

The image shows a large, modern building facade with a prominent sign for the Lockhampton Leagues Club. The sign is mounted on a wall that features a grid of rectangular panels, some of which are filled with lush green plants, creating a vertical garden effect. The building's architecture includes white, curved, wave-like structures that frame the sign. The sign itself is made of gold-colored metal. The word "Lockhampton" is written in a large, flowing, cursive script. Below it, the words "Leagues Club" are written in a smaller, clean, sans-serif font. The overall scene is brightly lit, suggesting a sunny day.

Lockhampton  
Leagues Club





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

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 options, in-house 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 endeavour to make it a successful and memorable occasion.

Regards,

FUNCTIONS COORDINATOR





# THE GARDNER LOUNGE

## OUR LARGEST AND MOST ELEGANT

The Gardner Lounge features full bar facilities, a versatile draped stage, parquetry dance floor, and dual projector screens.

This room is perfect for a large wedding or corporate event.



The Gardner Lounge

Space Type	Theatre	Classroom	U Shape	Open	Workshop	Rounds	Boardroom	Full Day Hire	Half Day Hire (4hrs)	Dinner Hire	Wedding Hire
CAPACITY	350	120	44	200	120	250	40	\$450	\$375	\$600	\$700

The Gardner & Phillips Combined (575sqm)

Space Type	Theatre	Classroom	U Shape	Open	Workshop	Rounds	Boardroom	Full Day Hire	Half Day Hire (4hrs)	Dinner Hire	Wedding Hire
CAPACITY	650	220	N/A	344	210	430	N/A	\$850	\$725	\$1100	\$1400



# THE PHILLIPS LOUNGE

## OUR MOST VERSATILE

The Phillips Lounge features full bar facilities and a single projector screen.

This room is perfect for a small wedding, gathering, corporate event or party.



The Phillips Lounge

Space Type	Theatre	Classroom	U Shape	Open	Workshop	Rounds	Boardroom	Full Day Hire	Half Day Hire (4hrs)	Dinner Hire	Wedding Hire
CAPACITY	300	100	40	144	90	180	40	\$400	\$350	\$500	\$700

The Gardner & Phillips Combined  
(575sqm)

Space Type	Theatre	Classroom	U Shape	Open	Workshop	Rounds	Boardroom	Full Day Hire	Half Day Hire (4hrs)	Dinner Hire	Wedding Hire
CAPACITY	650	220	N/A	344	210	430	N/A	\$850	\$725	\$1100	\$1400



# THE RON SMYTH LOUNGE

## THE SOPHISTICATED MEETING

The Ron Smyth Lounge features 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 Ron Smyth Lounge

Space Type	Theatre	Classroom	U Shape	Open	Workshop	Rounds	Boardroom	Full Day Hire	Half Day Hire (4hrs)	Dinner Hire	Wedding Hire
CAPACITY	30	24	20	21	30	20	14	\$250	\$250	\$250	N/A

The Ron Smyth and McHugh Lounge Combined

Space Type	Theatre	Classroom	U Shape	Open	Workshop	Rounds	Boardroom	Full Day Hire	Half Day Hire (4hrs)	Dinner Hire	Wedding Hire
CAPACITY	42	34	30	29	40	30	24	\$300	\$300	\$300	N/A



# THE MCHUGH LOUNGE

## PRIVATE AND PROFESSIONAL

The McHugh Lounge features an LED screen and an accessible private balcony.

This room is perfect for small corporate events or meetings.



The McHugh Lounge

Space Type	Theatre	Classroom	U Shape	Open	Workshop	Rounds	Boardroom	Full Day Hire	Half Day Hire (4hrs)	Dinner Hire	Wedding Hire
CAPACITY	12	10	10	8	10	10	10	\$200	\$200	N/A	N/A

The Ron Smyth and Mchugh Lounge Combined

Space Type	Theatre	Classroom	U Shape	Open	Workshop	Rounds	Boardroom	Full Day Hire	Half Day Hire (4hrs)	Dinner Hire	Wedding Hire
CAPACITY	42	34	30	29	40	30	24	\$300	\$300	\$300	\$400



# THE Paddock

## MODERN AND UPBEAT BEER GARDEN

From 5:30pm | 7 days a Week  
Catering up to 50-60 guests  
High Table Seating  
Platters of your choice

### *\$1400 Package*

Includes:  
Bar Tab  
Access to Club Facilities  
Large TV Screen  
Club Music  
Bar Facilities

\*Platters & Drinks are deducted from Hire Fee.  
Residual monies left over are non-refundable.





# THE ALFRESCO

## RELAXED, GARDEN STYLE FUNCTION

From 5:30pm | 7 days a Week  
Catering up to 40 guests  
High Table Seating  
Platters of your choice

### *\$500 Package*

Includes:  
Bar Tab  
Access to Club Facilities  
Club Music

\*Platters & Drinks are deducted from Hire Fee.  
Residual monies left over are non-refundable.







## BREAKFAST OPTIONS

### SERVED BREAKFAST

Alternate serves available.

\$28.50 pp

#### *Traditional Breakfast*

Bacon, Scrambled Eggs, Hash Brown, Toast, Conserves with self-serve Tea, Coffee and Juice

#### *Eggs Benedict*

Ham, Poached Egg, Baby Spinach, English Muffin, Hollandaise Sauce, Hash Brown, Conserves with self-serve Tea, Coffee and Juice

### FRUIT PLATTER

Served to table

Included with any served breakfast

*Assorted seasonal fresh fruit*





# MORNING / AFTERNOON TEA

## *Hot Beverages*

*\$100.00 per room hire (Minimum 20 people)*

Tea  
Instant Coffee

## *Choose 2 Options*

*\$16.50 pp*

Assorted Biscuits  
Chocolate Chip & Blueberry Muffins  
Assorted Baked Danishes  
Scones with Jam & Cream  
Mini Quiches  
Mini Sausage Rolls  
Caramel Tartlets with Cream  
Gourmet Mini Pies

## *Gluten-Free Options*

*Additional \$3.50 pp*

Choose from:  
Caramel Slice  
Almond Orange Cake  
Quiche  
Banana Bread  
Raspberry Friand  
Mini Pies  
Mini Sausage Rolls

## *Additional Option*

*\$65.00 (serves 15 people)*

Fruit Platter

\*SKIM AND SOY MILK IS AVAILABLE ON REQUEST





## LUNCH OPTIONS

Gourmet selection of freshly made Tortilla Wraps & Point Sandwiches

\$25.00 *pp*

*With Fresh Seasonal Fruit Platters*

*Assorted Cakes & Slices*

*Beverages*

Fresh Fruit Juice & Soft Drink

### MYO Lunch

\$35.00 *PP*

Char grilled Chicken/Sliced Leg Ham/Danish Salami/Sliced Corned Beef with Baby Cos Lettuce, Sliced Tomatoes, Pickles, Sliced Cheese, 3 pre-made salads (Caesar, Slaw and Greek) condiments with Bread Rolls and Turkish Bread

*With Fresh Seasonal Fruit Platters*

*Assorted Cakes & Slices*

*Beverages*

Fresh Fruit Juice & Soft Drink



# FINGERFOOD / CANAPES

Platters serve approximately 15 guests

## *Sandwiches*

**\$120.00**

Chef's Selection of Fillings

## *Mini Wraps*

**\$95.00**

Cold Cuts and Fresh Salads

## *Scones*

**\$80.00**

Fresh Fruit Scones with Jam and Vanilla Cream

## *Biscuits*

**\$80.00**

Selection of Freshly Baked Biscuits

## *Seasonal Fruit Platter*

**\$65.00**

An assortment of seasonal fruit

## *Cake and Slices*

**\$120.00**

May include Chocolate Cake, Carrot Cake, Hummingbird, Cheesecake, Caramel Tarts and Profiteroles

## *Gluten Free Sweet*

**\$150.00**

Brownies, Caramel Slice, Lemon Lime Cheesecake, Banana Bread and Orange Almond Slice

## *Mini Croissants*

**\$75.00**

Ham and Cheddar Cheese

## *Sliders*

**\$120.00**

Beef Cheeseburger OR Pulled Pork and Slaw Burgers

## *Wings and Wedges*

**\$90.00**

Country Style Wings and Crispy Potato Wedges served with Ranch and Sweet Chilli Sauce

## *Ribs, Wings and Wedges*

**\$130.00**

Country Style Crumbed Drumettes, BBQ Pork Riblets and Crispy Potato Wedges served with Ranch and Sweet Chilli Sauce

## *Classic*

**\$140.00**

Spring Rolls, Mini Gourmet Pies, Sausage Rolls, Meatballs, Dim Sims and Kiev Balls with Sweet Chilli and BBQ Sauce

## *Seafood*

**\$160.00**

Crumbed Prawns, Crumbed Scallops, Salt and Pepper Squid, Battered Flathead, Prawn Twister and Barramundi Spring Rolls with Tartare and Coriander Ginger Lime Sauce

## *Pizza*

**\$80.00**

BBQ Chicken and Bacon, Pepperoni and Beef or Hawaiian

## *Hot Gluten Free*

**\$155.00**

Mini Mignons, Chicken Kebabs, Mini Sausage Rolls, Ginger Prawn Dumplings and Quiche Lorraine

## *Vegetarian*

**\$130.00**

Cauliflower Popcorn, Crumbed Zucchini Wedges, Jalapeno and Cheese Balls, Crumbed Mozzarella Sticks, Spinach and Fetta Triangles and Vegetable Spring Rolls with Soy and Sweet Chilli Sauces

## *Yum Cha*

**\$155.00**

Peking Duck Spring Rolls, Arancini Balls, Satay Chicken Skewers, Ginger Prawn Dumplings, Pork Dim Sims and Prawn Toast with Soy and Sweet Chilli Sauces

## *Hot Premium*

**\$210.00**

Crumbed Camembert, Southern Chicken Buffalo Lollipops, Chicken Lemongrass Kebabs, Spinach and Ricotta Triangles, Mediterranean Lamb Koftas and Crocodile Lemon Myrtle Spring Rolls with Confit Garlic Aioli and Coriander Ginger Lime Sauce

## *Cold*

**\$120.00**

Smoked Cheddar, Gouda Cheese, Triple Cream Brie, Danish Blue, Salami, Kabana, Carrot and Celery Sticks, Cocktail Onions, Red Grapes, Olives, Bread Sticks and Water Crackers with Spicy Capsicum Dip







# SERVED MENU

Alternate serve available  
Please choose 2 options per meal

## Option One

### Entree

\$12.50

Creamy Pumpkin Soup  
Chicken and Corn Soup  
Potato, Bacon and Leek Soup  
Beef and Veg Soup

\*All Entrees are served with a Dinner Roll

### Main

\$32.50

Roasted Beef Rump with Seeded Mustard

Roasted Pork Shoulder with Apple Sauce and Crackling

Roasted Leg of Lamb with Mint Sauce

Roasted Chicken Supreme with Gravy

Roasted Ham Leg with Tomato Pickle

Roasted Turkey Breast with Cranberry Sauce

\*All Mains are served with Roasted Vegetables and Steamed Greens

### Dessert

\$12.50

Pavlova Cream and Berries  
French Vanilla Cheesecake and Cream  
Plum Pudding and Custard  
Apple Crumble and Custard

## Option Two

### Entree

\$16.50

Chicken Caesar Salad with Smoked Bacon Crisp  
Pumpkin and Spinach Risotto with Parmesan Crisp  
Fried Salt and Pepper Calamari Twist with Green Salad and Sriracha Dipping Sauce  
Peking Duck Spring Rolls with Asian Slaw and Plum Sauce

### Main

\$38.50

250g MSA Sirloin Cooked Medium with Shiraz Mushroom Jus

Baked Almond Crusted Sweet Lip with Tartare Sauce and Lemon

Grilled Chicken Supreme with Triple Cream Brie Thyme Filling and Chervil  
Hollandaise Sauce

Lamb Shank with Merlot Reduction

Chargrilled Pork Cutlet with Apple Chutney

Spinach and Ricotta Ravioli with Pomodoro Sauce and Parmesan Cheese

\*All Mains (**EXCEPT the Spinach and Ricotta Ravioli**) are served with Creamy Mash  
and Steamed Greens

### Dessert

\$16.50

Caramel Sin Cheesecake and Cream  
Apple Pie and Custard  
Sticky Date and Custard  
Chocolate Mud Cake and Cream

\*Tea and Coffee is included



# SERVED MENU

Alternate serve available  
Please choose 2 options per meal

## Option Three

### Entree

*\$20.00*

Fresh Tiger Prawns with Avocado Puree Tomato Salsa and Chilli Lime Dressing

Honey Glazed Pork Belly with Sweet Potato Ginger Puree

Semidried Tomato, Pumpkin and Chevre Tart with Rocket Parmesan Salad and Balsamic Fig Reduction

Pumpkin Fetta Sage Mushroom Arancini Balls with Salsa Verde

### Main

*\$52.50*

Cider Braised Pork Belly with Cauliflower Puree, Roasted Red Peppers, Green Peas, Pan Seared Scallops and Apple Cider Chutney (GF)

Pan Seared Chicken Supreme Chevre Filling with Truffled Potato Gratin, Beans, Baby Carrot, Chervil Hollandaise Sauce and Prosciutto Crisp (GF)

Lemon and Herb Roasted Barramundi with Kumaru Puree, Dutch Carrots, Greens and Garlic Buttered QLD Prawns

Basil Pistachio Encrusted Rack of Lamb with Kumaru Mash, Buttered Broccolini, Dutch Carrots and Balsamic Reduction (GF)

250g MSA Eye Fillet with Duck Fat Kipflers, Char Grilled Asparagus, Roasted Vine Ripened Cherry Tomatoes and Paris Butter (GF)

Wild Mushroom Risotto with Wood Ear, Enoki, King Oyster, Portobello Mushrooms, Confit Garlic, Thyme and Chevre (GF, V)

### Dessert

*\$20.00*

Lemon Meringue Mixed Berry Compote with Fresh Chantilly Cream

Key Lime Tart with Toasted Coconut Whipped Cream and Lime Zest

Triple Chocolate Cheesecake with Maleny Chocolate Gelato, Ganache and Raspberry

Espresso Panna Cotta with Rich Chocolate Gelato and Shortbread Biscuit

## Kids

*\$12.50 or \$16.50 with Ice Cream*

Nuggets with Chips

Grilled Steak with Mash and Veg

Penne Bolognese

Tempura Battered Fish and Chips

Kids Meat Lovers Pizza with Chips



\*Tea and Coffee is included







# ROOM HIRE INCLUSIONS

## 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/SERVICES AVAILABLE ON  
REQUEST (FEES APPLY)

Lapel Microphone

Photocopying

Wi-Fi

## Weddings

An elevated Bridal Table, with White Tablecloths and Skirting

Guest Tables (either Round or Rectangular) with White Linen Tablecloths and Serviettes, Polished Cutlery, Crockery and Glassware. All set up 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

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 it during the Reception

Decoration Packages are also available to achieve that perfect look! Please see our recommended experienced decorators listed on the next page

Guests are welcome to relax in modern downstairs facilities prior to your Wedding Reception

## Parties & Gatherings

Electronic Event Signage

Data Projector & Presentation Screen

Audio System

Lecturn with Microphone

Black Lycra Table Covers

White Linen Tablecloths

*\$15 each*

Cake / Present / Memorial Table



## 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 Coordinator. You are then required to contact either supplier in order to make an appointment to choose your desired decorations or requests.

These packages are coordinated by experienced decorators.



**Marina Walters**

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# FAQ

## **How do I organise a venue inspection?**

You are more than welcome to come and view our venue. Please email our Functions Coordinator [functions@rockhamptonleaguesclub.com.au](mailto:functions@rockhamptonleaguesclub.com.au) or call 07 4999 2600 to make an appointment at an appropriate time when the room you require is free.

## **How do I book?**

Please contact our Functions Coordinator via email or phone to check availability for your preferred date. Upon making a tentative booking for your selected event date (this will be held for 7 days) you will receive a Booking Form & Information Sheet. Once you return the Booking Form we will then issue you with an Invoice for room hire, this will act as your deposit and your booking will be secured upon payment. Your Information Sheet is required no later than 2 weeks prior to your event date and 6 weeks prior to Weddings.

## **Can I provide my own decorations and set them up myself?**

Yes, you are welcome to bring along your own bits and pieces for your event. Set-up and pack-down times can be arranged with our Function Coordinator.

## **Can I provide my own food or drinks?**

The Rockhampton Leagues Club does not offer any BYO services. We do however offer an extensive list of catering and beverages to choose from. Please feel free to be in touch with an enquiry.

## **Can I bring along a celebration cake?**

Yes! You are welcome to bring along a cake. We will provide a cake table, cake knife, plates and serviettes for you to cut and serve the cake yourself. We can also cut the cake and put it on a platter in the room. If you require the cake to be cut and served to the table as a dessert, this will be an additional charge.

## **Is your venue wheelchair accessible?**

Yes, the venue is fully wheelchair accessible.

## **Is there free parking available?**

Yes, we have 2 large carparks, and the parking is complimentary. There is also free road parking.

# 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 that 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. Our bar operational hours are from 10am to 12 midnight. 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.

### 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/confetti and confetti balloons are not permitted.



# THE PLANNING PROCESS

## Terms and Conditions

### FOOD & BEVERAGE

It is the Club's 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 set up by either the host or their cake decorator/supplier. The Club takes no responsibility for any damages that may occur. It remains the host's 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 an invitation.

### RESPONSIBLE SERVICE OF ALCOHOL

Licensees 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 Club's 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 behave in an unreasonable manner. Hosts/Organisers must ensure their guests conduct themselves in an orderly manner. Management has 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 Club's business, its security or reputation, the Management reserves 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 Club's property.

### DISPLAYS & SIGNAGE

Please advise the Function 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.

### 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 at the 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 on the lower floor of the premises for your guests to utilise. 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 organise 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 organise for a freight company to collect after the event.



