



2026

Functions Package



Welcome

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 a combination of 8 state-of-the-art individual rooms and outdoor spaces, 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 endeavor to make it a successful and memorable occasion.

Regards,

Functions Coordinator



OUR HISTORY

In August 1961, the Committee of the Rockhampton Rugby League expressed interest in having a clubhouse with a liquor license.

Since the venture proved to be a great success, it was moved in 1971 that the Trustees of Browne Park be requested to give consideration to build a Clubhouse on the Cambridge Street end of grounds. The two-storey clubhouse, which had its front facing the football field and its back facing Cambridge Street, was officially opened on 14th of August, 1971.

Today, The Rockhampton Leagues Club boasts the Sidelines Bistro, Corner Post Cafe, The Paddock and Alfresco, and The Sports HQ. The contemporary spaces of the modern Club complement the beginnings and create inviting spaces for locals to continue to support Rockhampton Rugby League.



THE GARDNER LOUNGE

Our largest & 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, gathering, corporate event or party.

*Access is available to include both function rooms and decks.
Ask our Functions Coordinator for pricing.*

	GARDNER	GARDNER & PHILLIPS
DAY HIRE	\$500	\$900
NIGHT HIRE	\$700	\$1,200
WEDDING HIRE	\$800	\$1,400
THEATRE	350 ppl	600 ppl
CLASSROOM	120 ppl	220 ppl
U-SHAPE	40 ppl	N/A
OPEN	160 ppl	280 ppl
WORKSHOP	100 ppl	170 ppl
ROUNDS	250 ppl	400
BOARDROOM	N/A	N/A

(575 SQM)

THE PHILLIPS LOUNGE

Our most versatile

The Phillips Lounge features full bar facilities and dual projector screens. This room is perfect for a small wedding, gathering, corporate event or party.

Access is available to include both function rooms and decks.
Ask our Functions Coordinator for pricing.

	PHILLIPS	PHILLIPS & GARDNER
DAY HIRE	\$450	\$900
NIGHT HIRE	\$600	\$1,200
WEDDING HIRE	\$700	\$1,400
THEATRE	250 ppl	600 ppl
CLASSROOM	100 ppl	220 ppl
U-SHAPE	35 ppl	N/A
OPEN	120 ppl	280 ppl
WORKSHOP	70 ppl	170 ppl
ROUNDS	150 ppl	400
BOARDROOM	N/A	N/A

(575 SQM)





THE MCHUGH LOUNGE

MCHUGH LOUNGE

Private & Professional

The McHugh Lounge features an LED screen & an accessible private balcony. The room is perfect for small corporate events or meetings.

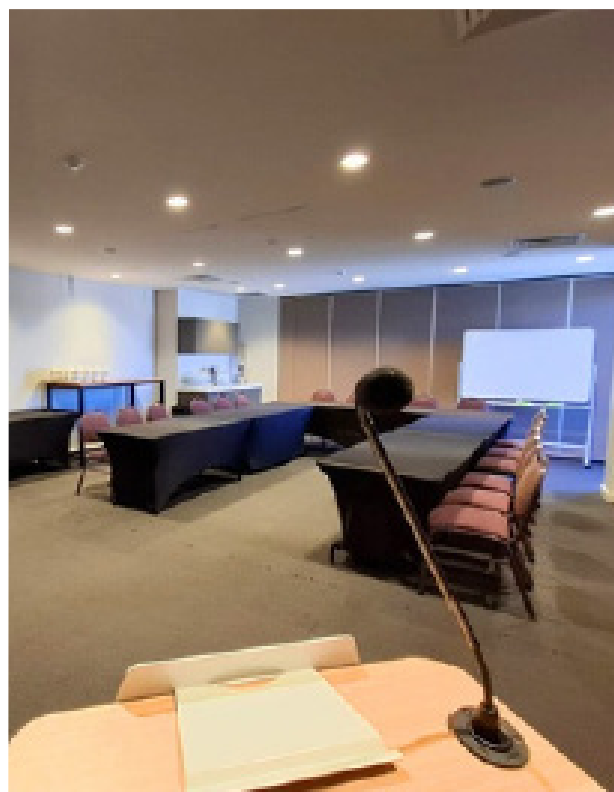
SMYTH LOUNGE

The sophisticated meeting

The Smyth Lounge features a single projector screen and an accessible private balcony. The room is perfect for small corporate events or professional meetings.



THE SMYTH LOUNGE



	MCHUGH	SMYTH	MCHUGH & SMYTH
DAY HIRE	\$200	\$250	\$400
NIGHT HIRE	N/A	\$350	\$400
THEATRE	12 ppl	30 ppl	42 ppl
CLASSROOM	10 ppl	24 ppl	34 ppl
U-SHAPE	10 ppl	20 ppl	30 ppl
WORKSHOP	10 ppl	20 ppl	30 ppl
BOARDROOM	10 ppl	14 ppl	24 ppl

WEDDING HIRE AND OPEN OR ROUNDS TABLE CONFIGURATIONS ARE NOT AVAILABLE.

ROOM HIRE INCLUSIONS

for Parties & Events

	CORPORATE EVENTS	PARTIES & GATHERINGS
Data Projector & Presentation Screen	✓	✓
Registration Table	✓	
Cake Present Memorial Table		✓
Whiteboards Flip Charts	✓	
Electronic Event Signage	✓	✓
Lectern with Microphone	✓	✓
Roving Microphones	✓	✓
Audio System	✓	✓
Wifi	✓	✓

EXTRA SERVICES AVAILABLE (FEES APPLY)

Portable Presentation Screen \$100 | Laptop \$50
White Linen Tablecloths \$15 each | Dance Floor \$350
Additional Staging \$200 | Lapel Microphone \$150



ROOM HIRE INCLUSIONS

for Weddings

BRIDAL TABLE

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



FLOOR PLAN DESIGN

All set up with a Floor Plan designed to meet your Reception requirements



WROUGHT IRON EASEL

Located at your Lounge Reception Entry for your Seating Plan



WEDDING CAKE TABLE

draped ready for decorating along with our Silver Cake Knife



PRESENT TABLE

A Present Table and use of our Wishing Well or Boxes



GUEST GUIDE SIGNAGE

Signage to guide your guests to your Reception room



WAIT & BAR STAFF

Wait and Bar Staff along with a dedicated Maitre'd for the evening



DATA PROJECTOR

Access to a Data Projector if you wish to use it during the Reception



DECORATION PACKAGE

Decoration Packages are also available to achieve that perfect look! Please see our recommended experienced decorators list at the back.



WAITING AREA

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





THE PADDOCK

Modern + Upbeat Been Garden

80 GUESTS | **\$1,500**

PACKAGE INCLUDES:

High table seating | Platters of your choice
Access to Club facilities | HDMI Connection
Large TV Screen | Club Music | Bar Facilities

*Platters and drinks are deducted from Hire Fee.
Residual monies left over are non-refundable.

THE ALFRESCO

Relaxed, Garden Style Function

40 GUESTS | **\$500**

PACKAGE INCLUDES:

High table seating | Platters of your choice
Bar Tab | Access to Club Facilities | Club Music

*Platters and drinks are deducted from Hire Fee.
Residual monies left over are non-refundable.



*PLEASE NOTE:
THE ROOM HIRE INCLUSIONS LISTED ON PAGE 6 ARE NOT
INCLUDED WHEN HIRING THE PADDOCK OR ALFRESCO.

GARDNER DECK

Modern comfort with a view

70 GUESTS | **\$450** | **\$600**
ROOM ONLY | NO BAR ROOM & BAR



	GARDNER	PHILLIPS
Sunken Lounge with Low Seating – Fixed layout	✓	
High Table Seating – Fixed	✓	✓
Private Bar Facilities	✓	✓
Platters Only – No Served Meals	✓	✓
Large TV Screen	✓	✓
Private Toilet Facilities	✓	
Club Toilet Facilities		✓
Fox Sports & Sky Racing Channels, HDMI Connection, Club Music, Bluetooth Capability	✓	✓
Airconditioned with a view of Browne Park Stadium	✓	✓

Eftpos Only Service

Access is available to include both function rooms and decks. Ask our Functions coordinator for pricing.

PHILLIPS DECK

Cocktail style with a view

50 GUESTS |

\$400

|

\$600

ROOM ONLY | NO BAR

ROOM & BAR



	GARDNER	PHILLIPS
Sunken Lounge with Low Seating – Fixed layout	✓	
High Table Seating – Fixed	✓	✓
Private Bar Facilities	✓	✓
Platters Only – No Served Meals	✓	✓
Large TV Screen	✓	✓
Private Toilet Facilities	✓	
Club Toilet Facilities		✓
Fox Sports & Sky Racing Channels, HDMI Connection, Club Music, Bluetooth Capability	✓	✓
Airconditioned with a view of Browne Park Stadium	✓	✓

Eftpos Only Service

*Access is available to include both function rooms and decks.
Ask our Functions Coordinator for pricing.*

MENU

Breakfast

SERVED BREAKFAST

Alternate serves available

\$30.90 PP

MINIMUM 20 PAX

TRADITIONAL BREAKFAST

Crispy Bacon, Pork Chipolatas, Grilled Tomato, Golden Hashbrowns, Scrambled Eggs and Flaky Croissants.

EGGS BENEDICT

Classic poached eggs with shaved ham, baby spinach, served on a toasted English muffin and a hash brown

**ALL BREAKFASTS ARE SERVED WITH FRESH FRUIT PLATTERS, TEA, COFFEE AND JUICE*



MENU

Morning / Afternoon Tea

**TEA & COFFEE IS INCLUDED WITH ALL OPTIONS

CHOOSE 2 OPTIONS*

\$17.50 PP

MINIMUM 20 PAX

*ADDITIONAL OPTIONS - \$4.00 PP

Assorted Biscuits

Chocolate Chip & Blueberry Muffins

Assorted Baked Danishes

Scones with Jam & Cream

Mini Quiches

Mini Sausage Rolls

GLUTEN FREE OPTIONS

ADDITIONAL

\$5.00 PP

Caramel Slice

Almond Orange Cake

Quiche

Banana Bread

Raspberry Friand

Mini Sausage Rolls

ADDITIONAL OPTION

\$80.00

Fruit Platter



MENU

Lunch

GOURMET SELECTION OF FRESHLY MADE SANDWICHES & SUBS

With Fresh Seasonal Fruit Platters

Assorted Cakes & Slices

Fresh Fruit Juice & Soft Drink

\$27.00 PP
MINIMUM 20 PAX



MYO LUNCH

Char grilled Chicken / Sliced Leg Ham /
Danish Salami / Sliced Corned Beef
with Baby Cos Lettuce, Sliced Tomatoes,
Pickles & Sliced Cheese

3 Pre-made Salads

Condiments with Bread Rolls &
Turkish Bread

Fresh Seasonal Fruit Platters

Assorted Cakes & Slices

Fresh Fruit Juice & Soft Drink

\$37.00 PP
MINIMUM 20 PAX



FINGERFOOD | CANAPES

SANDWICH TRAY \$80

Chef's Selection of Fillings

SANDWICH SUBS \$110

Chef's Selection of Fillings

SCONES \$85

Fresh house-made scones with fresh chantilly cream and jam

BISCUITS \$80

Coconut Jam Drops | Cornflake Cookie
Apricot Almond | Anzac | Choc Chip
Double Choc | Macadamia Short Bread

SEASONAL FRUIT PLATTER \$80

An assortment of seasonal fruit

CAKES AND SLICES \$100

An assortment of cakes and slices

GLUTEN FREE SWEETS \$130

An assortment of GF cakes and slices

MINI CROISSANTS \$80

Selection of Ham/Cheese/Tomato

MINI QUICHES \$120

An assortment of Mini Quiches

MINI PIES \$100

An assortment of Mini Pies

SLIDERS \$120

Pulled Pork and Slaw | Mini Beef and Cheese

(GF & VEGAN OPTIONS AVAILABLE)

WINGS AND WEDGES \$100

Country style wings and crispy potato wedges served with ranch and sweet chilli sauce

PARTY CLASSIC \$80

Party Pies, Sausage Rolls, Mini Dim Sims, Karaage Chicken Bites, Cocktail Spring Rolls, flame grilled meat balls.

SEAFOOD \$180

Crispy Jumbo Prawn Torpedoes^(M), Crumbed Scallops^(I), Salt and Pepper Calamari Twists^(I), Beer Battered Flat Head Bites^(M), Crumbed Barramundi^(A), Coconut Prawns^(I)

PIZZA SLABS | CLASSIC \$60

Hawaiian | Meat Lovers | Chicken and Bacon

PIZZA SLABS | PREMIUM \$80

Mega Meats – pepperoni, ground beef, bacon rasher, cabanossi
BBQ chicken, bacon and avocado
Garlic Prawns^(I) | Surf and Turf

(GF OPTIONS AVAILABLE)

GLUTEN FREE PLATTER \$180

Pumpkin Arancini, Sausage Rolls, Party Pies, Satay Chicken Kebabs, Spring Rolls, Chicken Tenders, Battered Prawn Pops^(I)

VEGETARIAN PLATTER \$150

Cauliflower Popcorn, Crumbed Zucchini Wedges, Spinach and Fetta Puffs, Vegetable Spring Rolls, Potato Scallops, and Crumbed Camembert.

VEGAN PLATTER \$170

Gourmet Vegan Rolls, Pumpkin Arancini, Thai Veg Party Pies, Vegetable Empanada, Sweet Potato Croquettes, Falafel Bites, Crispy Battered Onion Rings.

YUM CHA \$160

Peking Duck Spring Rolls, Arancini Balls, Prawn Twists^(M), Satay Chicken Skewers, Pork Bites, Southern Fried Chicken Goujons, Karaage Chicken Bites, Mini Dim Sims.

ANTIPASTO PLATTER \$150

Selection of Cured Meats, Selection of Cheese, Stuffed Peppers, Stuffed Olives, Artichoke Hearts, Grapes, Quince Paste with an assortment of Crackers and Bread Sticks

SEAFOOD ORIGIN | (A) Australian | (I) Imported | (M) Mixed

UNLIMITED TEA & COFFEE STATION \$100

FUNCTIONS MENU

Entrees

MINIMUM 20 PAX

SOUPS \$17

Chicken & Corn | Pumpkin | Potato, Bacon & Leek.
Served with a bread roll

SALT & PEPPER CALAMARI ^(I) \$18

Lightly crisped calamari, delicately seasoned with sea salt and cracked pepper, accompanied by a citrus-scented yuzu aioli and a sprinkle of fresh parsley.

PEKING DUCK SPRING ROLLS \$19

Crisp golden rolls filled with aromatic duck, complemented by a plum reduction and micro greens.

BRUSCHETTA \$16

Chargrilled artisan bread topped with heirloom tomatoes, fresh basil, crumbled fetta, and a drizzle of aged balsamic glaze.

ARANCINI BALLS CHOOSE 1 OPTION \$17 (GF & VEGAN OPTIONS AVAILABLE)

Golden risotto balls, lightly crumbed and served on a bed of basil-infused tomato sugo.

- Pumpkin Fetta and Thyme
- Truffle Porcini
- Mushroom & White Wine

CARAMELISED ONION, FIG & BRIE TARTS \$17

Buttery pastry filled with slow-cooked caramelised onion, ripe fig, and velvety brie, finished with thyme and a delicate balsamic glaze.

PRAWN SKEWERS ^(I) \$22

Succulent prawns marinated in citrus zest and garden herbs, served with a delicate saffron aioli and a touch of lemon oil on a bed of mesclun.

CAESAR SALAD \$17

Classic Caesar salad served with your choice of crumbed or grilled chicken

THAI BEEF SALAD \$17

Fresh Thai style salad served with succulent marinated beef strips.

WILD MUSHROOM PETIT VOL-AU-VENTS WITH PORT CRÈME SAUCE \$16

Flaky puff pastry cases filled with a medley of wild mushrooms, gently sautéed and finished with a velvety port-infused crème sauce.



FUNCTIONS MENU

Mains

MINIMUM 20 PAX

CHICKEN ROULADE \$40

Tender chicken breast filled with sweet potato, mushroom and spinach served on a bed of creamy mashed sweet potato finished with a creamy garlic mushroom sauce

EYE FILLET \$54

Succulent eye fillet grilled to perfection, paired with a rich peppercorn jus, duck fat potatoes, and charred asparagus spears. Finished with a touch of rosemary oil.

SALMON ⁽ⁱ⁾ \$42

Pan-seared Atlantic salmon with a crispy skin, served over a bed of lemon and dill risotto, garnished with a drizzle of beurre blanc. Accompanied by sautéed zucchini and heirloom carrots, lightly tossed in herb butter for a vibrant and seasonal finish.

LAMB SHANK \$42

Slow-braised lamb shank in a rich tomato and red wine reduction, served with creamy mashed potato and roasted root vegetables.

ROAST BEEF/CHICKEN/PORK \$35

Traditional roast selection featuring your choice of tender beef, succulent chicken, or juicy pork, slow cooked to perfection. Served with rosemary-infused roasted potatoes, seasonal vegetables, yorkshire pudding, and a rich gravy.

CREAMY CHICKEN PESTO PASTA \$37

Tender chicken & al dente penne tossed with basil pesto, sundried tomatoes & creamy parmesan sauce.

PORK LOIN \$43

Brown sugar & maple glazed pork loin, served on sweet potato mash, pan fried seasonal vegetables.

KEEP IT SIMPLE \$38

Your choice of tender crumbed steak, chicken parmigiana or merlot black angus sausages served with creamy mashed potatoes, seasonal vegetables and mushroom sauce, or with a garden salad and chips.

INCLUDES SELF-SERVE TEA & COFFEE



FUNCTIONS MENU

Desserts

MINIMUM 20 PAX

PAVLOVA \$19

Classic meringue shell with a crisp exterior and marshmallow-soft centre, topped with whipped vanilla cream, fresh seasonal fruits, and a passionfruit coulis.

COOKIES & CREAM OR BERRY HOUSE-MADE CHEESE CAKE \$22

Velvety cheesecake with your choice of filling finished with whipped chantilly cream and a drizzle of dark chocolate ganache.

PANNA COTTA \$19

Silky vanilla bean panna cotta served with a berry compote and a shard of almond praline.

APPLE PIE BITES \$19

Warm spiced apple pie encased in buttery pastry rolled in cinnamon sugar, served with vanilla bean custard and a drizzle of caramel sauce.

CHOCOLATE SELF-SAUCING PUDDING \$22

Rich chocolate pudding with a molten centre, served warm with double cream and a dusting of cocoa.

LEMON MERINGUE TARTS \$19

Zesty lemon curd in a crisp pastry shell, topped with toasted meringue peaks and a hint of lime zest.

CINNAMON DUSTED CHURROS \$19

Crisp, cinnamon dusted churros served with chocolate and caramel sauce, fresh berries and cream

MISSISSIPPI MUD CAKE \$22

Decadent layers of rich chocolate cake with a dense, fudgy texture, topped with a smooth chocolate ganache and a dusting of cocoa. Served with whipped Chantilly cream and a drizzle of dark chocolate sauce for a truly indulgent finish.



FUNCTIONS MENU

Kids

MAIN | \$19.50

Penne Bolognese

Nuggets with Chips

Grilled Steak with Mash and Veg

Tempura Battered Fish and Chips

Kids Meat Lovers Pizza and Chips

DESSERT | *INCLUDED WITH ALL MEALS*

Ice cream



DECORATIVE COMPANIES

Our Recommendations

To complement your chosen function space for your special event, The Rockhampton Leagues Club has an array of local recommendations of businesses that will help bring your vision to life.



LILLY &
LOTUS

07 4927 5980

info@lillyandlotus.com.au

www.lillyandlotus.com.au

Stylish
events & hire

Natasha Dunne | 07 4922 2090

info@stylishereventsandhire.com.au

www.stylishereventsandhire.com.au

Sensational
PARTIES

07 4927 9996

info@sensationalparties.com.au

www.sensationalparties.com.au

L | L | C
LITTLE LIST CO
EVENT ORGANISATION HIRE

07 4922 0815

admin@littlelistco.com.au

www.littlelistco.com.au

BALLOONS
Bespoke
EVENTS

hello@bespokeballoonsandevents.com.au

www.bespokeballoonsandevents.com.au

FREQUENTLY ASKED QUESTIONS

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 or call 07 4999 2600 to make an appointment at an appropriate time when the room you require is free.

**To avoid disappointment just remember our Functions Coordinator is very busy, so prior arrangements need to be made to visit our rooms.*

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 Functions Coordinator.

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 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.



TERMS & CONDITIONS

The planning process

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.

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 only. For non Corpate events, there is an additional \$300 security desposit to be paid with your room hire fees. These funds are refundable upon inspection of room/s the morning after the booking date.

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 Functions Coordinator 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 Coordinator 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 Functions Coordinator 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 Functions Coordinator no less than 2 weeks prior to your function. Definite final numbers are required no less than 10 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

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. Early access before 8am is available for an additional fee of \$100. Previous day access may also be arranged at extra cost.

CANCELLATIONS

All cancellations are to be made in writing to the Functions Coordinator. In the event of a cancellation being notified, the following conditions apply.

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, an admin fee will apply. 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, an admin fee will apply. 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.

SUNDAY & PUBLIC HOLIDAYS

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

FUNCTION STAFF

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

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. Excessive function material (including boxes, paper or brochures)requiring the Clubs disposal will incur an additional charge. This rule applies to our dedicated bathrooms as well.

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 Coordinator no later than 2 weeks prior to the event It is encouraged that dietary requirements be mentioned with an invitation. *Charges apply.

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.

TERMS & CONDITIONS

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.

DISPLAYS & SIGNAGE

Please advise the Functions Coordinator of any sponsorship rights you may be bound by. Management reserves the right to disapprove 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.

CLUB PROPERTY

The organiser is financially liable for any damage or replacement to the Club's property.

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/VAPING/E-CIGARETTES

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, all 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 \$1,500 fee will apply. Event organisers are encouraged to advise third parties of this procedure.

MEDIA & SECURITY

Please advise the Functions Coordinator 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 Functions Coordinator 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. *Additional fees may be applied if logistical arrangements are required.

PASSENGER LIFT

A passenger lift is provided for guests requiring assistance to the upper level function rooms. This lift is not permitted to be used for bumping in and out of functions. This includes decorators, bands, and organisers with large logistical equipment. Rear access stairs are available and to be utilised prior to or at the conclusion of events. Please ensure you inform your entertainment of this rule.



GET IN TOUCH

Please email our Functions Coordinator

functions@rockhamptonleaguesclub.com.au or call 07 4999 2600 to make an appointment.

**To avoid disappointment just remember our Functions Coordinator is very busy, so prior arrangements need to be made to visit our rooms.*

THE ROCKHAMPTON LEAGUES CLUB

CNR OF GEORGE & CAMBRIDGE STREET

07 4999 2600

WWW.ROCKHAMPTONLEAGUESCLUB.COM.AU