



Blue Water Function Centre

*Where the ocean meets the lake,
The perfect place to celebrate!*

Wedding Package

Amaze your guests at our absolute waterfront venue. Blue Water Function Centre, perched on the edge of the Swansea Channel, is located on the first level at Swansea RSL Club and features breathtaking water views of the ocean and Swansea inlet.

While our venue showcases the natural beauty and tranquillity of the surrounding area, inside our experienced Function Manager will help you design and organise your wedding and give you professional advice to ensure that your special day is everything you dreamed it would be, and more.



Your wedding at Blue Water Function Centre

Here at Blue Water Function Centre we understand that each of our clients are unique and therefore each wedding is different. For this reason we have designed our packages to offer you the flexibility to design your dream wedding tailored to your own requirements.

Set Wedding Package

Promise, Sweet Hearts, Forever & Cocktail Packages

If you want to reduce the stress of planning your wedding reception, selecting one of our value added set packages is a perfect option for you. Our packages have been thoughtfully designed to include all the reception essentials whilst still giving you the flexibility to add your personal style. With 4 different set packages available catering to a range of budgets, you will be sure to find one to suit your requirements.

Designing your own Package

If you are having an intimate wedding with less than 50 guests or you would prefer to have the freedom to use your own suppliers, to add your own creative flair to your special day and to design your wedding tailored to your individual requirements and budget this option allows you to do so. For more information on how to design your own package please see page 12



Hunter Valley & Newcastle Brides Choice Awards
2018 Winner: Wedding Venue - Licenced Club
2019 Finalist: Wedding Venue - Licenced Club

Our Function Rooms

Blue Water Function Room

Only metres back from the edge of the Swansea Channel, the grand undercover balcony attached to Blue Water Function Room, is the perfect place for your guests to enjoy the stunning water views. The room also features full bar facilities, private amenities, air conditioning, audio/visual facilities and plenty of space for a large dancefloor. Capacity is for up to 200 guests for a seated function and up to 300 guests for a cocktail function.

Charmers Function Room

*Tap beer & post-mix soft drink not available.
Beer and soft drinks available in bottles/ cans.*

Featuring glass panelling along two walls Charmers Function Room showcases spectacular views of the ocean and the Swansea Inlet. The room includes private bar facilities, air conditioning, and audio facilities. Perfect for weddings of up to 60 guests.

Blue Water Lounge

Blue Water Lounge and the adjoining grand undercover balcony are perfect for smaller weddings of up to 60 guests. The room also includes air conditioning, private bar and audio facilities.



Outdoor Ceremonies

You are spoilt for choice when it comes to selecting a location for your ceremony with so many stunning locations within minutes of our venue. Whether you are looking for ocean views, lake side, beach or headland, our surrounding water wonderland will have the perfect place for you to exchange your vows.

Recommended locations

Eddie Charlton Reserve (outside Swansea RSL Club), Coon Island, Osmond Reserve, Pelican foreshore, Illawong Park, Reid's Reserve, Swansea Heads, Blacksmiths Beach, Caves Beach - headland, viewing platform or beach, Catherine Hill Bay, Swansea foreshore

The above locations are just suggestions. You are more than welcome to select an alternate location in the area.



Eddie Charlton Reserve



Caves Beach - Area B

Outdoor Ceremony Packages

All packages \$800.00

Rustic Package

*6 wooden bench seats (seats 24 pax)
Rustic wood signing table with two Bentwood chairs
Rustic wood arch with sheer white drapes
White aisle runner
Delivery, installation & removal*

Elegance Package

*24 white Americana chairs
White wood signing table with two white Tiffany chairs
White frame arch with sheer white drapes
White, black or red aisle runner
Delivery, installation & removal*

Tropical Package

*24 white timber chairs
White clothed signing table with two white-wash Tiffany chairs
4 post bamboo arbour with sheer white drapes
White aisle runner
Delivery, installation & removal*

Optional Extras

*Use of Charmers Function Room or Blue Water Lounge/ Balcony as
a wet weather back up - \$300.00
(Subject to availability)*

Floral jars for aisle including floral - \$27.50 each

*Single, split or trailing fresh floral or foliage arrangement for
arch/ arbour - from \$165.00*

Peacock signing chair - \$100.00

*"Welcome to our wedding" sign - blackboard or white with flowers -
\$60.00*

*Keepsake personalised welcome sign with your names and wedding
date - \$135.00*

*Note: Packages do not include the council permit. Cost approx.
\$135.00*

Please contact Lake Macquarie Council on 4921 0333

Fresh rose petals not permitted

On site ceremony options

If you would like to hold your ceremony and reception in the same location we have the perfect venue for you.

If you have planned an outside ceremony having a wet weather back up location is essential. There is no need to stress about the weather on the day, as our onsite ceremony options provide shelter from the elements whilst still offering stunning water views.

Blue Water Lounge & balcony

Only metres back from the water, the brand new undercover balcony attached to Blue Water Lounge makes for a spectacular ceremony location. In the case of adverse weather the ceremony can be held inside Blue Water Lounge.

Charmers Function Room

Featuring glass window panelling to showcase the spectacular views of the ocean and the Swansea inlet, Charmers Function Room is a beautiful indoor/ wet weather back up ceremony location.

Wet weather back up - \$350.00

Or \$300.00 if booked in conjunction with one of our Outdoor Ceremony Packages

Hire of either of the above function spaces for your ceremony
Space will be left empty for the items you had organised for your outside ceremony to be set up

If you wish to use the space on the day notice must be given a minimum of 2.5 hours before the ceremony start time.

Notes

Room opens 30 mins before ceremony start time.

Ceremony time must be a minimum of 2 hours prior to the reception start time as the ceremony space must be vacated a minimum of 1 hour prior before reception start time to allow time to pack down and reset the reception space

Fresh rose petals not permitted

On site ceremony packages

"I do" package - \$350.00

Hire of either of the above function spaces for your ceremony

24 x chairs from your reception

Registry table and 2 chairs

True Love package - \$600.00

Hire of either of the above function spaces for your ceremony

24 x chairs from your reception

Registry table and 2 chairs

2 x pedestals with silk floral arrangement

Choice of a red, white or black carpet aisle



Romance package - \$925.00

Hire of either of the above function spaces for your ceremony

24 x chairs from your reception

Registry table and 2 chairs

Choice of a red, white or black carpet aisle

Choice of arch or arbour



Promise Package

- 6 hours room hire of your preferred function room
- Crisp white linen table cloths and napkins
- White skirting for the bridal, cake and present tables
- Mirror faced cake table
- Use of microphone and lectern for speeches
- Champagne served to your guests on arrival
- Cheese and anti pasto platters served on arrival
- 2 course plated meal from Menu 1 **OR** a 1 course buffet
- Freshly brewed coffee and a selection of teas
- Your wedding cake cut and served on platters
- Menu cards for each guest table
- Professional DJ and MC
- Parquetry dance floor
- Elegant white or black chair covers with decorative sash in your choice of colour
- Hurricane lamp centrepieces with pillar candle

\$60.00 per person

Based on 100 guests

<i>Number of guests</i>	100+	90-99	80-89	70-79	60-69	50-59
<i>Package cost</i>	\$60.00pp	\$62.00pp	\$63.50pp	\$66.00pp	\$69.00pp	\$73.00pp

Optional Extras & Upgrades

5 hour Premium Beverage Package (see page 13)	\$35.00pp
5 hour Elite Beverage Package (see page 13)	\$46.00pp
Upgrade to canapes served on arrival	\$5.00pp
Upgrade to a 2 course plated meal (Menu 2)	\$14.00pp
Upgrade to Tiffany chairs	\$5.00 each
Add dessert - see page 19	
Add optional extras - see page 21	
Add decorations - price on application	



Sweet Hearts Package

- 6 hours room hire of your preferred function room
- Crisp white linen table cloths and napkins
- White skirting for the bridal, cake and present tables
- Mirror faced cake table
- Use of microphone and lectern for speeches
- Champagne served to your guests on arrival
- Cheese, anti pasto and hot finger food platters served on arrival
- Your choice of either a 2 course plated meal from Menu 2 **OR** a 2 course meal including a plated entrée (menu 1) and buffet main course
- Freshly brewed coffee and a selection of teas
- Your wedding cake cut and served on platters
- Menu cards for each guest table
- Professional DJ and MC
- Parquetry dance floor
- Elegant white or black chair covers with decorative sash in your choice of colour
- Your choice of centrepieces from a large range of various styles
- Table runners for the bridal table in your choice of colour
- Chiffon and fairy light curtain backdrop behind your bridal table with your choice of black or white swagging
- White wishing well
- Easel and frame to display your seating arrangement

\$83.00 per person

Based on 100 guests

<i>Number of guests</i>	<i>100+</i>	<i>90-99</i>	<i>80-89</i>	<i>70-79</i>	<i>60-69</i>	<i>50-59</i>
<i>Package cost</i>	<i>\$83.00pp</i>	<i>\$85.00pp</i>	<i>\$88.00pp</i>	<i>\$91.00pp</i>	<i>\$95.00pp</i>	<i>\$100.50pp</i>

Optional Extras & Upgrades

<i>5 hour Premium Beverage Package (see page 13)</i>	<i>\$35.00pp</i>
<i>5 hour Elite Beverage Package (see page 13)</i>	<i>\$46.00pp</i>
<i>Upgrade to canapes served on arrival</i>	<i>\$3.50pp</i>
<i>Upgrade to Tiffany chairs</i>	<i>\$5.00 each</i>
<i>Add dessert - see page 19</i>	
<i>Add optional extras - see page 21</i>	
<i>Add decorations - price on application</i>	

Forever Package

- 6 hours room hire of your preferred function room
- White linen table cloths and napkins
- White skirting for the bridal, cake and present tables
- Mirror faced cake table
- Use of microphone and lectern for speeches
- Champagne served to your guests on arrival
- Chef's selection of canapes served on arrival
- Your choice of either a 2 course plated meal from Menu 2 **OR** a 2 course meal including a plated entrée (menu 1) and buffet main course
- Freshly brewed coffee and a selection of teas
- Amazing 3 tiered wedding cake (80+ guests) or 2 tiered wedding cake (50-79 guests)
- Your wedding cake cut and served on platters with freshly whipped cream and berry coulis to complement your cake
- Menu cards for each guest table
- Professional DJ and MC
- Parquetry dance floor
- Elegant white or black chair covers with decorative sash in your choice of colour
- Your choice of centrepieces from a large range of various styles
- Choice of circular mirror, wooden round base or table runner to complement each centrepiece
- Chiffon and fairy light curtain backdrop with your choice of black or white swagging behind your bridal table
- Your choice of bridal and cake table decorations: either black or white swagging with table runners **OR** sequinned gold or silver cloths
- Chiffon and fairy light ceiling draping
- Choice of wishing well
- Choice of easel and frame to display your seating arrangement

\$102.50 per person

Based on 100 guests

<i>Number of guests</i>	<i>100+</i>	<i>90-99</i>	<i>80-89</i>	<i>70-79</i>	<i>60-69</i>	<i>50-59</i>
<i>Package cost</i>	<i>\$102.50pp</i>	<i>\$105.50pp</i>	<i>\$110.00pp</i>	<i>\$114.50pp</i>	<i>\$119.00pp</i>	<i>\$129.00pp</i>

Optional Extras & Upgrades

<i>5 hour Premium Beverage Package (see page 13)</i>	<i>\$35.00pp</i>
<i>5 hour Elite Beverage Package (see page 13)</i>	<i>\$46.00pp</i>
<i>Upgrade to Tiffany chairs</i>	<i>\$5.00 each</i>
<i>Add dessert - see page 19</i>	
<i>Add optional extras - see page 21</i>	
<i>Add decorations - price on application</i>	

Cocktail Wedding Package

- 6 hours room hire of your preferred function room
- Crisp white linen table cloths
- White skirting for the bridal, cake and present tables
- Mirror faced cake table
- Use of microphone and lectern for speeches
- Personalised welcome sign
- Champagne served to your guests on arrival
- Cheese and antipasto platter served on arrival
- Your choice of your preferred canapé menu (see page 18)
- Your wedding cake cut and served on platters
- Professional DJ and MC
- Parquetry dance floor
- 100 helium balloons in your choice of colour floating over the dance floor
- Fifty elegant white or black chair covers with decorative sash in your choice of colour (Based on 100 guests)
- White wishing well

\$62.50 per person

Based on 100 guests

<i>Number of guests</i>	<i>100+</i>	<i>90-99</i>	<i>80-89</i>	<i>70-79</i>	<i>60-69</i>	<i>50-59</i>
<i>Package cost</i>	\$62.50pp	\$64.50pp	\$66.50pp	\$69.50pp	\$72.50pp	\$78.00pp

Optional Extras & Upgrades

5 hour Premium Beverage Package (see page 13)	\$35.00pp
5 hour Elite Beverage Package (see page 13)	\$46.00pp
Add dessert - see page 19	
Add optional extras - see page 21	
Add decorations - price on application	

Design your own Wedding Package

Select this option if:

You have less than 50 guests

OR

You want to design your own package tailored to your individual requirements and budget, with the option to use your own suppliers

Choose your reception room

(see Page 3)

Blue Water Function Room / Blue Water Lounge - \$850.00 (6 hours)

Charmers Function Room - \$400.00 (6 hours)

Beverages

(see Page 13)

Note a minimum of 50 adult guests with a minimum \$800.00 spend on wedding menu catering is required to have the bar open in your function room. If you do not meet these requirements and wish to have the private bar in the function room open the cost is \$25.00 per hour (minimum 2 hours)

Catering options

(see Pages 14-19)

Add entertainment:

DJ/ MC - \$500.00

Professional DJ to entertain you for five hours and to act as the master of ceremonies if required

Parquetry dance floor - \$100.00

5.4m x 4.5m

Optional extras

(see Page 21)

Decorations

Extensive range of decoration options available - Price on application

Beverage Packages

Beverage packages are for five hours duration.
Available for weddings with a minimum of 50 adult guests.

Premium Package - \$35.00 pp

Tap beers, Willowglen red and white wines, Willowglen Sparkling Brut & post-mix soft drinks.

Elite Package - \$46.00 pp

Tap beers, Willowglen red and white wines, Willowglen Sparkling Brut, Somersby Ciders, single nip standard spirits, cocktails & post-mix soft drinks & juice

Under 18's beverage package - \$10.00 pp

Unlimited post-mix soft drinks & juice

**Charmers Function Room:*

Only bottled beers & cans of soft drink available. Cocktails not available

Beverage Package Inclusions

Function wines

Willowglen Semillon Sauvignon Blanc
Willowglen Chardonnay
Willowglen Moscato
Willowglen Rose
Willowglen Shiraz Cabernet
Willowglen Cabernet Merlot

Function Sparkling

Willowglen Sparkling Brut

Other wines are available upon request but are not included in the beverage packages

Beers on tap

Tooheys New, Tooheys Old, Victoria Bitter, Carlton Dry, Balter XPA, Carlton Draught, Great Northern, Cascade Light

Ciders (Elite package only)

Somersby Pear Cider, Somersby Apple Cider, Somersby Watermelon Cider

Cocktails (Elite package only)

Summer Sunrise, Midori Glow, Fruit Tingle, Spring Time, Black Russian

Soft drinks and juice

Pepsi, Pepsi Max, Lemonade, Lemon Lime & Bitters, Solo and Orange juice

The above beverage packages are fantastic value, however if you would prefer to organise a bar tab with a set \$ limit of your choice or to have guests purchase their own beverages, you are welcome to organise this instead.

Something on arrival

Arrival champagne - \$4.00 per person (minimum 50 pax)

Let us greet your guests with a glass of bubbles as they enter your reception

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

Cheese platter - \$100.00 - feeds 30 pax

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

Antipasto platter - \$85.00 - feeds 30 pax

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

Hot Mixed platter - \$85.00 - feeds approx. 10 pax

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

Hot Vegetarian platter - \$85.00 - feeds approx. 10 pax

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

Hot Gluten free platter - \$95.00 - feeds approx. 10 pax

Chicken nuggets, marinated chicken skewers, Aussie meatballs, potato skins with bacon, cheese & sweet chilli, BBQ chicken wings

Hot Seafood platter - \$100.00 - feeds approx. 10 pax

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



Plated Menu 1

Promise Package menu

Entrées

Tempura whiting fillets with garlic aioli

Sate chicken skewers with fragrant rice

Thai beef salad with coriander and lime dressing GF

Chicken Caesar salad GFA

Garlic prawns served on a bed of jasmine rice GF

Spinach & ricotta tortellini with a pesto cream sauce

Roast pumpkin, baby spinach and feta frittata GF

Mains

Marinated chicken breast served with rosemary potatoes,
seasonal greens and a lemon white wine sauce GF

Pork Sirloin served on stir-fry hokkien noodles with vegetables
and plum sauce

Braised lamb shank served on garlic mash with steamed
greens and a tomato rosemary sauce GF

Lemon Herb Macadamia Crusted Barramundi with beer
battered fries, a rocket salad and herb aioli

200g Grain fed Sirloin with a seeded mustard sauce served
with sweet potato mash and vegetables GF

Chicken breast with a creamy roast capsicum and pesto sauce
served with roasted potatoes and steamed greens GF

Pork fillet scaloppini: grilled pork in a bacon and mushroom
cream sauce served on sweet potato mash with buttered green
beans GF

\$32.00 per person

Select 2 options from each course to be served alternatively

Includes bread roll and freshly brewed tea & coffee

GF = Gluten free dishes GFA = Gluten free option available

Plated Menu 2

Menu for Sweet Hearts & Forever Packages

Entrée

Tempura prawns served on an Asian style salad, with XO sauce

House made salt and pepper squid with citrus aioli

Peking duck spring rolls with Asian dipping sauce

Semi dried tomato, mozzarella and roast capsicum risotto balls topped with Napolitano sauce and parmesan cheese

Mini antipasto platter including marinated feta, olives, semi dried tomatoes, grilled vegetables and toasted bread GF

Moroccan beef skewers with fragrant rice and spicy yoghurt GF

Sydney rock oysters with a retro classic Kilpatrick sauce GF

Main

Grain fed scotch fillet served on garlic potato mash with buttered asparagus and a red wine jus GF

Ham and mozzarella stuffed chicken breast with smashed potato, steamed greens and a sherry sage sauce GF

Mustard and herb crusted lamb rump, served with Swiss style potato rösti, green beans and a honey thyme jus

Fillet of salmon served on a mushroom and chive risotto with salsa verde GF

Garlic and herb grilled spatchcock on fried polenta with ratatouille and chilli jam

Pork cutlet on a curry and raison cous cous with fennel and toasted almond salad

Grain fed sirloin topped with king prawns served on a bed of sweet potato mash with seasonal greens and a creamy garlic sauce GF

\$46.00 per person

Select 2 options from each course to be served alternatively

Includes bread roll and freshly brewed tea and coffee

Gluten free dishes = GF Gluten free option available = GFA

Buffet Menu

Mains

Meat & Poultry

- Porterhouse beef steaks with wild mushroom cream sauce GF
- Grilled chicken thigh marinated in paprika, garlic and olive oil GF
- Honey Mustard chicken GF
- Pork scaloppini in a creamy mushroom and bacon sauce GF
- Marinated lamb leg with minted jus GFA
- Roasted beef sirloin with a red wine jus GFA
- Roast Pork with apple sauce GFA

Seafood - \$3.50pp surcharge per dish

- Barramundi with lemon dill sauce GF
- Creamy garlic prawns GF
- Seafood medley in a mild satay sauce

Sides

- Steamed seasonal vegetables GF
- Creamy cheese and bacon potato bake GF
- Baked potatoes GF
- Baked pumpkin GF
- Steamed rice GF
- Fried rice GFA
- Garden salad GF
- Pasta salad
- Caesar salad GFA

\$32.00 pp

(Your choice of 3 mains & 4 sides)

Minimum of 40 adult guests.

Children 11 years & under - 50% of adult price.

Includes bread rolls, tea & coffee and condiments

Gluten free dishes = GF Gluten free option available = GFA

Additional mains - \$7.00 per person, per main

Additional sides - \$2.50 per person, per side

Add plated entrée served to table

\$12.00 per person - Menu 1

\$17.00 per person - Menu 2

Canapé menu

Cold Canapés

Freshly shucked oysters with chilli ginger & rice wine vinegar GF
Smoked salmon crostini with lemon dill crème fraîche
Vietnamese rice paper rolls with ginger and lime dipping sauce GF
Semi dried tomato, roast pumpkin and baby spinach frittata GF
Rare roast beef on parmesan chip with tomato chutney GF
Bruschetta of roasted chicken with avocado & thyme mayo
Coconut, chilli & ginger prawn spoon with peach & mango salsa GF

Hot Canapés

Shredded chicken and bacon tartlet
Char grilled asparagus wrapped in prosciutto GF
Arancini balls with tomato relish
Peking duck spring rolls with hoï sin sauce.
Butternut pumpkin & three cheese scrolls
Tempura prawns and dipping sauce
Beef & chorizo meat ball with yoghurt dipping sauce

Substantial Canapés - served in noodle boxes with forks

B.B.Q. pork with Asian salad and crispy noodles
Char grilled chilli squid with chips and garlic aioli GFA
Chicken Caesar salad GFA
Tempura whiting with thick chips, tartare & lemon
Garlic prawns and jasmine rice GF
Spinach and ricotta tortellini with Napolitano sauce
Thai beef salad

Fingerfood

Vegetable Spring rolls, Risotto balls, Mini quiches, BBQ chicken wings,
Salt & pepper squid, Tempura prawns, Duck and plum spring rolls,
Gourmet mini meat pies, Satay chicken skewers

\$35.00 per person

Minimum of 40 pax

Includes freshly brewed tea & coffee

Gluten free dishes = GF Gluten free option available = GFA

Choose either:

3 hot canapés, 3 cold canapés & 2 substantial canapés
OR

All items on fingerfood menu plus 2 substantial canapés

Additional hot or cold canapes - \$3.00pp each

Additional substantial canapes - \$7.50pp each

Something for Dessert

Plated menu - \$10.00 per person

Select 2 options to be served alternatively

Pecan pie with caramel sauce and double cream

Caramel sticky date pudding with butterscotch sauce and toffee shard

Vanilla panacotta with blueberry compote GF

Chocolate salted caramel tart with ganash and cream

Banana cream pie with passionfruit coulis and double cream

Dessert station - \$12.00 per person (minimum of 40 pax)

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

Your wedding cake

*Cut, individually plated, garnished with cream and berry coulis & served to guests at the table
\$3.00 per person*

*Cut and served on platters for guests to help themselves - side plates, napkins and spoons provided
\$25.00 (included in all set packages)*

*Side plates, napkins and knife provided for you to cut your own cake
Free of charge*

To accompany your cake

*Freshly whipped cream to accompany your cake
\$30.00 per bowl - feeds 30 pax*

*Bowl of berry coulis to accompany your cake
\$40.00 per bowl - feeds 30 pax*

*Fresh seasonal fruit platter
\$65.00 per platter - feeds 20-30 pax*

Children's menu

Under 12 years

Chicken nuggets and chips

Cheeseburger and chips

Fish and chips

Penne pasta with Napolitano sauce

\$10.50 per person

With ice cream for dessert - \$13.00 per person

Junior's menu

12 - 17 years

Chicken schnitzel with gravy served with fries and salad

Penne pasta with a bacon & mushroom cream sauce

Cheesy beef nachos topped with sour cream

\$18.50 per person

With ice cream for dessert \$22.00 per person



Optional extras

Balloons - \$245.00

100 helium balloons in your choice of colours with metallic ribbons

Set up of wedding items - \$100.00

Set up of your place cards, favours, seating plan, guest book & bridal party gifts on the day of your wedding

Additional fee's apply for set up of decorations, lolly buffets etc - POA

Delicious wedding cake including delivery

(Included in Forever package)

3 tiers (feeds up to 150 people) - \$700.00

2 tiers (feeds up to 80 people) - \$460.00

Photobooth package - \$875.00

Includes 4hr hire, unlimited double prints, video messaging, props, professional attendant, personalised message or logo, red carpet, bollards & rope, range of backdrop options, USB with all images from the night, delivery, set-up and pack-down.

Add a 50 page white leather photo album (recommended) - \$60.00

Data Projector and Screen - \$50.00

(Blue Water Function Room only)



Terms and Conditions - Weddings

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 – Deposit required - \$500.00. Bond required - \$500.00. **Total \$1000.00.**

Your chosen date can be held tentatively for seven (7) days. To confirm your booking please ensure a deposit of \$500.00 and a bond of \$500.00 is paid within the 7 day hold period, and a signed copy of these Terms and Conditions is returned to the Function Manager. If the deposit and bond are not received by the end of the 7 day holding period, your booking will be released. The \$500.00 deposit will come off the final payment for your function. The \$500.00 bond will be held to cover any damages that may occur and will be refunded in full by EFT or by cheque posted to you 7-10 business days after function date if no adjustments are necessary.

Please note the Damage clause included in this document.

Room Hire – Reception room hire is for a six hour period. This 6 hour period can include any hours between 9am – 11:30pm (Friday and Saturday) or between 9am – 9:30pm (Sunday-Thursday). Note bar and music are to cease 30 minutes prior to the function conclusion time. Additional fees apply if you wish to extend beyond the six hour agreement – price on application. The room hire fee is included in our Promise, Sweet Heart, Forever and Cocktail Packages.

Minimum numbers - A minimum of 50 guest are required to take a set package. For weddings with less than 50 guests please use the "Design your own package" see page 12. A minimum of 40 adults are required for the buffet, canape menu and the dessert buffet.

A minimum of 50 adult guests with a minimum \$800.00 spend on wedding menu catering is required to have the bar opened in the function room. If you do not meet these requirements the cost to have the bar opened in the function room is \$25.00 per hour (minimum 2 hours)

Confirmation of details – Final confirmation of all details will be due 21 days prior to the wedding. The number of guests attending at this time will be regarded as the final number and you will be charged accordingly, even if fewer guests attend the event. Addition of extra guests must be given and paid for a minimum of 48 hours prior to the function. Any changes to the confirmed set-up/ floor plan of the function room within 24 hours prior to the function may incur a fee. You are required to supply a copy of your seating plan to the Function Manager 21 days prior.

Payment of account –

Payment 1 - \$500.00 deposit and \$500.00 bond required at time of confirmation of booking = \$1000.00

Payment 2 - \$1000.00 payment required six months prior to wedding

Payment 3 - \$1000.00 payment required three months prior to wedding

Payment 4 - Full payment of remaining account balance is required 14 days prior to your function.

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)

Failure to make the above required payments by the due dates may result in your booking being cancelled. Please note in this case no refund of prior payments will be given.

Bar tab accounts are to be settled in full at the completion of your function by cash, credit card or Eftpos.

Catering – Special menu items are available on request and we are able to cater for guests with special dietary requirements e.g. Vegetarian, Vegan, Celiac, allergies etc – note: 21 days' notice of any special requests must be given. We are unable to cater for special diets advised of on the day of the event. Swansea RSL Club is fully licensed which prohibits the bringing of food and or beverages into the premises with the exception of a celebration cake e.g. Wedding / birthday cake. 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. Food and beverage items will be cleared from the function room a maximum of 1 hour after the initial serving time.

Function conclusion times – Functions on Friday and Saturday evenings must cease by 11:30pm. Our upstairs function bars will close 30 minutes prior to the function conclusion time. All music is to cease 30 minutes prior to the function conclusion time. Functions held Sunday – Thursday must cease at 9:30pm with bar and music concluding 30 minutes prior to the function conclusion time. The function room is to be vacated by all guests and organisers by the function conclusion time. This includes having packed up any of your personal items and decorations.

Beverage Packages - If you are selecting a beverage package all adults attending must go on the same package regardless of the personal circumstances (eg: religious beliefs, pregnancy etc). A minimum of 50 adult guests required for a Beverage Package.

Ceremony decorations – In the case of extreme wind, for safety reasons it may not be possible to erect the arch/ arbour.

Smoking Policy – Smoking (including E cigarettes/ vaping) is not permitted inside the Club or on either of the upstairs balconies. Smoking is available in designated outside areas on the ground level of the Club. Smoking on the function balcony may result in the balcony being shut down during your event.

Decoration included in packages – The number of centrepieces allocated as part of our set packages is based on the minimum amount of tables required to seat all of your guests (based on 10 guests per table). Should you require additional guest tables, a surcharge will apply for additional table decorations.

Permissions – I acknowledge that Swansea RSL Club may take photographs of the Event and hereby give my express permission for the Club to use the media for promotional purposes.

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 may be able 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.

Swansea RSL Club enforces the *Responsible Service of Alcohol* Laws including the duration of any Beverage Package

The management of Swansea RSL Club reserves the right to

1. Refuse service and remove from the premises any person believed to be intoxicated by alcohol or drugs
2. Implement a one drink per person policy.
3. Close the bar and terminate a function if guests do not practice responsible service of alcohol.
4. Refuse service and remove from the premises any person who is abusive or aggressive to staff or other patrons
5. Terminate the function if the host fails to comply with the licensing laws or is unable or unwilling to be responsible, present and able to liaise with staff regarding any issues throughout the function.

Public Holidays – A surcharge of 10% of the amount of your total account will be added to bookings held on public holidays.

Decorations – You are more than welcome to decorate your function 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 scatters, rice, polystyrene balls or the like are not permitted on the premises. **A cleaning fee of \$100 will apply if this request is ignored. All candle flames must be enclosed.** Naked flames are not permitted. The staff of Swansea RSL Club will take all possible care in looking after guests 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 decorating and when any decorations left on premises after a function must be collected. Swansea RSL Club staff take no responsibility for the decorating of the event space, unless prior arrangements have been made or if decorations have been ordered directly through us. Any decorations/ items supplied by yourself or a third party must be packed up at the conclusion of the function. **Failure to do this may result in part of your bond being kept to cover additional staff wages.** In most cases items will be able to be left over night and collected the following morning. Please confirm with the Function Manager when items must be removed by.

Cakes – Please note that the staff of Swansea RSL Club take no responsibility for the setting up of your wedding cake. Your wedding cake should be delivered and fully assembled on the cake table provided a minimum of 1 hr prior to the reception start time. Note: Cakes must be delivered on the day of the wedding. Swansea RSL Club does not store cakes overnight. Any leftover cake must be collected within 24 hours of the function.

Wedding cake booked through us – If you wish to make any upgrades to the wedding cake which requires an additional cost, this payment is to be made directly to the cake supplier.

Additional items – It is the responsibility of the client to set up any additional items (not provided by Swansea RSL or Cupids Corner) in the function room such as place cards, favours, decorations, seating plan, flowers etc.

Supplying your own DJ/ Entertainment - If you are providing your own DJ or Entertainment a copy of their Public Liability Insurance must be provided to the Function Manager a minimum of 21 days prior to the function. If this is unable to be provided the DJ/ Entertainer must sign a waiver form which will also be due a minimum of 21 days prior to the function. DJ/ Entertainer is to confirm any equipment that is required to be provided by the venue eg: table for equipment, chair, access to power etc. a minimum of 21 days prior to function. **All DJ's/ Entertainers must be set up and have sound check completed a minimum of 15 minutes prior to the function start time. DJ's/ entertainers are not permitted to bring in and set up their equipment once guests have entered the function room. DJ's/ Entertainers must not pack up/ remove equipment until the confirmed function conclusion time (after guests have vacated the room).** Please ensure your entertainer(s) are aware of the set up/ pack down times.

Due to the glass panelling in Charmers Function Room electric guitars/ instruments and drum kits will not be permitted to entertain in this area. Other entertainment is permitted – please check with the Function Manager.

Children – Children are welcome to attend your function. Please note that children must be supervised by an adult and stay inside the function room at all times. Unsupervised children will not be permitted to stay in the venue.

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

Undesirable behaviour – Undesirable behaviour including offensive language, disrespect to staff members, dangerous behaviour or illegal activities will not be tolerated. Any guests partaking in undesirable behaviour will be removed from the venue.

Safety – For safety reasons drinks are not permitted on the dancefloor. Music will be ceased if guests fail to abide by this request.

In house DJ & Photobooth bookings – If you require a DJ or Photobooth to be booked by Blue Water Function Centre either as part of your package or separately, notice must be given to the Function Manager at your earliest convenience to ensure availability. A surcharge may apply if we need to outsource the booking to a company who is not our preferred choice. Please note that DJ's & photobooth attendants booked through Blue Water Function Centre require a trade meal to be provided for them during the function.

Itinerary – You will work with the Function Manager to design an itinerary for your event which will be provided to you on a run sheet prior to the function and our staff will help to keep you on schedule throughout your function. Our staff are rostered around these confirmed times. Please note that requests to change the itinerary during the event may not be possible.

Access to the function room – Access time to the function room to decorate/ set up any items you are providing will depend on what other function business we have on the day of/ day before your wedding. The Function Manager will confirm with you when you will have access to the room. No one (organisers or guests) are permitted inside the function room the hour prior to the function start time unless prior arrangements have been made with the Function Manager.

Outside contractors – All out sourced contractors such as decorators, DJ's, entertainment, photoboos etc must have their own public liability insurance. A copy of contractor's public liability must be supplied to Swansea RSL Club at least 21 days prior to the function. Contractors must be fully set up in the function room 15 minutes prior to the function start time. They will not be permitted to set up once guests have entered the room. They must not pack up/ remove equipment until the confirmed function conclusion time (after guests have vacated the room). Please ensure your contractors are aware of the set up/ pack down times.

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. Should any damages occur your \$500.00 bond may be forfeited. Additional charges may be incurred for substantial damage.

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 show 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. Please ensure that your guests bring photo ID.

Cancellation – Cancellation of your function must be notified in writing.

Cancellation 12 months or more prior to function - \$500.00 cancellation fee applies. Any additional payments will be refunded

Cancellation 6-12 months prior to function - \$1000.00 cancellation fee applies. Any additional payments will be refunded.

Cancellation 121-180 days prior to function - \$1500.00 cancellation fee applies. Any additional payments will be refunded.

Cancellation 91-120 days prior to function - \$2000.00 cancellation fee applies. Any additional payments will be refunded

Cancellation 29-90 days prior to function – \$2500.00 cancellation fee applies. Any additional payments will be refunded

Cancellation 15-28 days prior to the event – \$3000.00 cancellation fee applies. Any additional payments will be refunded.

Cancellations 14 days prior to the event – you will be liable for full payment of the organized final account.

Responsibility – As the client signing this contract you agree to be responsible, present and able to liaise with staff regarding any issues throughout the function. Failure of the signing party to be responsible and present during the event may result in the event being terminated.

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 including the actions of my guests and to abide by these Terms and Conditions.

Signature _____ Membership number _____

Date signed _____ Function date _____

BOND REFUND

Please advise how you would prefer to receive your bond refund.

Deposited into your bank account. Please provide the following details:

Bank: _____

BSB number: _____

Account number: _____

Account Name: _____

Posted to you as a cheque. Please provide the following details:

Name cheque to be made out to: _____

Address cheque to be sent: _____