



Blue Water Function Centre

Conference Package

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.

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 – Up to 8 hours: \$350.00

Half Day Hire – Up to 4 hours: \$275.00

Hourly Rate - \$100.00 first hour, \$75.00 per additional hour

Water is provided for all conferences.

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

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

Equipment for hire

Data Projector	\$50.00 per day
60 inch T.V / DVD	\$25.00 per day
Microphone & Lectern	\$25.00 per day
Cordless microphone	\$15.00 per day
White board	\$15.00 per day

Morning and Afternoon Tea options

Minimum of 10 people required for below menu selections.

Option 1

Warm scones straight from the oven, strawberry jam and double thick cream.
Served with freshly brewed tea & coffee.

\$8.50 per person

Option 2

Fresh assorted Danishes and muffins. Served with freshly brewed tea and coffee.

\$8.50 per person

Option 3

Cheese, crackers, dips, dried fruit, nuts and grapes
Served with freshly brewed tea & coffee.

\$8.50 per person

Option 4

A selection of muffins, cakes, slices, petite fours and a fresh fruit platter
Served with freshly brewed tea & coffee.

\$12.00 per person

Working lunch options

Served buffet style

Minimum of 10 people required for below menu selections.

Lite Lunch

Fresh assorted sandwiches and mini baguettes with a seasonal fresh fruit platter. Served with freshly brewed tea and coffee, orange juice and soft drink.

\$19.50 per person

Indulgent Lunch

Chef's selections of hot finger food, open toasted Turkish breads and a seasonal fresh fruit platter.

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

\$22.50 per person

Other Lunch Options

Menus available upon request

Plated Menu 1 – 2 course/ \$32.00pp, 3 course/ \$40.00pp (Minimum 20 pax)

Plated Menu 2 – 2 course/ \$46.00pp, 3 course/ \$54.00pp (Minimum 20 pax)

Hot Buffet - \$24.00pp (Minimum 40 pax)

Roving Finger food - \$19.50pp (Minimum 30 pax)

Canape menu - \$35.00pp (Minimum 30 pax)

Ocean's Brasserie and Sea Level Cafe are also available for meals. Either order on the day or pre-order meals to be delivered at a specified time.

Feel free to request a copy of the menus.

Hot fingerfood platters

Platters served to a table in your conference room
All platters feed approximately 10-15 pax

Mixed platter - \$85.00

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

Vegetarian platter - \$85.00

Spring rolls, Mexican style potato skins, spinach & fetta triangles, onion rings, risotto balls, pastizzi's, samosas

Gluten free platter - \$95.00

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

Seafood platter - \$100.00

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

Cold Platters

Platters served to a table in your conference room

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

Sandwich platter - \$65.00 each – 40 triangles

Fresh assorted sandwich platter

Fresh Seasonal Fruit platter - \$65.00 each – feeds 20-30 pax

Additional catering options

Arrival canapes - \$8.00 per person (minimum of 20 people)

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

Arrival nibbles - \$3.00 per person (minimum of 20 people)

Variety of potato chips, corn chips, pretzels and salsa

Freshly brewed tea & coffee

\$3.00 per person, per serve (minimum of 10 people)

Assorted gourmet cookies - **\$3.50 per person**

Jugs of soft drink or juice - **\$9.10 per jug**

Day delegate packages

Full day package - \$30.00 per delegate

Minimum of 10 people required

Arrival tea and coffee

AM Tea (select from options 1-3)

Lite working lunch

PM Tea (Gourmet cookies with tea & coffee)

Whiteboard

Lectern & microphone

Screen

Half day Package – \$26.00 per delegate

Minimum of 10 people required

Arrival tea and coffee

AM Tea OR PM Tea (select from options 1-3)

Lite working lunch

Whiteboard

Lectern & microphone

Screen

Small meetings/ events

For meetings/ events with less than 10 people we have the following catering options available:

Fresh assorted sandwiches (4 triangles) **\$6.00 per person**

Assorted gourmet cookies **\$3.50 per person**

An extensive range of menu options are available from our Ocean's Brasserie and Sea Level Café, where meals can be pre-ordered or ordered on the day.

Please feel free to request a copy of the menus.

Made-to-order tea and coffee orders can also be placed on the day or pre-ordered prior for delivery to the function room at a nominated time.

Terms and Conditions - Conferences

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 payment is 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.

Event details – To ensure the smooth running of your event, all details (eg: 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.

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.

Special dietary requirements – Special dietary requirements (eg: vegan/ vegetarian/ gluten free/ lactose free/ allergies) must be confirmed **7 days prior** to the conference. A \$3.00pp surcharge will apply to special diets if an alternate menu is required. We are unable to cater for special diets advised of/ requested on the day of the event.

Payment of account – Your invoice will be issued following the event. 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 7 days following the event.

Catering – Final menu selections must be made fourteen 14 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. Any leftover food/ beverage will be cleared from the function room a maximum of 1 hour after serving time.

Early access – For conferences starting prior to the Club opening time of 9am, access will be granted to the Club for the delegates from the nominated delegate arrival time. For organisers/ presenters arriving earlier than the delegates please call the Club on 4971 1329 if the front doors are not attended when you arrive.

Function conclusion times – The function room must be vacated no longer than 15 minutes after the nominated event conclusion time.

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.

Private function bar - To have the private bar open and serviced in your function room you must have a minimum \$800.00 spend on catering and have a minimum of 50 adult guests attending
For functions which do not meet the above whom require private bar service, the cost is \$25.00 per hour (minimum 2 hours)

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, _____ on behalf of _____ (company/ organisation)
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 _____

Date signed _____ Conference date _____