



Blue Water Function Centre Wedding Packages

Celebrate your love at Blue Water Function Centre, a breathtaking waterfront wedding venue located on the first level of Swansea RSL Club. Overlooking the sparkling Swansea Channel with sweeping views across Lake Macquarie and the ocean, our elegant space provides the perfect romantic setting for your special day. With exceptional cuisine, personalised service, and stunning water views, we create unforgettable wedding celebrations from "I do" to the final dance.

Our Function Room's

Your Wedding at Blue Water Function Centre

At Blue Water Function Centre, we believe every love story is unique, and your wedding celebration should be too. With stunning waterfront views, versatile event spaces, and thoughtfully curated wedding packages, we offer the perfect setting for a day that reflects your style, vision, and personality.

Our wedding packages have been designed to make planning simple and enjoyable, while still giving you the flexibility to create a celebration that feels truly your own. Whether you are dreaming of an intimate gathering or a grand reception, our team is here to help bring every detail together seamlessly.

Set Wedding Packages

Promise, Sweethearts, Forever

For couples wanting to enjoy the excitement of planning without the stress, our value-added set wedding packages are the perfect choice. Each package has been carefully designed to include the essential elements of your reception, while allowing room for personal touches and styling. With four beautiful options available to suit a range of budgets, you are sure to find a package that complements your dream wedding.

Blue Water Function Room

Located just metres from the edge of the Swansea Channel, the Blue Water Function Room offers a breathtaking waterfront setting for your wedding reception. Its grand undercover balcony provides the perfect space for guests to take in the sparkling water views, while inside, the room features full bar facilities, private amenities, air conditioning, audio-visual capabilities, and ample space for a large dancefloor. The room can accommodate up to 180 guests for a seated reception.

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.

Blue Water Lounge

Perfect for smaller celebrations, Blue Water Lounge and its adjoining grand undercover balcony offer a relaxed yet elegant setting for weddings of up to 60 guests. Featuring beautiful waterfront views, air conditioning, private bar facilities, and audio amenities, this space is ideal for intimate receptions with family and friends.

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.

Outdoor Ceremonies

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), Pirrita 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.



Illawong Park



Eddie Charlton Reserve



Caves Beach



Caves Beach - headland, viewing platform

Outdoor Ceremony Packages

Outdoor Ceremonies

All packages \$950.00

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

Ceremony decorations – Extreme Weather Terms & Conditions

While every effort will be made to create your ceremony setting exactly as planned, some décor elements may be affected by weather conditions. In the event of strong winds, the ceremony arch/arbours may not be able to be erected for safety reasons. If recent rain results in wet or muddy ground, the aisle runner may also not be suitable for use.

Thank you for your understanding as we always prioritise the safety and comfort of you and your guests while still creating a beautiful ceremony setting

Optional Extras

Use of Charmers Function Room or Blue Water Lounge/ Balcony as a wet weather back up
\$350.00

Please note: Ceremony packages do not include the required Council Permit.

Clients are required to contact Lake Macquarie Council directly on (02) 4921 0333 to arrange and obtain the necessary permit for use of public spaces.

Please be aware that obtaining a Council Permit does not guarantee that the lawns will be mowed or maintained in the days leading up to your wedding. We recommend confirming this directly with the Council when submitting your application.

Additional charges may apply through Council should you request extra services such as lawn mowing or grounds maintenance.

Onsite Ceremony Packages

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 Balcony

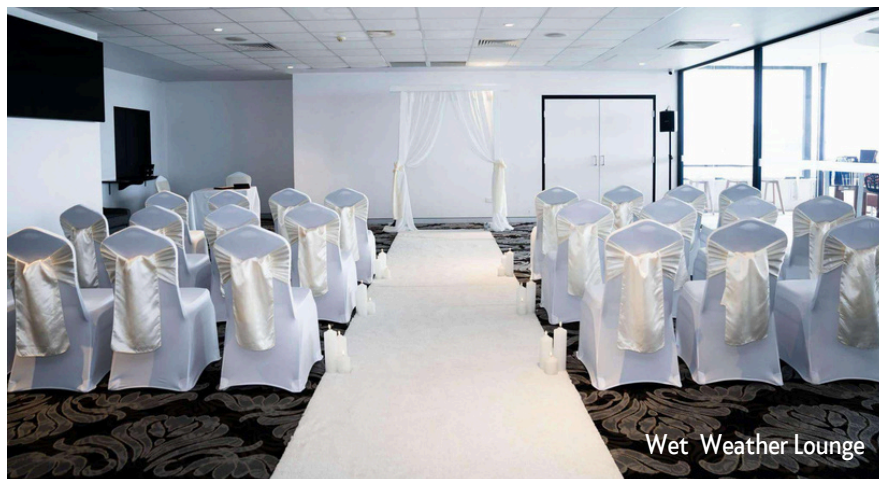
Only meters back from the water, the brand-new undercover balcony attached to Blue Water Lounge makes for a spectacular ceremony location. In the case of adverse weather, the ceremony can be held inside Blue Water Lounge.

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.

Wet weather Back Up- Blue Water Lounge/ Charmers Room - \$350.00
Or \$300.00 if booked in conjunction with one of our Outdoor Ceremony Packages

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, a minimum of 2.5 hours' notice must be given 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 to the reception beginning to allow time to pack down and reset the reception space.

Fresh rose petals not permitted.

Onsite Ceremony Packages

On site ceremony packages

"I do" package - \$500

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 - \$800.00

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 - \$985.00

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 white arbour



Wedding Package Overview

Inclusions	Promise Package	Sweetheart Package	Forever Package
Room Hire	6 Hours	6 Hours	6 Hours
Linen	White tablecloths & napkins	White tablecloths & napkins	White tablecloths & napkins
Bridal / Cake / Gift Table Skirting	Included	Included	Included
Mirror Cake Table	Included	Included	Included
Arrival Drinks	Champagne	Champagne	Champagne
Arrival Catering	Cheese & antipasto platters	Cheese, antipasto & hot finger food platters	Chef's selection of canapés
Main Catering	1 Course Buffet (2 meats & 3 sides)	2 Course Plated Meal (Menu 1)	2 Course Plated Meal (Menu 1)
Tea & Coffee Service	Included	Included	Included
Wedding Cake Service	Cake cut & served	Cake cut & served	Cake included & served
DJ Entertainment	5 Hours	5.5 Hours	5.5 Hours
Dance Floor	Included	Included	Included
Microphone & Lectern	Included	Included	Included
Chair Covers	White or Black	White or Black	White or Black
Decorative Chair Sash	Included	Included	Included
Centrepieces	Promise Range	Coast Event Standard	Coast Events Deluxe
Bridal Table Backdrop	Optional Extra \$435.00	Chiffon & fairy light backdrop	Chiffon & fairy light backdrop
Love Light	Optional Extra \$ 350.00	Optional Extra \$ 350.00	
Bridal Table Styling	—	Table runner	Table Runner
Ceiling Draping	—	—	Chiffon & fairy light ceiling draping
Wishing Well	Included -Swansea RSL	Included Swansea RSL	Choice of wishing well
Seating Plan Easel & Frame	—	—	
Wedding Cake Included	—	—	

Proposed Wedding Timeline

The following timelines provide a guide to help you visualise the flow of your wedding day. Our wedding coordinator will work with you to tailor the timeline to suit your ceremony time and reception style.

Sunday – Thursday Weddings	Friday – Saturday Weddings
Ceremony	Ceremony
2:00 pm – Ceremony begins	3:00 pm – Ceremony begins
3:00 pm – Ceremony concludes	4:00 pm – Ceremony concludes
Reception Arrival	Reception Arrival
4:00 pm – Reception space opens to guests	5:00 pm – Reception begins
Music begins & canapés served	Canapés and arrival champagne served in lounge
4:45 pm – Bridal party arrive at club	5:30 pm – Guests move to tables, bridal party arrive
4:50 pm – Bridal party enter reception	5:45 pm – Bridal party enter reception
Dinner Service – 2 Course Wedding	Dinner Service – 2 Course Wedding
5:00 pm – Entrée served	6:15 pm – Entrée served
5:45 pm – Main course served	7:00 pm – Main course served
Dinner Service – Buffet Wedding	Dinner Service – Buffet Wedding
5:00 pm – Buffet service begins	6:15 pm – Buffet service begins
5:45 pm – Buffet service concludes	6:45 pm – Buffet service concludes
Reception Formalities	Reception Formalities
Speeches	Speeches
Cake cutting	Cake cutting
First dance	First dance
Wedding cake served on platters	Wedding cake served on platters
Tea & coffee station opens	Tea & coffee station opens
Evening Concludes	Evening Concludes
9:00 pm – Bar closes	10:30 pm – Bar closes
9:30 pm – Function concludes	11:00 pm – Function room closes

Function Timing Notice

Sunday – Thursday Functions must conclude by 9:30 pm, with bar service closing 30 minutes prior to the function finish time.

Friday – Saturday

Functions must conclude by 11:00 pm, with upstairs bars closing 30 minutes prior to the function finish time. Music must cease 30 minutes prior to the function conclusion time.

Promise Wedding Package

Promise Wedding Package

Celebrate your special day with our Promise Wedding Package, thoughtfully designed to create a beautiful and seamless reception experience for you and your guests. This package combines elegant styling, quality catering and professional entertainment, allowing you to relax and enjoy every moment of your celebration.

Your reception includes 6 hours exclusive room hire in your preferred function room, complete with crisp white linen tablecloths and napkins to create a timeless and elegant setting. The bridal, cake and gift tables are beautifully presented with white skirting, while a mirror-faced cake table provides the perfect display for your wedding cake.

Upon arrival, your guests will be welcomed with champagne service alongside cheese and antipasto platters, creating a warm and inviting start to your celebration. Your reception continues with a delicious one-course buffet, featuring a selection of two meats and three sides, followed by freshly brewed coffee and a selection of teas. Your wedding cake will be professionally cut and served on platters for guests to enjoy.

The room is styled with elegant white or black chair covers, complemented by decorative satin or organza chair sashes in your choice of colour, and a selection of centrepieces from our Promise Package range. .

For speeches and formalities, a microphone and lectern are available for your use. When it's time to celebrate, your guests can enjoy the parquet dance floor, while a professional DJ provides five hours of entertainment, ensuring the dance floor stays lively throughout the evening. The Promise Wedding Package offers the perfect balance of elegance, value and convenience, giving you the freedom to personalise your celebration while we take care of the details that make your wedding reception truly memorable.

Number of guests	100+	90-99	80-89	70-79	60-69	50-59
Package cost	\$77.00pp	\$80.00pp	\$81.50pp	\$84.00pp	\$92.00pp	\$99.00pp

MC Service	\$200.00
Upgrade to canapes served on arrival	\$8.00pp
Add served entrée	\$14.00pp
Additional DJ hours	\$200.00 per hour

Sweethearts Wedding Package

Celebrate your special day with our beautifully designed Sweetheart Package, offering the perfect balance of elegance, style and value while including all the essentials for a memorable wedding reception.

Enjoy 6 hours of room hire in your preferred function room, styled with crisp white linen tablecloths and napkins, along with white skirting for the bridal, cake and present tables. Your cake will be showcased on a mirror-faced cake table, creating a stunning focal point for your reception.

Upon arrival, your guests will be welcomed with champagne, accompanied by a selection of cheese, antipasto and hot finger food platters. Your reception dining experience will feature a two-course plated meal from Menu 1, followed by freshly brewed coffee and a selection of teas. Your wedding cake will also be cut and served on platters for your guests to enjoy.

To help create the perfect atmosphere for your celebration, the package includes use of a microphone and lectern for speeches, a professional DJ for 5.5 hours, and a dance floor so you and your guests can celebrate the night away.

The room will be beautifully styled with elegant white or black chair covers with decorative sashes in your choice of colour, table runners for the bridal table, and your choice of centrepieces from a wide range of styles. A romantic chiffon and fairy-light curtain backdrop behind the bridal table, finished with your choice of black or white swagging, completes the setting.

To finish the look, a white wishing well is also included for your guests' cards and well wishes.

Number of guests	100+	90-99	80-89	70-79	60-69	50-59
Package cost	\$103.50pp	\$108.00pp	\$111.50pp	\$115.00pp	\$119.50pp	\$126.00pp

MC Service	\$200.00
Add plated dessert	\$14.00pp
Additional DJ hours	\$200.00 per hour

Forever Wedding Package

Our Forever Wedding Package has been thoughtfully designed for couples wanting a beautifully styled reception with premium inclusions that create a truly unforgettable celebration. Enjoy 6 hours of room hire in your preferred function room, styled with white linen tablecloths and napkins and white skirting for the bridal, cake and present tables. Your wedding cake will be elegantly displayed on a mirror-faced cake table, creating a stunning focal point for your reception. On arrival, your guests will be welcomed with champagne, along with a chef's selection of canapés served throughout the room.

Your reception dining experience will feature a two-course plated meal from Menu 1, followed by freshly brewed coffee and a selection of teas.

A beautiful wedding cake is included, with an amazing three-tier cake for weddings of 80 guests or more, or a two-tier cake for weddings of 50-79 guests. Your cake will be cut and served on platters with freshly whipped cream and berry coulis to complement the flavours.

To create the perfect celebration atmosphere, the package includes use of a microphone and lectern for speeches, a professional DJ, and a dance floor for you and your guests to enjoy throughout the evening.

Your reception space will be elegantly styled with white or black chair covers with decorative sashes in your choice of colour, along with your choice of centrepieces from a wide range of styles. Each table can be finished with your choice of circular mirror, wooden round base, or table runner to complement your selected centrepiece.

The bridal table will be beautifully framed with a chiffon and fairy light curtain backdrop with your choice of black or white swagging, while chiffon and fairy light ceiling draping adds a romantic ambience throughout the room. For the bridal and cake tables, you may choose between black or white swagging with table runners or sequinned gold or silver cloths for an extra touch of glamour. Additional styling elements include your choice of wishing well, along with an easel and frame to display your seating arrangement, ensuring every detail of your reception is both elegant and memorable.

Number of guests	100+	90-99	80-89	70-79	60-69	50-59
Package cost	\$129.50pp	\$133.00pp	\$138.00pp	\$143.00pp	\$148.50pp	\$160.00pp

MC Service	\$200.00
Add plated dessert	\$14.00pp
Add love sign	\$350.00
Additional DJ hours	\$200.00 per hour

Promise Wedding Menu

Meat & Poultry

Porterhouse beef steaks with wild mushroom cream sauce GF

Thai Spiced Chicken GF

Pork scaloppini in a creamy mushroom and bacon sauce GF

Roasted beef sirloin with a red wine jus GFA

Roast Pork with apple sauce GFA

Spinach and ricotta tortellini w Mediterranean vegetable &
Neapolitan sauce

Mild Chicken Korma

Sides

Steamed seasonal vegetables GF

Creamy cheese and bacon potato bake GF

Oven Roasted Melody of Vegetables

Steamed rice GF

Fried rice GFA

Garden salad GF

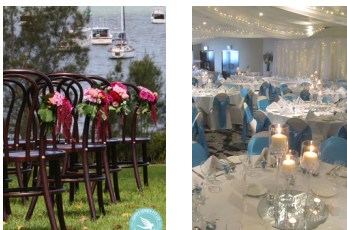
Caesar salad GFA

(Your choice of 2 mains & 3 sides)

Minimum of 50 adult guests.

Includes bread roll and freshly brewed tea & coffee
GF = Gluten friendly dishes GFA = Gluten free option available

Past Event Photos



Sweetheart/ Forever Wedding Menu

Entree

Moroccan Chicken Salad & Citrus Yogurt

Crispy Pork Belly Bites & Sticky Soy Sauce

Lemon Pepper Calamari, With lemon Wedge & garlic Aioli

Garlic prawns served on a bed of jasmine rice & lemon GF

Smokey Bacon Arancini Balls w Tomato Relish

Mains

(All Mains Served with Your Choice of 2 Sides from Sides menu)

Marinated chicken breast Served With your Choice of Sauce and sides

- Basil Pesto Sauce
- Creamy bacon & mushroom sauce

Slow Cooked Braised lamb shank

Roasted Pork Sirloin

Vegetable Stack- layered seasonal vegetables Finished with Herb oil

200g Grain fed Sirloin served with your choice of Sauce

- Bearnaise Sauce
- Red Wine Jus

Herb Crusted Orange Roughy

Side Dishes

Roasted Medley of season Vegetables

Rosemary Chat Potato's

Creamy Mashed Potato's

Steamed seasonal Greens

House Rocket Salad w Honey Mustard Dressing

Includes bread roll and freshly brewed tea & coffee

GFA = Gluten friendly option available, Please select two choices from each course to be served alternatively

Past Event Photos



Dessert Options

Your wedding cake

Cut, individually plated, garnished with cream and berry coulis and served to guests at the table

\$4.00 per person

Cut and served on platters for guests to help themselves side plates, napkins and spoons provided

\$30.00 (included in all set packages)

Side plates, napkins and knife provided for you to cut your own cake

Free of charge

Plated menu - \$14.00 per person

Select 2 options to be served alternatively

Pecan pie with caramel sauce and double cream

Caramel sticky date pudding with butterscotch sauce

Vanilla panacotta with blueberry compote GF

Banana cream pie with passionfruit coulis and double cream

Peach & passionfruit cheesecake GF

Children's Menus

Children's Menu Under 12 years

Chicken nuggets and chips

Cheeseburger and chips

Fish and chips

Mel Rose Cakes



	Promise Package	Sweetheart Package	Forever Package
Kids	\$52.00	\$82.00	\$105.00

Bar Options

To have the private bar open and serviced in your function room you must have a minimum of 50 adult guests with a minimum \$800.00 spend on function menu catering.

If you do not meet these requirements and wish to have the private bar in the function room open the cost is \$30.00 per hour (minimum 3 hours)

You are welcome to organise a Bar Tab with the Function Manager prior to the function, with your nominated \$ limit and inclusions.

Payment of the bar tab is due at the conclusion of the function.

Alternatively, guests can purchase their own drinks.

TAP BEER

Carlton Dry 3.5
Great Northern Super Crisp 3.5
Carlton Draught
Toohey New
Toohey Old
Victoria Bitter
Carlton Dry
Balter XPA

BOTTLE BEER

Hahn Premium Light
Cascade Light
Corona
Hahn Ultra Crisp G/F
Hahn Super Dry
Pure Blonde
Tooheys Extra Dry
150 Lashes Pale Ale
Tooheys

SPARKLING

Leonard Road Brut Cuvee
200ml Varieties

WHITE WINE

Leonard Road Semillon Sav Blanc
Leonard Road Chardonnay
Chalk Hill Moscato
Rhythm & Rhyme Rose
Okiwi Bay N/Z Sav Blanc
Tamburlaine Verdelho

RED WINE

Leonard Road Cab Merlot
Leonard Road Shiraz

RTD CIDERS & COOLERS

Jim Beam & Cola can
Jack Daniels & Cola can
Canadian Club & Dry can
James Squire Ginger Beer
Hard Rated Lemon
Hard Rated Lemon & Lime
Vodka Cruiser
West Coast Cooler
Somersby Apple Cider
Somersby Pear Cider

SPIRITS

Bacardi
Gin
Vodka
Dewars Scotch
Johnny Walker
Baileys
Midori
Malibu
Tequila
Captain Morgan Spiced Rum
Alize
Kahlua
Tia Maria
Southern Comfort
Bundaberg Rum
Jack Daniels
Jim Beam

SOFT DRINKS

Large variety of soft drink available

Past Event Photos



Confirming Your Wedding - Blue Water Function Centre

We are delighted you are considering celebrating your wedding with us.

To ensure a smooth and enjoyable planning journey, please follow the steps below to secure your booking and guide you through the lead-up to your special day.

Secure Your Date

1. Booking Confirmation

Please send an email confirming your booking to the Function Manager including:

- Full names of both clients:
- Residential address:
- Contact phone numbers of both clients
- Email addresses of both clients
- Emergency contact person and phone number

Once received, we will forward our Terms & Conditions for your review and signature.

2. Deposit & Bond

To confirm your booking, the following payment is required within 7 days of receiving your confirmation documents.

Wedding Payment Schedule

Payment Stage	Amount	Due
Booking Confirmation	\$1,000	\$500.00 Deposit \$500.00 Bond- Due within 7 days of receiving your confirmation documents.
6 Months Prior	\$1,000	Progress Payment
3 Months Prior	\$1,000	Progress Payment
14 Days Prior	Remaining Balance	Final Payment

Your Wedding Planning Timeline

To help keep everything organised and stress-free, we recommend following the timeline below.

6 – 12 Months Before Your Wedding

Select your wedding package, Once chosen, please advise the Function Manager so we can organise any included suppliers such as your DJ.

Sweethearts & Forever Packages

Book a styling appointment with, Your function Manager to view the range of decor elements included in your selected package

Forever Package / Optional Wedding Cake Arrange a consultation and cake tasting with:
Melrose Cakes 0407 427 099

10 Weeks Before

Schedule a planning meeting with the Function Manager to review your wedding plans and ensure everything is progressing smoothly before the final meeting.

3 Weeks Before Final Planning Meeting

This meeting ensures every detail of your reception has been confirmed for a seamless wedding day. During this meeting we will: Finalise your floor plan, Confirm menu selections, Record dietary requirements Confirm your reception timeline Confirm final guest numbers, These numbers will be the final catering numbers and will be invoiced accordingly.

Please Bring to Your Final Meeting

- Final guest numbers broken down into:
Adults | Children | Teens
- Public Liability Insurance from external suppliers

If booking an Outdoor Ceremony Package, please also provide:

- A copy of your Council permit
- Photos of the exact ceremony location

Your music request form must also be returned to the DJ prior to this meeting.

Following this meeting your final invoice will be issued.

Your Wedding Day

Relax and enjoy every moment of your celebration while our experienced team ensures everything runs perfectly.

Should you have any questions or require assistance at any stage during your planning journey, our team is always here to help.

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 six-hour period 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, Sweetheart, Forever and Cocktail Packages.

Minimum numbers - A minimum of 50 guest is 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 is 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 \$35.00 per hour Monday To Friday \$41.00 Per hour Saturday \$ 48.00 Per hour Sunday (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, we can 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 bringing food and or beverages onto 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 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.

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 centerpieces allocated as part of our set packages is based on the minimum number 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:

- Current members (membership card must be shown)
- Temporary member (those who live outside 5km radius of the Club. Must show residential ID and sign in)
- 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:

Account Name: _____

BSB number: _____

Account number: _____


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

Name cheque to be made out to: _____

Address cheque to be sent: _____



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