.00 PP

Ham, poached egg, baby spinach, English muffin,
hollandaise sauce, hash brown with self served tea,
coffee and juice

Fruit Platter

SERVED TO TABLE
AVAILABLE WITH ANY SERVED BREAKFAST

Assorted seasonal fresh fruit

\$3.50 PP



Morning / Afternoon Tea

Hot Beverages

\$3.00 PP

Tea
Instant coffee
Hot chocolate

Choose 2 Options

\$12.00 PP

Assorted biscuits
Chocolate chip & blueberry muffins
Assorted baked Danishes
Scones with jam & cream
Mini quiche (Lorraine & Florentine)
Mini sausage rolls
Caramel tartlets with cream

Gluten-Free Options

**ADDITIONAL
\$2.50 PP**

CHOOSE FROM:

Caramel Slice
Almond orange cake
Quiche
White chocolate macadamia cookie
Chocolate cake

Additional Options

\$4.50 PP

CHOOSE FROM:

Fruit platter
Orange juice
Assorted cheese selection

**SKIM & SOY MILK IS AVAILABLE ON REQUEST*



Fingerfood / Canapé

PLATTERS SERVE APPROXIMATELY 15 GUESTS

Hot Selection

Crispy Potato Wedges \$38.00

Seasoned wedges with sour cream and sweet chilli sauce

Wings & Wedges \$50.00

Oven baked Texas rubbed wings, crispy seasoned wedges with aioli & sweet chilli

Pizza \$60.00

Assorted pizza slices

Party Classic \$110.00

Chicken garlic balls, mini dim sims, meatballs, party sausage rolls, party pies, cocktail spring rolls, tomato & BBQ sauce

Asian \$125.00

Vegetable spring rolls, pork & chive dumplings, Japanese style tempura prawns, salt & pepper calamari, chicken satay kebabs, steamed BBQ pork buns, soy and sweet chilli dipping sauce

Seafood \$120.00

Crumbed whiting, panko crumbed calamari, battered prawns, crumbed sea scallops, prawn twisters, battered seafood sticks, tartare and cocktail sauce

Aussie \$100.00

Oven baked gourmet pies, party sausage rolls, mini pasties, mini Dagwood dogs served with tomato and BBQ sauce

Hot Gourmet \$120.00

Mini quiche, crumbed camembert, chicken kebabs, tempura prawns, jalapeno fish, gourmet pies and spinach ricotta pastries

Premium \$180.00

Halloumi cheese, bacon, sundried tomato, pumpkin & 3 cheese scroll, portobello mushroom thyme arancini, tiger prawn spring rolls, lime pepper fried squid, honey mint rosemary lamb kofta, plum duck spring roll

Hot Vegetarian Platter \$120.00

Vegetable dumpling, vegetable dim sim, spinach feta parcel, vegan spring rolls, vegan sausage rolls

Hot Gluten Free \$125.00

Mini mignons, chicken kebabs, mini sriracha chicken buns, ginger prawn dumplings, quiche Lorraine

FINGERFOOD TRAY SERVICE IS AVAILABLE AT AN ADDITIONAL COST FOR GROUPS OVER 50 GUESTS.
WHERE THERE ARE LESS THAN 50 GUESTS; FINGERFOOD WILL ONLY BE PLACED ON TABLES/DRYBARS.



Fingerfood / Canapé

PLATTERS SERVE APPROXIMATELY 15 GUESTS

Cold Selection

Cheese Board \$75.00

4 cheeses, kabana, salami,
dried apple and apricots,
stuffed olives, sundried tomatoes,
crackers with dip

Cold Gourmet \$85.00

Mini salmon lemon cream cheese tartlets,
mini chicken pesto spinach crostini,
pumpkin feta asparagus frittata

Cold Vegan Platter \$75.00

Roasted vegetables, roasted almonds,
carrot sticks, celery sticks,
dried figs, dried apricots,
olives, hummus

Fruit \$45.00

Assorted seasonal fresh fruit

Alternate Selection

Sandwich \$95.00

Chef's selection of fillings

6-inch Sub \$95.00

Chef's selection of fillings

Scone \$55.00

Buttermilk scones with jam and cream

Sweet \$95.00

Caramel tartlets, chocolate cake, carrot cake,
assorted slices, cheesecake and profiteroles

Croissant \$60.00

Selection of ham and cheese, cheese and tomato
croissants

Gluten Free Sweet \$130.00

Gluten free brownies, gluten free caramel slice,
gluten free lemon lime cheesecake,
gluten free banana bread, gluten free orange almond slice

FINGERFOOD TRAY SERVICE IS AVAILABLE AT AN ADDITIONAL COST FOR GROUPS OVER 50 GUESTS.
WHERE THERE ARE LESS THAN 50 GUESTS; FINGERFOOD WILL ONLY BE PLACED ON TABLES/DRYBARS.



Lunch Menus

Cold Selection

\$19.50 PP

Cold lunch includes tea, coffee and juice, a fresh cut fruit selection and quiche plus your choice of 1 of the following:

Assorted wraps
Assorted sub sandwiches
Cold chicken & salad platter
Leg ham and salad platter

Bakehouse Lunch

\$22.50 PP

Bakehouse lunch includes tea, coffee and juice plus the following:

Bacon & cheese pies
Flaky sausage rolls
Quiche
Chips
Tossed salad

Hot Lunch

\$23.50 PP

Hot lunch includes tea, coffee and juice, a fresh cut fruit selection and quiche, plus the following:

Butter chicken
Beef stroganoff
Crumbed fish
Steamed rice
Tossed salad

BBQ Lunch

\$24.50 PP

BBQ lunch includes tea, coffee and juice plus the following:

Grilled rib fillet
BBQ sausages
Sautéed onions
Potato bake
Tossed salad
Burger buns
BBQ and tomato sauce



Smorgasbord Menus

*INCLUDES TEA & COFFEE

Classic Roast

MINIMUM 20 PEOPLE

\$33.00 PP

or **\$38.00 PP Chef Carved**

CHOOSE 2 MEATS (all served with gravy)

Roast beef & mustard / Roast pork & apple sauce / Roast lamb & mint jelly / Roast maple glazed ham & tomato chutney / Dry rubbed roast chicken

*ADDITIONAL MEATS \$5.50 PP

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VEGETABLES

Roasted potato, roasted honey pumpkin, roasted sweet potato

Plus one choice of:

Green beans / Steamed broccoli / Steamed green peas / Roasted corn / Steamed carrot

.....

CHOOSE 2 DESSERTS

Pavlova / Sticky date & custard / Apple pie & custard / Assorted cheesecake / Fruit salad & Chantilly cream

*ADDITIONAL DESSERT \$4.00 PP

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SOUP AS ENTRÉE - Additional \$4.00 PP

Your choice of:

Chicken and sweet corn / Creamy pumpkin / Potato, bacon & leek

.....

ADDITIONAL WET DISH OPTIONS - Additional \$5.50 PP

Your choice of:

Butter chicken / Chicken korma / Green Thai chicken
Sweet & sour pork / Beef stroganoff / Beef bourguignon
Curried prawns

*INCLUDES STEAMED RICE

The BBQ

MINIMUM 20 PEOPLE

\$38.50 PP

Grilled rib fillet with mushroom, teriyaki marinated char grilled chicken breast served with bush tomato chutney, gourmet thick pork sausages with smokey BBQ sauce, sautéed onion, grilled mushrooms, grilled pineapple, tossed salad, baby sliced beetroot & potato bake

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Chocolate mud cake, fruit salad, pavlova with cream & berries and assorted cheesecake

.....

Tea & coffee

Wet Selection

MINIMUM 20 PEOPLE

\$39.50 PP

CHOOSE 4

Lamb Rogan Josh / Vegetable Rogan Josh (v) / Curry beef / Honey mustard chicken / Battered pork & vegetables in plum sauce / Creamy garlic prawns / Sweet & sour pork / Chicken Korma / Beef bourguignon / Honey sesame beef / Beef lasagna / Vegetable lasagna / Creamy chicken basil pesto & penne / Oven roasted lemon thyme chicken Maryland / Cabonara & penne / Sundried tomato bacon penne

.....

VEGETABLES - CHOOSE 4

Steamed chat potatoes in garlic butter / Roasted potato / Mashed potato / Pumpkin bake / Roasted pumpkin / Steamed garlic & butter green beans / Roasted corn cobs / Honey sesame carrots / Steamed peas / Steamed broccoli / Cauliflower mornay / Tossed salad / Caesar salad

.....

DESSERT - CHOOSE 2

Pavlova / Assorted cheesecake / Trifle / Apple pie & custard / Fresh fruit salad & cream / Chocolate mousse



Served Menu

ITEM COST PER PERSON - INCLUDES TEA & COFFEE
CHOOSE FROM THE FOLLOWING:

Entrée

COLD SELECTION

- Pumpkin feta honey macadamia nut spinach salad
with white balsamic dressing\$16.50
- Smoked chicken on roasted potato, cherry tomato
green salad and feta dressing\$14.00
- King prawn cocktail with lemon wedge
and American cocktail sauce\$19.50
- Thai beef salad, slow roasted rump cap, capsicum,
peanuts, onion, mixed leaves with Thai dressing\$14.00

HOT SELECTION

- Creamy pumpkin soup with fresh dinner knot\$12.50
- Moroccan spiced lamb cutlets with a
pearl couscous salad.....\$22.40
- Creamy chardonnay Garlic prawns
with fluffy jasmine rice.....\$23.50
- Vegetarian spring rolls, Thai salad and
sweet chilli sauce\$16.50

*ALTERNATE SERVE AVAILABLE ON REQUEST

Main

- Goats cheese thyme and spinach pocketed chicken
supreme wrapped in prosciutto on ratatouille.....\$27.00
- Lamb rump rosemary Madeira jus with
sweet potato mash and asparagus\$30.50
- NY striploin, served with mash, broccolini
with a red wine thyme jus\$31.00
- Local grilled barramundi served with rustic chips,
lemon, tartare sauce and salad\$30.60
- Tasmanian salmon with mash, asparagus
and hollandaise.....\$30.50
- Twice cooked pork belly, orange pumpkin puree
and asparagus\$27.50
- Smoked beef ribs with slaw, smashed chat potatoes and
whiskey BBQ sauce\$33.50
- Cauliflower curry with rice and coriander yoghurt (v) ..\$24.50

Dessert

- Vanilla bean panna cotta with Chantilly cream,
strawberry and mint.....\$10.90
- Crème Brulee biscuit with strawberry and cream\$10.90
- Chocolate dipped profiteroles with
Chantilly cream and cherry.....\$11.60
- Red velvet Gateaux Chantilly mint.....\$13.50
- Chocolate mud cake Chantilly mint cherry\$12.50
- Pavlova with cream, fresh strawberries,
blueberries and passionfruit pulp\$10.50
- Caramel cheesecake with a slated
caramel drizzle, cream and mint\$11.90



Children's Menu

FOR CHILDREN UP TO THE AGE OF 12 YEARS ONLY

Includes a Busy Nippers Activity Bag.

All children's meals followed by Ice-cream & Topping

\$15.50 PP

CHOOSE FROM:

- Fish & Chips
- Chicken Nuggets & Chips
- Ham & Pineapple Mini Pizza & Chips
- Grilled Steak & Chips
- Grilled Chicken & Chips

Special Dietary Menu Information

We cater for special dietaries on request.

Please ensure that the Functions Co-Ordinator is notified of any special requests 2 weeks prior to your Function.

All dietary requirements will be charged at an additional cost.

From The Bar

Beer	SCHOONER	JUGS	STUBBIES & CANS	UDL's	EACH
VB	\$7.60	\$24.00	\$6.50	Bundy & Cola	\$11.00
XXXX			\$6.30	Jim Beam & Cola	\$11.00
XXXX Gold	\$7.00	\$20.00	\$6.00	Bundy & Cola Red Cans	\$11.00
Great Northern	\$7.60	\$24.00	\$6.30	Johnny Walker & Cola or Dry	\$11.00
Great Northern 3.5	\$7.20	\$20.00	\$6.00	Canadian Club & Cola or Dry	\$11.00
Hahn Premium Lite	\$6.40	\$18.00	\$6.00	Cruisers	\$10.50
Hahn 3.5	\$7.20	\$20.00	\$6.20	Smirnoff Ice Red	\$10.50
Mid Strength			\$6.20	Smirnoff Ice Black	\$12.70
Corona			\$7.90		
Crown Lager			\$7.80		
Basic Spirits	Includes 6oz top up		PER GLASS	Softdrink	EACH
Rum & Coke			\$8.00	Lemon Lime & Bitters (10oz)	\$4.10
Scotch & Coke			\$8.00	Bundaberg Ginger Beer	\$5.00
Bourbon & Coke			\$8.00	Bundaberg Sars	\$5.00
Gin & Squash			\$8.00	Softdrink (Can)	\$4.50
Vodka & Orange			\$8.00	Tonic & Soda	\$4.80
Bacardi & Coke			\$8.00	Post Mix Softdrink (Jug)	\$10.00
Ciders			PER GLASS	Other Refreshments	EACH
Strongbow – Dry, Original & Clear			\$7.20	Orange Juice - 10oz Glass	\$3.90
Somersby Cider			\$7.20	- Jug	\$12.40
				250ml Pineapple or Apple Juice	\$4.70
				Bottled Water	\$4.00

AS A LICENSED PREMISES ALL ALCOHOL CONSUMED MUST BE PURCHASED FROM THE CLUB.
 ANY PERSON MAY BE REFUSED ENTRY INTO THE CLUB IF ATTEMPTING TO BRING ALCOHOL IN FROM OUTSIDE.
 Please arrange your bar tab requirements no later than 6 weeks prior to your wedding reception.

Please note that all prices quoted are subject to rise without notice.



Wine List

Sparkling

	PER BOTTLE
Yellow Tail Bubbles	\$24.00
Brown Brothers Zibbibo	\$28.00

Aromatic Whites

	PER BOTTLE
Yellow Tail Pinot Grigio	\$24.00
Brown Brothers Crouchen Riesling	\$28.00
Brown Brothers Moscato	\$28.00

Sauvignon Blanc

	PER BOTTLE
Yellow Tail Sav Blanc	\$24.00
Peter Lehmann Art N Soul	\$29.00
Trout Valley (Nelson NZ)	\$35.00

Chardonnay

	PER BOTTLE
Yellow Tail Chardonnay	\$24.00
Brown Brothers Chardonnay	\$30.00

Rosé

	PER BOTTLE
Days of Rosé	\$34.00

Piccolo's

	PER BOTTLE
Yellow Tail Merlot 187ml	\$7.50
Yellow Tail Cab Sav 187ml	\$7.50
Yellow Tail Bubbles 200ml	\$7.60
Brown Brothers Moscato 275ml	\$9.70
Yellowglen	\$9.70
West Coast Cooler 250ml	\$7.80

Reds

	PER BOTTLE
Yellow Tail Merlot	\$24.00
Yellow Tail Pinot Noir	\$24.00

Shiraz

	PER BOTTLE
Yellow Tail Shiraz	\$24.00
Peter Lehmann Portrait	\$30.00
Brands Laira Blocker's Shiraz	\$37.00

Cabernet Sauvignon and Friends

	PER BOTTLE
Yellow Tail Cab Sav	\$24.00
Yellow Tail Cab Merlot	\$24.00
Brown Brothers Cab Sav	\$30.00
Clancy's Red	\$30.00
Brands Laira Blocker's Cab Sav	\$37.00

AS A LICENSED PREMISES ALL ALCOHOL CONSUMED MUST BE PURCHASED FROM THE CLUB.
Please arrange your bar tab requirements no later than 6 weeks prior to your wedding reception.
Please note that all prices quoted are subject to rise without notice.
All wines are sold by the bottle.



Decorative Packages

To compliment your chosen reception room on your special event, The Rockhampton Leagues Club have arranged decoration packages with both Ace Wedding & Party Hire and Stylish Events & Hire.

These packages need to be booked with your Functions Co-Ordinator. You are then required to contact either supplier in order to make an appointment to choose your desired decorations or requests.

These packages are co-ordinated by experienced decorators.



Marina Walters

Phone: 07 4922 1147

Email: admin@aceweddingandpartyhire.com.au

www.aceweddingandpartyhire.com.au



Natasha Dunne

Phone: 07 4922 2090

Email: stylist@stylisheventsandhire.com.au

www.stylisheventsandhire.com.au



Decorative Packages

*FRESH FLOWERS ARE PRICED INTO THE PACKAGE BY REQUEST

Decorative Package

\$15.40 PP

- Decorated Backdrop to suit your colour theme (Including fairy lights) full length of bridal table
- Runners or Overlays for all guest tables
- White or Black chair covers & sash for every chair
- Centrepiece for each guest table
- Bridal, Cake & Guest Book Table decorated with fabric
- Decorated Wishing Well or Bird Cage
- Decorated Easel for seating plan
- Crystal scatters on table & 1 chocolate per guest
- Placement of Bonbonnières, Place Cards & any guest's gifts

Elegant Package

\$19.50 PP

- Backdrop decorated to suit your colour theme, including glitter fabric & fairy lights, full length of bridal table
- Runners or Overlays for all tables
- White or Black chair covers & sash for every chair
- Centrepiece for every guest table - Open selection
- Bridal, Cake & Guest Book Table decorated with fabric
- Decorated Wishing Well or Bird Cage
- Tea light candles/holders for Bridal & Cake Table
- Sweet Delight Mini Bar (5 containers with assorted after dinner chocolates & sweets)
- 6 Topiary Trees with fairy lights, placed around room
- Placement of Bonbonnières, Place Cards & any guest's gifts

Birthday Package

\$10.60 PP

- Black or White chair covers
- Sash or lycra band on each chair
- Party scatters on each table
- Basic centrepiece or balloons
- Cake & present table decorated

Corporate Event/Ball Package

\$12.00 PP

- Black or White chair covers
- Sash or lycra band on each chair
- Table runners
- Centrepiece



Decorative Packages

Silver Package **\$13.00 PP**

Bridal Table decorated with skirting & swagging • Fabric Table Overlay or Table Runner • Lycra Chair covers & sash for every chair • Cake & Guest Book Table decorated to match theme • Decorated Easel for seating plan • Decorated Wishing Well to match colour theme • Centrepiece for each guest table of your choice to the value of \$20 • Placement of Bonbonnières, place cards & guest gifts • Bonbonniere for each guest to value of \$3

**To add a backdrop with fairy lights to this package is an additional \$200*

Gold Package **\$16.00 PP**

Decorated Backdrop of your choice • Bridal Table decorated with skirting & swagging • Fabric Table Overlay or Table Runner • Lycra Chair covers & sash for every chair • Cake & Guest Book Table decorated to match theme • Decorated Easel for seating plan • Decorated Wishing Well to match colour theme • Centrepiece for each guest table of your choice to the value of \$30 • Bonbonniere for each guest to value of \$3 • Placement of Bonbonnières, place cards & guest gifts • 2 Free standing Candelabra or Pillar with Floral Arrangements or Feature Display to match theme

Romance Package **\$18.00 PP**

Decorated Backdrop of your choice • Bridal Table decorated with skirting, swagging & fairy lights • Fabric Table Overlay or Table Runner • Lycra Chair covers & sash for every chair • Cake & Guest Book Table decorated to match theme • Decorated Easel for seating plan • Decorated Wishing Well to match colour theme • Centrepiece for each guest table of your choice to the value of \$35 (Including fresh flowers) • Scattered Rose Petals on all tables • Placement of Bonbonnières, place cards & guest gifts • Bonbonniere for each guest to value of \$4 • 2 Free standing Candelabra or Pillar with Floral Arrangements or Feature Display to match theme

PLEASE NOTE: White Linen Tablecloths and White Linen and/or coloured paper Serviettes supplied by Rockhampton Leagues Club

Birthday Package **\$9.00 PP**

Table centrepieces (including balloons) • Lycra Chair covers & sash for every chair • Cake & gift Table decorated to match theme • Photo wall—style to suit theme/occasion



The Planning Process

TERMS AND CONDITIONS

As part of our ongoing commitment to ensure the success of every event at the Rockhampton Leagues Club, we have provided the following guidelines to assist your planning process to ensure you can relax and enjoy the occasion.

PRICE/MENU VARIATION

Every effort is made to maintain current listed prices and menu selections. These are subject to change at any time at managements discretion, and subject to price rises within the Club. All prices in our packages include GST.

SUNDAY & PUBLIC HOLIDAYS

Functions held on a Sunday or Public Holiday are subject to a 15% surcharge inclusive of room hire, catering, bar requirements and decoration packages.

BOOKING CONFIRMATION

To confirm your selected event date, full Room Hire payment must be received along with a completed 'Booking & Agreement Form'; this is inclusive of full credit card details. Upon making a tentative booking the date will be held for 7 days.

WEDDING INFORMATION SHEET

This will be forwarded to you once your date is confirmed and Room Hire payment has been received. This form is required to be filled out and returned to your Function Co-Ordinator no later than six weeks prior to your Wedding Day. We also provide a guide, to assist you in filling out your form. Please feel free to contact your Functions Co-Ordinator if you have any questions.

CONFIRMATION OF DETAILS

The completion and return of the 'Information sheet' with all details relating to your event must be returned to the Function Co-Ordinator no less than 2 weeks prior to the event. Please note there is a 20% surcharge applied to the total account for all events where the information is not received on time.

FINAL NUMBERS

Confirmation of anticipated numbers of attendees must be given to the Function Co-Ordinator no less than 2 weeks prior to your function. Definite final numbers are required no less than 5 business days prior to your event. Should numbers increase after this time, it will only be approved following consultation with Club Management and Kitchen. Should numbers decrease within the 5 day period, charges will still be applied.

FUNCTION STAFF

Function Staff will be provided as necessary. Any specification for extra staff or table service can be arranged at an additional cost.

CANCELLATIONS

All cancellations are to be made in writing to the Function Co-Ordinator. In the event of a cancellation being notified:

WEDDING

- 6 months prior, 50% Room Hire plus all catering costs refunded
- Within 3 months (90 days), will require 50% of catering costs to be paid, no room hire refunded
- Within 1 month (30 days), will require 100% of catering costs to be paid, no room hire refunded

CORPORATE

In the event of a function cancellation, there will be no reimbursement of room hire fees. In the event of a booking requiring rescheduling, all monies paid to date will be transferred to the alternate booking. Payment of any additional room costs and receipt of a new 'Booking & Agreement Form' is required to confirm selected dates. Total cost of the function will be charged if cancelled or rescheduled with one or less weeks of notice received.

OTHER

In the event of a function cancellation, there will be no reimbursement of room hire fees. In the event of a booking requiring rescheduling, all monies paid to date will be transferred to the alternate booking. Payment of any additional room costs and receipt of a new 'Booking & Agreement Form' is required to confirm selected dates. Total cost of the function will be charged if cancelled or rescheduled with one or less weeks of notice received.

HOURS OF ROOM HIRE

The hours of room hire are to be established at the time of the enquiry, as well as advised on receipt of the Booking & Agreement Form. As per our approved Liquor Licensing hours we are permitted to serve alcohol Sunday to Thursday 10am – 12 midnight, Friday/ Saturday 10am-2am. Preceding to bar closure, staff will notify the event organiser 15 minutes prior to enable final drinks. Please note that it is the host's responsibility to notify any musicians of this schedule.

DISPLAYS & SIGNAGE

Please advise the Functions Co-Ordinator of any sponsorship rights you may be bound by. Management reserves the right to approve any displays/signage within the function rooms. Prior permission is required for any posters, banners or display material being displayed in the rooms. NOTHING IS TO BE STAPLED, NAILED, SCREWED, TAPED OR BLUE TACKED TO ANY SURFACE. If any damage occurs, a fee will be charged to the organisers for repairs.



FOOD & BEVERAGE

It is Club policy that all food and drinks for the function are to be purchased from the Club and will not be permitted to be brought in from outside. Celebration Cakes are an exception to this rule. Due to the Qld Government Food & Safety Act, under no circumstances is food allowed to leave a Function Room (i.e. takeaway) after a function has concluded. All beverages purchased within the Club are to be consumed on the premises.

CELEBRATION CAKES

Any celebration cakes that are brought into the Club are the responsibility of the host and their third parties and require to be setup by either the host or their cake decorator/supplier. The Club takes no responsibility for any damages that may occur. It remains the hosts responsibility to remove the remains of the cake upon completion of the function with any decorations, toppers or boards being disposed of the next day.

DIETARY REQUIREMENTS

Should any guests attending have special dietary requirements, these requests need to be given to the Functions Co-Ordinator no later than 2 weeks prior to the event. It is encouraged that dietary requirements be mentioned with invitation.

RESPONSIBLE SERVICE OF ALCOHOL

Licenseses and staff who sell or supply liquor are required to conduct their business in a responsible manner. Licensees have a responsibility to patrons, not only at their venue, but also in and around their venue. At functions, hosts must be aware that service will be refused to unduly intoxicated patrons, without exception. If persons entering the premises are intoxicated they will be refused entry, as per 'Responsible Service of Alcohol'. Photo ID is required to enter the Clubs premises and for any purchase of alcohol. Underage drinking will not be tolerated.

CONDUCT OF GUESTS

Management and staff reserve the right to remove guests from the premises if they have behaved in an unreasonable manner. Hosts/ Organisers must ensure their guests conduct themselves in an orderly manner. Management have the right to shut down a Function at any time.

CONTENT OF EVENT

If the Rockhampton Leagues Club has any reason to believe that any event/function will affect the smooth running of the Clubs business, its security or reputation, the Management reserve the right to cancel at its discretion without notice or liability.

ENTERTAINMENT

Club Management and Staff have complete control over the quality, style and volume of entertainment so as not to cause disruption to other guests. Failure to comply may result in the cessation of entertainment.

CLUB PROPERTY

The organiser is financially liable for any damage or replacement to the Clubs property.

CLEANING FEE

A \$500 cleaning fee applies if function rooms are left with excessive soiling and commercial cleaning is required. Decorations are to be kept in tidy order. Table sprinkles are allowed in moderation.

INSURANCE

Reasonable care will be taken to protect your property, however the Club cannot take responsibility for any damage or loss of items before, during or after an event. It is recommended that insurance cover be arranged by the organisers. It is required that all property be removed by the organisers/3rd parties on conclusion of the event.

WORKPLACE HEALTH & SAFETY

Fire escapes and public entrances are to be kept clear at all times. The evacuation plan and exit points are on display in the Function rooms. It is the responsibility of the organisers to notify guests and attendees of these procedures.

SMOKING

The Rockhampton Leagues Club is a smoke free zone. There are designated smoking areas provided in the lower floor of the premises for your guests to utilize. A \$500 fine applies to event organisers if RLC smoking rules are not adhered to.

FIRE ALARMS

Smoke machines, scented candles, sparklers, incense or strobe lighting are not to be used as they set off the fire alarms. If the alarm is activated for any improper use of the above mentioned, a \$1,000 fee will apply. Event organisers are encouraged to advise third parties of this procedure.

MEDIA & SECURITY

Please advise the Function Co-Ordinator if you are involving the media with your event, whether by way of advertising or as part of your event. If you require the Rockhampton Leagues Club to organize security for your event please be advised there will be an additional charge.

FREIGHT

If you are sending any packages or equipment for your event it is important that it is addressed to the Function Co-Ordinator with the name and date of the event. It is the responsibility of your organisers to pack up and organize for a freight company to collect after the event.