

Conference & Presentation Package



Function Coordinator – Susan
Ph: (03) 8792 4409 (Direct Line)
e: functions@frankstonrsl.com.au



With two contemporary rooms accommodating from 20 – 250 delegates, the Frankston RSL will certainly be able to help plan your next conference, workshop, meeting or training sessions

183 Cranbourne Rd, Frankston, Vic 3199

VENUE INFORMATION

With two contemporary function rooms accommodating from 20 to 250 delegates, we will certainly be able to help plan your next conference, workshop, meeting, training session, awards or presentation event.

Your room hire includes the following:

- Open Conference Room – with a variety of table set ups available
- Data projector & screen
- Lectern
- Integrated lighting and sound with in-room sound system
- Roaming hand held microphone
- Free hire of the RSL laptop (subject to availability)
- Free Wi-Fi access
- Whiteboard & flipchart with markers (on request only)
- Notepads, pens & mints (on request only)
- Freshly brewed coffee and tea selection for duration of the conference
- Iced water
- Private Bar in function room (on request only)
- Free onsite parking

Our rooms offer maximum flexibility in your choice of layout, sure to suit your requirements. Simpson II and Full Simpson rooms have their own outdoor balcony area and private bathroom facilities.

You can choose from a broad range of menu options to suit your budget and function type. If your guests wish to stay on after your conference/training is over, why not enjoy our recently renovated Huey's Sports Bar or Nancy's Café?

With ample free car parking on site, your delegates will have no trouble parking. For more information, please call Susan on 8792 4409. Alternatively, you can email Susan at functions@frankstonrsl.com.au

ROOM HIRE*	Mon – Thu (day)	Mon - Thu (night)	Fri/Sat	Sun
Full Simpson	\$350	\$400	\$450	\$550
Simpson I	\$300	\$350	\$400	\$450
Simpson II	\$250	\$250	\$300	\$350

*Room Hire rates are based on functions with catering packages included.
Early access fee of \$25.00 for entry prior to 9am. Night rates start at 5pm

Need to hold multiple conferences
over a number of days, weeks or months?
Ask us about our **Multi Conference Package** discounts today!

ROOM CAPACITY	Theatre	U-shape	Classroom
Full Simpson	250	-	-
Simpson I	150	30	70
Simpson II	70	24	48

CATERING OPTIONS

UPON ARRIVAL

Freshly brewed coffee and tea selection
for the duration of your conference

BREAKFAST

Price on Application

MORNING TEA / AFTERNOON TEA

(\$8.50 per person)

LUNCH

(\$24.00 per person)

DINNER/SUPPER

(From \$20.00 per person)

Combine & Save

MORNING TEA & LUNCH

(\$29.50 per person)

LUNCH & AFTERNOON TEA

(\$29.50 per person)

MORNING TEA, LUNCH & AFTERNOON TEA

(\$38.00 per person)

POST CONFERENCE

Interested in finishing off the day with finger food, platters and drinks? Our Function Coordinator is able to put together the perfect package for you!

CATERING OPTIONS

MORNING TEA (2 units each)

Choose up to 2 options:

Scones
Mini Muffins
Danishes
Cakes/Slices

LUNCH (1 per serve)

Jug of soft drink (one per 6pax)

Mixed sandwiches

(Please note: sandwiches can be made gluten free - on request in advance only)

Plus: a minimum 4 choices from:

Mini beef pies

Mini pork, thyme & cider sausage rolls

Mini beef & cheddar empanadas

Chinese beef meatballs

Mini quiches

Mini spring rolls (V)

Creamy Mushroom & goats cheese Wellington

Pumpkin & toasted almond samosas (Vg)

Gruyere & corn croquettes (V)

Vegetarian Frittata (V)

AFTERNOON TEA (2 per serve)

Choose up to 2 options

Scones
Mini muffins
Danishes
Cakes/Slices

Add:

A gluten free sushi or rice paper roll platter for \$140 (Serves 15-20)

And/or a fruit platter for just \$60! (Serves 8-10)

Please Note:

Individual dietary requirements are unable to be catered for.

Please select options to suit the needs of your attendees.

Frankston RSL will endeavour to accommodate requests for customers with food allergies, however, we cannot guarantee complete allergy-free meals due to the potential trace allergens in the working environment and supplied ingredients.

Catering Options

SUPPER

SILVER: \$20.00pp includes: 4 choices - (add extra choice for \$5.00)

Mini party pies (2 pieces)

Pork, thyme & cider mini sausage rolls (2 pieces)

Chicken macadamia meatballs (2 pieces)

Sandwiches (4 points) (GF & Veg on request)

Chicken capsicum & feta filo (2 pieces)

Mini spring rolls (V) (2 pieces)

Creamy mushroom & goats cheese Wellington (2 pieces)

Vegetable & potato croquettes served with relish (V) (2 pieces)

GOLD: \$28.00pp includes: 4 choices - (add extra choice for \$7.00)

Beef Slider with cheese, lettuce & relish (2 pieces)

Vegan pea & feta arancini (Vg) (2 pieces)

Mini chicken parmas (2 pieces)

Gourmet party pies choice of:

(Beef & Guinness / Beef, pepper & cheese / country chicken & veg) (2 pieces)

Chilli & ginger glazed prawn skewers (2 pieces)

PLATINUM: \$36.00pp includes: 4 entrée size choices - (add extra choice for \$9.00)

Salt & pepper squid cones (1 serve)

Lamb, lemon & oregano koftas with yoghurt (1 serve)

Battered flathead tails and fries (1 serve)

Vegan spring rolls (1 serve)

Cajun crumbed chicken tenderloins (1 serve)

Yum Cha basket (1 serve) (may contain seafood)

GRAZING DESSERT PLATTERS:

\$7.00pp includes: chef choice of petit fours (2 serves)

Add:

Mixed sushi or

rice paper roll platters

(minimum 5 days

notice required)

prices from \$140

Please Note: Individual dietary requirements cannot be catered for. Please select options to suit your guests.

LOCATION

By Car:

The Frankston RSL is located 2km from the centre of Frankston. If you are coming from the Frankston Freeway, turn left at the end of the Freeway onto Cranbourne Road before the Power Centre. Travel up Cranbourne Rd and we will be on your right. If coming from Peninsula Link, take the Cranbourne Road exit and turn right onto Cranbourne Road. Travel down the hill and we will be on your left after the McDonalds intersection.

By Train:

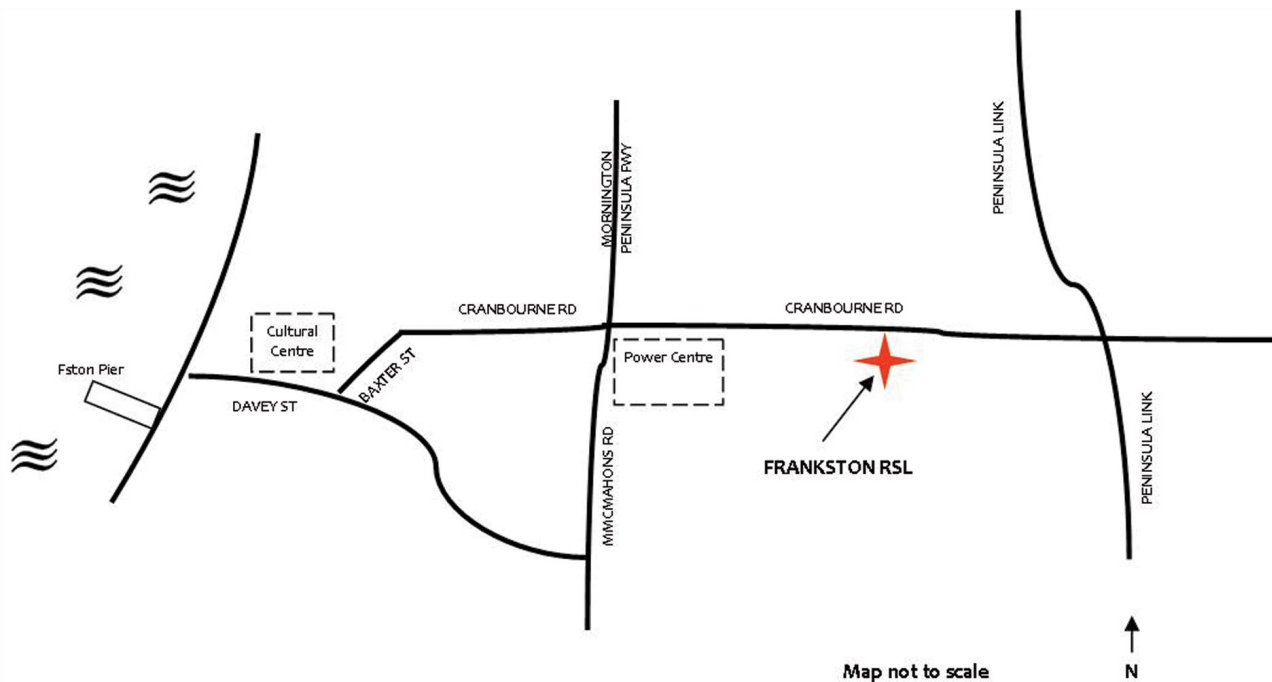
The closest train station to the Frankston RSL is Frankston Station. From there you would need to take a taxi or bus to reach us.

By Bus:

There is a bus stop right outside the Frankston RSL for routes 789, 790, 791. These travel to and from the center of Frankston.

By Taxi:

Taxis can be hailed outside Frankston Station at any time of day. When leaving our club, our receptionist or staff would be more than happy to call a taxi for your trip home.



Frankston RSL

183 Cranbourne Road, Frankston 3199

Ph: (03) 8792 4400 (Reception)

E: functions@frankstonrsl.com.au

www.frankstonrsl.com.au



Function Terms & Conditions

SELECTING A MENU

An enticing array of cuisine has been created to provide you with a range of menu options to tantalise everyone's taste. Our Executive Chef has created options that are made of the upmost quality products and flavour.

MENU

To ensure that we can cater for your function efficiently, it is essential that all menu details be finalised 14 days prior to your function. If you require dietary requirements for more than 10% of your group or make any changes after the 14 days, you will incur a surcharge. The Menu is subject to change at any time. You will be notified of this change.

CATERING

No food or beverages may be brought onto the premises of the Frankston RSL with the exception of celebration cakes and lolly buffets. If no catering is required there will be a no catering surcharge applied.

PRICE VARIATION

Every endeavor is made to maintain the original prices quoted, however these may be subject to change. This will be done in full consultation with relevant prices. Please allow for a price increase of 10% if quoted more than 12 months prior to function date.

TENTATIVE BOOKINGS

All tentative bookings will be held for 7 workings days. After this time you will be contacted and the booking date will be released or re-negotiated.

EVENT DEPOSIT

To book for a function you will need to pay room hire within 7 days of your tentative booking. If your deposit is not received within this time, your tentative booking will automatically revert to a vacancy. Deposits are non-refundable if event is cancelled.

PAYMENT

All social functions are to be paid in full 14 days prior to function date. Corporate function accounts are to be settled on conclusion of function via invoice, if not earlier as arranged. Payment by bank, personal or company cheques, cash, Visa or MasterCard will be accepted. All cheques should be made payable to Frankston RSL Sub Branch Inc.

RE-LOCATION

The Club reserves the right to re-locate function space for any unforeseen circumstances, you will be notified of this should the need arise as soon as possible.

FINAL NUMBERS

For organizational purposes, we require the approximate number of guests at the time of booking. To ensure maximum efficiency, final numbers must be confirmed **14 days prior to the function**. Final payment for catering and any beverage packages must be made at this time. Please note that the final numbers of confirmed guests is the number you will be invoiced for. Any changes made within 48 hours of your function will incur a 10% surcharge of your catering costs.

ADDITIONAL EVENT DETAILS

All menu and beverage details are due 14 days prior to the event. Any other event details such as styling or decorations of any form are at the discretion of the manager and must be approved in advance. Delivery of all signage, sets, entertainment, audio-visual equipment, decorations & running sheets must be previously arranged and confirmed with the Function Coordinator. All own equipment must be taken at the end of the function unless prior arrangements have been made.

CANCELLATIONS

In the event of a confirmed booking being cancelled more than 21 days prior to the event, 100% of the catering fee will be refunded, however all room hire deposits are non-refundable. Cancellations made within 21 days of the event will



Function Terms & Conditions

NOISE LEVELS

Industry Regulations are in place with regards to noise levels, music and entertainment. Management reserves the right to lower noise levels should it result in disturbing other club patrons or surrounding areas.

INDEMNITY & DAMAGES

The client will acknowledge responsibility for the conduct of guests and agree to indemnify the Frankston RSL Sub-Branch Inc. for any loss or damage to property during the event in addition to loss of merchandise or articles left in the club. The Frankston RSL Sub-Branch Inc. accepts no responsibility for any loss or damaged equipment.

You are also responsible for any loss or damage to equipment hired on your behalf. All clients are reminded that they must vacate the premises within half an hour of the specified finishing time.

INSURANCE

The Frankston RSL Sub-Branch Inc. does not accept responsibility for damage or loss of merchandise during or after the function. The client organiser is to arrange insurance of their own accord.

LICENSING REQUIREMENTS

All guests must sign into the club upon arrival at Reception (unless they are current members). All guests must comply with Registered Clubs Association Act governing the club's licensing conditions. No persons under the age of eighteen years of age are permitted in licensed areas without the supervision of a parent or legal guardian. No persons under eighteen years of age are permitted in gaming area at any time.

RESPONSIBLE SERVING OF ALCOHOL

Frankston RSL promotes and practises a Responsible Serving of Alcohol. Our policy prohibits us to supply alcohol to intoxicated patrons. Service of Alcohol is at the discretion of the bar attendants, management and security.

It is the policy of this venue not to allow intoxication, underage drinking or violent or quarrelsome behavior.

The Frankston RSL does not allow yard glasses or shots at celebration parties. Additionally, the Frankston RSL does not permit any BYO alcohol to be brought into the venue under any circumstances.

SOCIAL MEDIA POLICY

The Frankston RSL Sub Branch Inc. social media policy relates to all social media channels used under the Frankston RSL Sub Branch Inc. brand, including Facebook, Twitter, Instagram, YouTube and any other digital sites being operated by Frankston RSL Sub Branch Inc. Frankston RSL Sub Branch Inc.

- Function organisers/attendees must refrain from airing their grievances
- Frankston RSL Sub Branch Inc. may, in its absolute discretion and for any reason, delete any comment posted on its Facebook, Youtube or Instagram channels.
- Function organisers/attendees are welcome to create online events through their own company/organisation channels in order to promote their event.
- Function organisers/attendees have the permission to add the Frankston RSL as the listed venue for booked event.
- Any online events in which any part of the Frankston RSL venue has been named, a venue disclaimer is required to be displayed. See full Social media policy for details and wording.
- Function organisers/attendees are not permitted to add Frankston RSL or associated pages as co-hosts of their event, unless specific authorisation is given in writing from the Frankston RSL prior to the event advertising being created.
- Frankston RSL Sub Branch Inc. reserves the right to cancel any future bookings of a Function organisers attendees who is in breach or does not comply with the