

Special Occasions
Conferences & Corporate
Celebrations of Life
Community Events & Presentations







183 Cranbourne Rd, Frankston, Vic 3199 Function Coordinator - Susan Ph: (03) 8792 4411 (Direct Line) e: functions@frankstonrsl.com w: frankstonrsl.com.au



## Introduction

The Frankston RSL has two contemporary function rooms perfect for your event. Simpson I Function room is ideal for accommodating 80 to 140 guests for a seated style or 100–160 guest for Cocktail. Simpson II Function room is available for a more intimate affair from 60 to 80 guests.

If you are planning a larger function, we have our full Simpson room, accommodating from 150 to 250 guests for seated style, 160 to 300 Guests cocktail Style or 270 guests as a theatre style event.

Planning your next conference, workshop, meeting, training session, awards or presentation event will be a breeze with accommodating from 20 to 270 delegates.

Our Function rooms offer maximum flexibility in your choice of layout to suit your requirements. Simpson II and Full Simpson rooms have their own outdoor heated balcony area and private amenities.

Our Executive Chef has developed catering packages with all your traditional favourites as well as modern dishes. Frankston RSL can also supply you any recommendations and assistance of additional services such as decorative pieces and entertainment needs.

Whether you're planning a celebration, awards event, conference, presentation, or end of season event, our experienced Functions Coordinator will be on hand to help you every step of the way.

We invite you to visit us and view our function rooms. You can also do a virtual tour through our website: frankstonrsl.com.au

To make an appointment or to discuss your function further, please contact our Function Coordinator, Susan on

P: (03) 8792 4411 or

E: functions@frankstonrsl.com.au.









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# **Function Room Hire Costs & Capacity Limits**

ROOM HIRE*	FULL SIMPSON	SIMPSON I	SIMPSON II
MON - THU	\$400	\$300	\$250
FRI - SUN	\$500	\$400	\$350

CAPACITY	FULL SIMPSON (MIN / MAX)	SIMPSON I (MIN / MAX)	SIMPSON II (MIN / MAX)
SIT DOWN WITHOUT DANCEFLOOR	130 / 250	90 / 150	60/ 90
SIT DOWN WITH DANCEFLOOR	130 / 230	90 / 130	60 / 80
COCKTAIL	160 / 300	100 / 200	60 / 100
THEATRE	<b>170</b> / <b>270</b>	100 / 170	60 / 100

Frankston RSL Service, Affiliate & Social members will receive 10% off all function room hire only charges.

Upon quoting of valid Service, Affiliate & Social membership number

NB: Function finishing times subject to venue closing times.

<sup>\*</sup>Room hire rates are based on 5 hours with catering packages included (additional hours of hire P.O.A.)

<sup>\*</sup>Security Guard/s required for all after 5pm functions (P.O.A.)

<sup>\*</sup>POA for functions booked on a Public Holiday



# Sit Down & Cocktail Style Function

### Included in function room hire charges:

- · Frankston RSL team support
- · Floorplan to suit
- Personalised menus
- Fully functional and private bar
- · Complimentary self-serve tea and brewed coffee
- Stage (Simpson I or Full Simpson only)
- · Dance floor (on request)
- · White or black linen tablecloths
- · White linen napkins or your choice of coloured paper napkins
- · Celebration cake table with cake knife & self-serving equipment
- Hire of the RSL laptop (subject to availability)
- · Projector, screen, lectern and roaming microphone
- Access to in room sound system (AUX connection only)
- Balcony and amenities (Full Simpson and Simpson II only)
- · Onsite car parking

Security Guard/s required for all after 5pm Functions (P.O.A)

### Optional Extras P.O.A.

- · Chair covers and sash
- Balloons
- · Photo booth
- Staffed DI







# Sit Down Style Menu Packages

2 Courses - \$42 \*per person (alternative serve)

3 Courses - \$52 \*per person (alternative serve)

### Entrees: choose 2 entrées for alternative serving

#### Chilli Salted Calamari (GF)

Crispy fried calamari on an Asian salad finished with chilli

#### Moroccan Spiced lamb (GF)

Slices of lamb with a preserved lemon and tomato jam and harissa mayo

#### Chorizo Albondigas

Meatballs in a tangy tomato sauce presented on a risoni cake with paprika sour cream

#### Sticky Pork Belly (GF on request)

Korean style pork belly served with kimchi and fried noodles

#### King Prawns (GF)

Whole prawns wrapped in prosciutto finished with a papaya and mango salsa

#### Karaage Chicken (GF on request)

Soy and ginger infused fried chicken pieces with wasabi mayo and pickled cucumber salad

#### Vegetarian Tart (V)

Beetroot, balsamic caramelised onions, and gruyere cheese in a puff pastry shell

### Mains: choose 2 mains for alternative serving

#### Lamb Shoulder

Slow cooked in a red wine, tomato and herb broth served on a pearl cous cous salad

#### **Duck Breast (GF)**

On a roasted root vegetable medley, roasted truss cherry tomatoes and a redcurrant glaze

#### Barramundi Fillet (GF)

Oven baked served on a bed of sauteed Asian veg finished with a Thai red curry sauce

#### Josdale Angus Rump (GF)

On potato rosti, heirloom baby carrots, herbed green beans and horseradish butter

#### Pork Cutlet, (GF)

Lemon myrtle and parmesan crusted with poached apple and a fennel, red cabbage slaw

#### Chicken Fillet

Stuffed with prosciutto, bocconcini, sundried tomatoes on a bed of roasted kipfler potatoes and broccolini finished with a basil velouté

#### Veal Medallion (GF)

Backstrap of veal cooked medium with a creamy garlic mash, sage, and bacon jus

#### Jerk Chicken (GF)

Maryland of marinated chicken chargrilled and served on a bed of black bean rice, topped with a fresh pineapple salsa

#### Tuna Fillet

Sesame crusted, cooked rare on a soba noodle salad, pickled ginger and a miso ginger sauce

### Desserts: choose 2 desserts for alternative serving

#### Tiramisu Pannacotta (GF on Request)

Amaretti biscuits, mascarpone, and chocolate shavings

#### Toblerone Cheesecake (GF)

With double cream and mixed berry compote

#### **Profiteroles**

Custard filled, with a rich chocolate sauce, cream, and fresh strawberries

#### Chocolate pudding

Served warm with vanilla ice cream and macerated strawberries

#### Lemon Curd Pavlova (GF)

Served with fresh fruit, whipped cream, passionfruit coulis and lemon curd

#### Flourless Orange Cake (GF)

With caramelised almonds and double cream

#### **Additional Grazing Platters**

- Seasonal Fruit platter selection seasonal fruit \$8.00 per person
- Cheese platter selection of Australian cheeses, served with dried fruits and crackers \$9.00 per person
- Antipasto platter Chef selection of marinated vegetables, cold meats and crackers \$9.00 per person

\*Prices based on guests over 12 years old \*10% surcharge applies on Sunday

# Cocktail Style Menu Packages

# Silver cocktail package: \$22.00\* per person. Includes one of each:

- · Chef selection mini beef pies
- · Chef selection mini-sausage rolls
- · Chipotle mini beef meatballs
- · Satay chicken skewers (GF)
- · Lamb Rogan Josh mini-samosas
- · Thai mini-fish cakes (GF)
- · Mini vegetarian dumplings (V)

# Gold cocktail package: \$30.00\* per person. Includes one of each:

- · Peking duck mini-spring rolls
- · Chorizo mini-meatballs (GF)
- · Chef selection gourmet mini pies
- · Mini vegetarian curry puffs (V)
- · Chicken, cheese, and bacon mini filos
- · Potato spun prawns (GF)
- · Chicken goujons

# Platinum cocktail package: \$40.00\* per person. Includes one of each:

- · Mini beef slider
- · California rolls
- · Vegetarian rice paper rolls (V) (GF)
- · Butter chicken Wellingtons
- · Beef and pomegranate Kibbeh
- · Garlic chicken balls
- · Spinach and cheese Sambousek (V)
- · Chicken and lemongrass koftas

\*Per person prices are for all attendees aged over 12 years
\*Final price based on confirmed attendance numbers 14 days prior to function
\*10% surcharge applies on Sundays

# Optional extras: available only in addition to pre-selected Cocktail packages

\$3.15 per person, per unit

- Chef selection mini beef pies
- Chef selection mini-sausage rolls
- Mini-Chipotle beef meatballs
- Satay chicken skewers (GF)
- Lamb Rogan Josh mini samosas
- Thai mini fish cakes (GF)
- Mini vegetarian dumplings (v)

\$4.30 per person, per unit

- Mini Peking duck spring rolls
- Mini Chorizo meatballs (GF)
- Chef selection gourmet mini pies
- Vegetarian curry puffs (v)
- Chicken, cheese, and bacon filo
- Potato spun prawns (GF)
- Chicken goujons

\$5.00 per person, per unit

- Mini Beef Slider
- California Rolls
- Vegetarian Rice Paper Rolls (v)
- Butter Chicken Wellingtons
- Garlic Chicken Balls
- Spinach & Cheese Sambousek (v)
- Chicken and Lemongrass koftas
- Beef and Pomegranate Kibbeh



## Children's Function Menu

\$17.50 per child (12 years and under)

Includes a 2-course one choice set menu.

Available for Sit Down & Cocktail style functions

### **Mains**

- Chicken parma & chips
- Gummy Flake & chips
- · Cheeseburger & chips
- · Linguini Napoletana (V)
- Salt and pepper Calamari & chips (GF)
- Chicken tenders & chips

### **Dessert**

- Chocolate mousse (GF)
- Frog in a pond (GF)
- Ice Cream with sprinkles (GF)

Please note: Children's mains served at time of first function course served

**GF** = **Gluten Free** 







# **Working Guests**

To accommodate your DJ's, photographers, bands etc, we can offer a limited selection bistro menu meal for \$30 per person. Please see our Function Co-Ordinator for the full menu and conditions at the time of your event.





# **Celebration of Life Function Packages**

We understand organising a Celebration of Life can be a difficult time. Our staff are here to assist you in any way.

We can offer you a variety of private function spaces, based on approximate guest numbers and requirements.

To take the ease off this difficult time, our team have prepared set packages to suit as best possible the likely expected guests attending.

Celebration of Life Ful	l Inclusion Package Options
50-60 Guests	Full Cost: \$1590.00*
60-80 Guests	Full Cost: \$1700.00*
80-100 Guests	Full Cost: \$1850.00*
100-160 Guests	Full Cost: \$2240.00*
160-200 Guests	Full Cost: \$2500.00*
200-300 Guests	Full Cost: \$3170.00*

\*Based on function room availability & size suitability <Not available Saturday's or Public Holidays <Sunday Functions: 10% surcharge added to full cost fee

Each Full Package includes*	Catering Menu Included
<ul> <li>&gt;3-hour private function room hire</li> <li>Pre-selected Finger food style catering, (quantity based on package selected)</li> <li>\$500 pre-paid house beverages only bar tab^</li> <li>Frankston RSL team support</li> <li>Private bar</li> <li>White Linen tablecloths</li> <li>Small vase with artificial flowers &amp; tall glass vases with candle</li> <li>Data projector &amp; screen (HDMI Connection only)</li> <li>Hire of FRSL laptop (subject to availability)</li> <li>Access to in room sound system (AUX connection only)</li> <li>Roaming hand-held microphones</li> <li>Lectern</li> <li>Wi-Fi access</li> <li>Memorial table(s)</li> <li>Easel for photo frame mounting</li> <li>Private heated balcony (Simpson II or full Simpson only)</li> <li>Private amenities (Simpson II or Full Simpson only)</li> <li>Onsite parking</li> </ul>	<ul> <li>request)</li> <li>Mini beef pies</li> <li>Chef selection mini sausage rolls</li> <li>Mini chipotle meatballs</li> <li>Mini cocktail spring rolls (v)</li> <li>Chicken gouions</li> </ul>

 $^{\wedge}\text{Pre-paid}$  Bar Tab begins at time of first guests' arrival. No refund on unused Prepaid Tab.

POA of \$500.00 Pre-paid bar tab removal for set packages

>Function Room Hire Fee: of Flat rate= \$300.00 (Included in each Full cost Package)

· All packages to be paid in full prior function date

v= Vegetarian

### Optional function catering extras (minimum 3 days notice):

- Grazing style Antipasto & cheese board: \$140.00 each
- Seasonal fruit platter: \$80.00 each
- Gourmet Petit Fours platter: \$105.00 each
- Homemade scones with berry jam & cream platter: \$105.00 each

 $<sup>^{\</sup>wedge}$  Once pre-paid bar tab reached \$500.00 limit; a new bar tab may be set up. Credit card required, to be paid on day of function.



# Corporate Meetings / Conferences / Presentations Function Room Hire, Capacity Limits & Inclusions

ROOM HIRE*	FULL SIMPSON	SIMPSON I	SIMPSON II
MON - THU	\$400	\$300	\$250
FRI - SUN	\$500	\$400	\$350

\*Room hire rates are based on up to 8 hours with catering packages included (additional hours P.O.A.)

#### \*Minimum 20 pax required for catered functions

\*POA for functions booked on Public holiday's

NB: Function finishing times subject to venue closing times.

· No catering ordered: \$200.00 no catering fee added

CAPACITY	FULL SIMPSON (MAX)	SIMPSON I (MAX)	SIMPSON II (MAX)
OPEN ROUND FRONT BANQUET	150	90	54
U- SHAPE	NA	72	40
CLASSROOM	120	72	48
HALL	168	96	72
THEATRE	270	170	100

### Included in function room hire charges:

- · FRSL team support
- Brewed fresh coffee & selection tea for full duration
- Iced water for full duration
- Note pads & pens (on request)
- · Head & registration tables
- · White linen tablecloths
- Data projector & screen (HDMI connection only)
- Hire of FRSL laptop (subject to availability)
- Access to in room sound system (AUX connection only)
- · Roaming hand-held microphones
- Lectern
- · Wi-Fi access
- · Awards/ display tables as required
- Whiteboard & markers (on request)
- Flipchart & markers (on request)
- Permanent stage (Full Simpson & Simpson I only)
- Private heated balcony (SII or full Simpson only)
- Private amenities (Simpson II or Full Simpson only)
- Onsite parking









# Corporate Meetings / Conferences / Presentations **Catering Packages:**

#### **Single Serve options:**

#### Morning Tea Only: \$9.50 per person

Includes mixed selection:

- Fresh seasonal fruit
- Warm Danishes
- Homemade scones with berry jam & cream

#### Afternoon Tea Only: \$9.50 per person

Includes mixed selection:

- · Fresh seasonal fruit
- Mini muffins
- · Petite cakes/ slices

#### Light Cold Lunch Only: \$21.00 per person

Includes mixed selection:

- · Sandwiches (Gluten free on request)

  - Vegetarian frittata
- · Fresh seasonal fruit platter



#### Full Hot and Cold Lunch Only: \$29.00 per person

Includes mixed selection:

- Mixed selection sandwiches (gluten free on request)
- Mixed selection wraps
- Mini beef pies
- Mini gluten free spinach and ricotta sausage rolls (V) (GF)
- · Assorted mini quiches
- Lamb Rogan Josh samosas
- · Spiced vegetarian sweetcorn fritters (V)
- Vegan & gluten free pumpkin arancini (VG) (GF)



#### **Combined Serve Options**

#### Morning Tea & Light Cold Lunch Option: \$27.40 per person

#### Includes mixed selection:

· Fresh seasonal fruit each food service

#### Morning tea:

- Homemade scones with berry jam & cream

- · Sandwiches (gluten free on request)
- Wraps
- · Vegetarian frittata

#### Light Cold Lunch & Afternoon Tea Option: \$27.40 per person

#### Includes mixed selection:

· Fresh seasonal fruit each food service

#### Lunch:

- · Sandwiches (gluten free on request)
- Wraps
- · Vegetarian frittata

#### Afternoon Tea:

- · Mini muffins
- · Petite cakes/ slices

#### Morning Tea & Full Hot & Cold Lunch Option: \$35.00 per person

#### Includes mixed selection:

· Fresh seasonal fruit each food service

#### Morning tea:

- · Warm Danishes
- · Homemade scones with berry jam & cream

#### Lunch:

- · Mixed selection sandwiches (gluten free on request)
- Mixed selection wraps Mini beef pies
- Mini gluten free spinach and ricotta sausage rolls (V) (GF)
- Assorted mini quiches
- · Lamb Rogan Josh samosas
- Spiced vegetarian sweetcorn fritters (V)
- Vegan & gluten free pumpkin arancini (VG) (GF)

#### Full Hot & Cold Lunch & Afternoon Tea Option: \$35.00 per person

· Fresh seasonal fruit each food service

#### Lunch:

- · Mixed selection sandwiches (gluten free on request)
- Mixed selection wraps
- · Mini beef pies
- Mini gluten free spinach and ricotta sausage rolls (V) (GF)
- · Assorted mini quiches
- · Lamb Rogan Josh samosas
- · Spiced vegetarian sweetcorn fritters (V)
- Vegan & gluten free pumpkin arancini (VG) (GF)

#### Afternoon Tea:

- Mini muffins
- · Petite cakes/ slices

#### Morning Tea, Full Hot & Cold Lunch & Afternoon Tea: \$43.00 per person

#### Includes mixed selection:

Fresh seasonal fruit each food service

#### Morning tea:

- · Warm Danishes
- Homemade scones with berry jam & cream

- · Mixed selection sandwiches (gluten free on request)
- · Mixed selection wraps
- Mini beef pies
- · Mini gluten free spinach and ricotta sausage rolls (V) (GF)
- · Assorted mini quiches
- · Lamb Rogan Josh samosas
- Spiced vegetarian sweetcorn fritters (V)
- Vegan & gluten free pumpkin arancini (VG) (GF)

#### Afternoon Tea:

- Mini muffins
- · Petite cakes/ slices

#### **Optional Extra For Any Service:**

- Antipasto & Cheese Platter @ \$160 each
- Gluten Free mixed selection 56-piece Sushi platter @ \$160 each
- Rice paper roll platters @ \$160.00 each: 56 pieces
- Soft drink jug @ \$16.00 each
- · Juice jug \$18.00 each



GF = Gluten Free V = Vegetarian

VG = Vegan

Individual dietary requests not available



# **Function Beverage Options**

#### Option 1:

#### 4-hour House Beverage Package

• \$52.50 per person over 18 years

#### Includes:

- House wine by the glass (150ml: red, white, sparkling, moscato)
- On TAP beer pot glass (heavy, light)
- Soft drink (post mix plus lemon, lime & bitters by the glass)
- Juice (by the glass)

#### 5-hour House Beverage Package

• \$60.00 per person over 18 years

- House wine by the glass (150ml: red, white, sparkling, moscato)
- On TAP beer pot glass (heavy & lite)
- Soft drink (post mix plus lemon, lime & Bitters by the glass)
- Juice (by the glass)

#### Option 2:

#### 4-hour Premium Beverage Package

• \$60.00 per person over 18 years

#### Includes:

- Premium wine by the glass (150ml: red, white, sparkling, moscato)
- On TAP beer pot glass (heavy, light)
- Soft drink (post mix plus lemon, lime & bitters by the glass)
- Juice (by the glass)

#### 5-hour Premium Beverage Package

\$67.50 per person over 18 years

#### Includes:

- Premium wine by the glass (150ml: red, white, sparkling, moscato)
- On TAP beer pot glass (heavy & lite)
- Soft drink (post mix plus lemon, lime & Bitters by the glass)
- Juice (by the glass)

#### Option 3:

#### **Bar Tab**

- Preset limit & duration
- Either open bar or House drinks options
- · Paid on consumption at end of function
- · Coloured bands given to selected guests for special drinks on request

#### Option 4:

#### All beverages at own guest cost

#### Please note:

- · Function beverage packages requests to be approved by venue management at time of function booking
- · Function beverage options & prices may change without notice and are subject to availability.
- Pot glasses only. Schooners & Pints not available from function room bars
- · Full Responsible Service of Alcohol rules applies for all function bars
- · Duty Manager may reserve the right to close the function bar at any time. No refund for unused beverage package given.
- Photo I.D required for all guests over 18 years to order & purchase alcohol at any bar within venue





Function Coordinator - Susan Ph: (03) 8792 4411 (Direct Line) e: functions@frankstonrsl.com

### **Function Terms & Conditions**

#### **FUNCTION MENU**

To ensure that we can cater for your function efficiently, it is essential that all menu details be finalised 14 days prior to your function. If you require dietary requirements for more than 10% of your group or make any changes after 14 days, you will incur a surcharge. Frankston RSL endeavors to accommodate requests for customers with food allergies, we cannot guarantee completely allergy-free meals due to the potential trace allergens in the working environment and supplied ingredients. Please note all Frankston RSL Kitchens & ingredient suppliers may not be Halal certified.

#### **FUNCTION CATERING**

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

#### FRANKSTON RSL MEMBERSHIP TERMS & CONDITIONS

Membership discount/points not applicable to Function Catering & Bar Tab payments

#### PRICE VARIATION

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

#### TENTATIVE BOOKINGS

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

#### FUNCTION ROOM HIRE DEPOSIT

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

#### **PAYMENT**

All social functions are to be paid in full 14 days prior to function date. Corporate function accounts are to be settled on conclusion of function via invoice, if not earlier as arranged. Payment by bank deposot, cash, Visa or MasterCard will be accepted. American Express not accepted.

#### RE-LOCATION OF FUNCTION

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

#### FINAL NUMBERS

For organizational purposes, we require the approximate number of guests at the time of booking. To ensure maximum efficiency, final numbers must be confirmed 14 days prior to the function. Final payment for catering and any beverage packages must be made at this time. Please note that the final numbers of confirmed guests is the number you will be invoiced for. Any changes made within 48 hours of your function will incur a 10% surcharge of your catering costs. If you decrease the attendance after the time, no refund will be made. Any increase of attendance be required, this is at the discretion of the Chef. Any owing balance to be paid prior to the function date.

#### ADDITIONAL EVENT DETAILS

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

#### CANCELLATIONS

In the event of a confirmed booking being cancelled more than 21 days prior to the event, 100% of the catering fee will be refunded, however all function room hire deposits are non-refundable. Cancellations made within 21 days of the event will be charged 100% of the catering costs. If unforeseen circumstances arise that prevents a function booking from occurring, the Frankston RSL reserves their right to cancel a function booking. Notification will be made as soon as possible and a full refund or credit on room hire deposit and any prepaid catering, and any finances paid will be settled within 30 days after the original function date.

#### FRANKSTON RSL FULL VENUE DRESS CODE

Not Permitted: Dirty work boots, tracksuit pants, bare feet, moccasins, Ugg boots, slippers, Stubby shorts, swimwear, overalls revealing untidy attires, inappropriately torn or dirty clothing, offensive motifs, bare midriffs, singlets, tank tops or muscle tops, hats, caps or beanie's (except for special circumstances). This code must be strictly adhered to for the Frankston RSL to maintain the quality it strives to achieve. Neat and casual is required at all times. Management reserves the right to refuse entry.

#### SECURITY GUARDS

Security Guards are mandatory at all night functions. The Frankston RSL reserves the right to provide adequate Security Guards to ensure the safety is met for all guests and staff. Upon confirmation of your final attendance, the final number of Security Guards required will be booked. The Security Guard/s cost is at your expense & price on application.



### **Function Terms & Conditions**

#### CLIENT ORGANISER

A 'go to' person within a function is required for Frankston RSL Staff to liaise with, this person will be required to support any requests, event running, and assistance required during the function in managing intoxicated patrons and any other issues

#### NOISE LEVELS

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

#### INDEMNITY & DAMAGES

The client will acknowledge responsibility for the conduct of guests and agree to indemnify the Frankston RSL Sub-Branch Inc. for any loss or damage to property during the event in addition to loss of merchandise or articles left in the club. The Frankston RSL Sub-Branch Inc. accepts no responsibility for any loss or damaged equipment. You are also responsible for any loss or damage to equipment hired on your behalf. All clients are reminded that they must vacate the premises within half an hour of the specified finishing time.

#### INSURANCE

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

#### LICENSING REQUIREMENTS

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

#### RESPONSIBLE SERVING OF ALCOHOL

Frankston RSL promotes and practices a Responsible Serving of Alcohol. Our policy prohibits us to supply alcohol to intoxicated patrons. Service of alcohol is at the discretion of the bar attendants, management and security. The Duty Manager may close the function bar if the function becomes uncontrollable and/or health & safety of guests and Frankston RSL Staff is under threat. No refund given for any pre-paid bar or Beverage package given. It is the policy of this venue not to allow intoxication, underage drinking or violent or quarrelsome behavior. The Frankston RSL does not allow yard glasses or shots at celebration parties. Additionally, the Frankston RSL does not permit any BYO alcohol to be brought into the venue under any circumstances. Any BYO alcohol found will be confiscated and may result in the guest being removed from the venue.

#### PROHIBITED DRUGS

The Frankston RSL has a zero-tolerance policy for any prohibited drug selling or use within the perimeters of the property, should this be sighted by any guest, Frankston RSL Staff or Security, the guest/s will be removed from venue, Police called and may result in the function being shut down. No refund given for any function charges. Any future Functions booked may result in being cancelled & banned for future bookings.

#### SOCIAL MEDIA POLICY

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

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

#### POLITICAL EVENTS

In accordance with Victoria Branch Rules Part 3: Purposes and Powers of the Branch 3.1(h) it states: "ensure the Branch is non-sectarian, and in relation to party politics, a non-partisan association." A political group may use the facilities when acknowledging services provided by the community, however, not to put forward a political point or use for electioneering.

#### VICTORIAN & FEDERAL HEALTH LEGISLATIONS

All guests must adhere to Victorian & Federal Health Legislations at time of booking and function date.

Version 1.0 27/01/2023