



*Blue Water Function Centre  
Swansea RSL Club*

*Conference Package*

Blue Water Function Centre

Here at Blue Water Function Centre, located on the first level of Swansea RSL Club, we pride ourselves on our ability to deliver quality food and service in a superb venue with spectacular views of Lake Macquarie and the ocean. We have 3 conference spaces catering for intimate meetings through to trade shows and conferences. We have a range of menus and packages available catering for all types of events. All of our conference rooms are located on the first floor, and are wheelchair accessible. We have lift access to the first floor, disabled amenities and our car park also has disabled car parking spaces.

Blue Water Function Room

Blue Water Function Room features private amenities, drop down screen, mounted data projector, air conditioning, down lights with dimmers, full private bar facilities and audio/visual facilities. Seating capacity is for up to 250 delegate's theatre style or up to 85 delegates U Shape, Cabaret or Classroom style.

Blue Water Lounge

Blue Water Lounge features beautiful views of Lake Macquarie and the ocean, exclusive use of the balcony, light dimmers, air conditioning, and private bar facilities. Seating capacity is for up to 40 delegate's theatre style or up to 25 delegates U Shape or Classroom style.

Charmers Function Room

Charmers Function Room features glass panelling to make the most of the breath taking views of the Swansea Channel, air conditioning, light dimmers, private bar, and audio/visual facilities. Suitable for up to 80 delegate's theatre style or up to 40 delegates U Shape or Classroom style.

## **Room Hire Fees**

The room hire fee covers the set up of the room to your requirements, and any catering staff required during your event.

Full Day Hire – 9am – 5pm: \$250.00

Half Day Hire - Any 4 hour period: \$185.00

Hourly Rate - \$75.00

Water is provided for all conferences.

Room allocation will be based on the most suitable room for the size and nature of your event, and current availability.

Please note that Blue Water Function Centre reserves the right to reallocated Function Rooms.

## **Packages**

### **Full day package - \$29.00 per delegate**

Arrival tea and coffee  
Devonshire morning tea  
Lite Lunch  
Afternoon tea – cookies with tea and coffee  
Whiteboard  
Lectern  
Microphone  
Screen

### **Half day Package – \$25.00 per delegate**

Arrival tea and coffee  
Devonshire morning OR afternoon tea  
Lite Lunch  
Whiteboard  
Lectern  
Microphone  
Screen

## **When a package is not required**

### **Equipment for hire**

Data Projector	\$50.00 full day, \$30.00 half day
Internet Connection	Complimentary
60 inch T.V / DVD	\$25.00 per day
White board	\$15.00 per day
Microphone & Lectern	\$15.00 per day
Portable screen	Complimentary

# Catering options

## Morning and Afternoon Tea options

### Devonshire Style

Warm scones straight from the oven, strawberry jam and double thick cream and a bowl of fresh fruit.

Served with freshly brewed tea & coffee.

**\$8.00 per person**

### Danishes & Muffins

Fresh assorted Danishes and muffins and a bowl of fresh fruit. Served with freshly brewed tea and coffee.

**\$8.00 per person**

### Indulgent

A selection of muffins, cakes, slices & fresh Danishes and a bowl of fresh fruit.

Served with freshly brewed tea & coffee.

**\$11.00 per person**

### Lite and Healthy

Seasonal fresh fruits, assorted cheeses, dips, crackers & lavish bread.

Served with freshly brewed tea & coffee.

**\$11.00 per person**

## Lunch options

### Lite Lunch

Assorted gourmet sandwiches and lavish wraps with seasonal fresh fruit platter. Served with freshly brewed tea and coffee, orange juice and soft drink.

**\$18.50 per person**

### Indulgent Lunch

Assorted gourmet sandwiches, hot finger food (chef's selection) and seasonal fresh fruit platter.

Served with freshly brewed tea and coffee, orange juice and soft drink

**\$21.50 per person**

### Individually plated lunch

Veal or Chicken Parmigiana served with chips and salad

Roast beef, chicken or pork served with vegetables and gravy

Beer battered flathead fillets served with chips and salad

Chicken schnitzel and gravy served with chips and salad

Select one of the above meals (everyone gets the same) to be served with orange juice and soft drink

**\$19.50 per person**

Option of 2 meals to be served alternatively for groups with a minimum of 20 guests

## **Platter Menu**

Platters served to a table in your conference room

### **Mixed platter**

Cocktail fish pieces, Crumbed calamari, Chicken & Vegetable Dim Sims, Spring rolls, Mini meat pies, Samosas and Sausage rolls

**\$85.00 per platter – feeds 10 pax**

### **Favourite's platter**

Mini pizzas, sausage rolls, Gourmet mini meat pies, salt & pepper squid, cocktail fish pieces, chicken sticks, meatballs

**\$85.00 per platter – feeds 10 pax**

### **Vegetarian platter**

Spring rolls, Mexican style potato skins, spinach & fetta triangles, onion rings, risotto balls, pumpkin & 3 cheese scrolls, samosas

**\$85.00 per platter – feeds 10 pax**

### **Tastes of the world platter**

Chicken & Vegetable Dim Sims, satay chicken skewers, Buffalo chicken wings, Duck & plum spring rolls, Pastizzi's, Thai fish cakes, Samosas

**\$90.00 per platter – feeds 10 pax**

### **Seafood platter**

Crumbed whiting, crumbed calamari, salt & pepper squid, prawn twisters, Thai fish cakes, tempura scallops, seafood claws

**\$95.00 per platter – feeds 10 pax**

### **Gluten free platter**

Chicken nuggets, falafels, marinated chicken skewers, Buffalo wings, Aussie meatballs, potato skins with bacon, cheese & sweet chilli, sausage rolls

**\$95.00 per platter – feeds 10 pax**

## **Additional catering options**

### **Arrival canapes - \$8.00 per person**

Delight your guests when they arrive with the chef's selection of hot and cold canapés served for 30 minutes

### **Arrival nibbles - \$2.00 per person**

Variety of potato chips, corn chips, pretzels and salsa

### **Cheese platter - \$100.00 each - feeds 30 pax**

Mixed platter of assorted cheese, crackers, dips, dried fruit, nuts and grapes

### **Antipasto platter - \$85.00 each – feeds 30 pax**

Cabanossi, cheese cubes, semi dried tomatoes, roasted capsicum, marinated fetta, olives, gherkins, pickled onions, tortilla chips, crackers and dips

### **Dessert station - \$8.00 per person**

Selection of cakes, slices and petite fours served with whipped cream and berry coulis

Assorted gourmet sandwiches

**\$8.00 per person**

Fresh seasonal fruit platter

**\$60.00 each – feeds 20 pax**

Freshly brewed tea & coffee

**\$3.00 per person**

Assorted gourmet cookies

**\$3.00 per person**

Jugs of soft drink or juice

**\$8.50 per jug**

Chalmers Street café is also available daily for meals. Either order on the day or pre-order meals to be delivered at a specified time.

# Terms and Conditions - Conferences

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The team at Swansea RSL Club are committed to providing the highest standard of service and provide the following information for your perusal. Our policies ensure the smooth running of your function.

**Booking Confirmation** – Your chosen date can be held tentatively for seven (7) days. To confirm your booking please ensure a deposit of \$100.00 is paid within the 7 day hold period, and a signed copy of these Terms and Conditions are returned to the Function Manager. If the deposit and bond are not received by the end of the 7 day holding period, your booking may be forfeited.

**Room Hire** – The Room Hire fee covers the cost of setting up and cleaning of the venue, all tables and chairs required, and any catering staff required to service your conference. Water is provided for all conferences.

**Confirmed Final Numbers** – Confirmed final number of delegates attending is required **7 days** prior to your conference. This number will be regarded as the final number for catering purposes and you will be charged accordingly, even if fewer guests attend the event. Any additional guests attending after this date will be invoiced accordingly.

**Event details** – All details for your event (timings, menu selections, equipment required, room set up style, etc) are due to be confirmed with the Function Manager 14 days prior to the event.

**Payment of account** – Payment can be made by cash, credit card (sorry AMEX and Diners Cards not accepted), direct bank transfer, or by bank cheque (sorry personal cheques not accepted). All accounts should be paid in full no later than 14 days following the event.

**Menu Selection** – Final menu selections must be made fourteen days prior to your function. Swansea RSL Club is fully licensed which prohibits the bringing of food and or beverages onto the premises with the exception of celebration cakes e.g. Wedding / birthday cakes. Health regulations state that no leftover food is to be taken by a client or guest from Club premises. If by chance food is taken from the premises no responsibility will be taken by Swansea RSL Club or Club Management.

**Special dietary requirements** – Special dietary requirements must be confirmed 7 days prior to the conference. A \$3.00pp surcharge will apply to special diets if an alternate menu is required.

**Responsible Service of Alcohol** – Due to licensing laws, no liquor can be brought onto the premises by any guest at any function.

BYO facilities are not available however with prior notice we would be more than happy to order in any special requests.

Swansea RSL Club enforces the *Responsible Service of Alcohol* and the *Responsible Gaming* laws. By law any person under the age of eighteen (18) years may not consume or purchase an alcoholic beverage, or participate in any Gaming activity.

**The management of Swansea RSL Club reserves the right to**

1. Refuse service and remove from the premises any person believed to be intoxicated
2. Close the bar and terminate a function if guests do not practice responsible service of alcohol.

**Public holidays** – A surcharge of 10% of the amount of your total account will be added as a surcharge for bookings on public holidays.

**Smoking Policy** – Smoking is not permitted inside the Club. Smoking is available in designated outside areas.

**Other functions** – Swansea RSL Club reserves the right to book other functions in adjoining function rooms.

**Outside contractors** – All out sourced contractors such as decorators and musicians must have their own public liability insurance. A copy of contractor's public liability must be supplied to Swansea RSL Club at least 7 days prior to the function. Please ensure any outside contractors are aware of when they may arrive for set up and collection of equipment.

**Decorations** – You are more than welcome to decorate/ set up displays etc, in your conference space, however please note that nothing is to be nailed, screwed, stapled or adhered to any wall, door or other surface of the venue. Confetti, glitter, table sparkles, rice, polystyrene balls or the like are not permitted on the premises and a cleaning fee of \$100 will apply if this request is ignored. All candle flames must be enclosed. The staff of Swansea RSL Club will take all possible care in looking after guests and their belongings, however we cannot accept any responsibility for any loss or damage incurred to any items in the venue prior to, during or after any function. Please check with your Function Manager as to when the room will be available for the set up of any displays or decorations. Any displays or decorations are the responsibility of the client or the outside contractor. Swansea RSL Club's staff take no responsibility for the decorating of the event space, unless prior arrangements have been made.

**Room allocation** – Swansea RSL Club reserves the right to re-allocate conference rooms at any time. This is particularly relevant when the confirmed final number of delegates differs from the estimated amount of delegates at the time of booking.

**Membership** – All guests entering the Club must fall into one of the following categories:

1. Current members (membership card must be shown)
2. Temporary member (those who live outside 5km radius of the Club. Must shown residential ID and sign in)
3. Signed in by a member (a guest who resides within the 5km radius, who is not a member of the Club, must be signed in by a member)

**Note:** This is State Government Legislation.

**Prices** – Whilst every endeavour is made to maintain prices as printed, all prices quoted are subject to change without notice.

**Damage** – The client will be financially liable for any damage sustained or items stolen from Swansea RSL Club property whether through their own action or through the action of their guests or appointed contractors.

**Cancellation** – Cancellation of your conference must be notified in writing.  
Cancellation 4 weeks or more prior to conference - \$100.00 cancellation fee applies.  
Cancellation 15-28 days prior to the event – you will be liable for full payment of the room hire fee  
Cancellation 14 days prior to the event – you will be liable for full payment of the organized final account.

**Swansea RSL Club reserves the right to decline or cancel any function or booking.**

I, \_\_\_\_\_ have read and understood the above Terms and Conditions. I understand that this is a legally binding contract and I agree to be responsible for this booking and to abide by these Terms and Conditions.

Signature \_\_\_\_\_ Company \_\_\_\_\_

Date signed \_\_\_\_\_ Conference date \_\_\_\_\_