

Functions & Events  
At the Casino RSM Club



# CORPORATE PACKAGES

162 Canterbury Street  
Casino, NSW, 2470

(02) 6662 1666  
[functions@casinorsm.com.au](mailto:functions@casinorsm.com.au)

ABN: 65 000 144 963





# WELCOME

Thank you for your inquiry into hosting your corporate function or business event at the Casino RSM Club.

We strive to accommodate all your needs and requirements for groups of any size.

Our following Corporate Packages contain all of the information to help you start planning your event.

If you do have any questions, specific requirements, or wish to book in a date to meet in person and view our facilities, please do not hesitate to contact us via phone or email.

We look forward to hearing from you.

*Anna Newell*

Functions Co-ordinator

And the functions team at the Casino RSM Club



# FUNCTION ROOMS



## MIRAGE AUDITORIUM - \$90 half day \$180 full day

Our Mirage Auditorium is our largest room upstairs, seating up to 500 people theatre style. It includes a private bar, mezzanine levels, stage, lighting and hardwood dance floor. It also boasts a large built-in data projector and retractable screen.

## JUPITER- \$45 half day \$90 full day

Jupiter Room is upstairs and situated next to Crown Room. It can seat up to 50 people on its own, or when the retractable walls between it and Crown Room are moved, can fit up to 90 people. It also contains a built-in data projector and retractable screen.

## CROWN - \$45 half day \$90 full day

The Crown Room is small and humble, seating up to 40 people. It is ideal for those smaller meetings. It can also be opened into Jupiter Room to make a larger space.

## PEPPERCORNE - \$45 half day \$90 full day

Situated downstairs next to our Bistro and kitchen, the Peppercorne Room is perfect for those smaller functions that may also wish to utilise the Bistro menu at meal times. Seats up to 50 people, and has private bathrooms and TV.

## Combined Room Hire (Jupiter/Crown) - \$90 half day or \$180 full day (rooms opened up together)

Each room can be laid out to suit your functions requirements\*:

- Square
- Board room
- Round tables
- Round cabaret
- Cocktail style
- Theatre style
- U-shape
- Rectangle tables
- Classroom

\*Peppercorne room can only have rectangle tables



# FULL DAY PACKAGE

\$39 PER PERSON - MINIMUM 20 PEOPLE

Includes room hire (full day), equipment hire, notepads & pens (upon request), and room set to your specifications.

## ALL DAY

Self serve tea & coffee station

Mints

Iced Water

## MORNING TEA - select 2

A selection of cakes & slices

Seasonal fruit

Fresh scones with jam & cream

Assorted danishes

Individually packaged biscuits

## LUNCH

A variety of gourmet rolls

A variety of mixed sandwiches

A selection of hot finger food

Orange juice

## AFTERNOON TEA - select 2

A selection of cakes & slices

Seasonal fruit

Fresh scones with jam & cream

Assorted danishes

Individually packaged biscuits



# HALF DAY PACKAGE #1

\$26 PER PERSON - MINIMUM 20 PEOPLE

Includes room hire (5 hours), equipment hire and room set to your specifications.

## ALL DAY

Self serve tea & coffee station  
Iced Water

## MORNING or AFTERNOON TEA - select 2

A selection of cakes & slices  
Seasonal fruit  
Fresh scones with jam & cream  
Assorted danishes  
Individually packaged biscuits

## LUNCH - select 2

A variety of gourmet rolls  
A variety of mixed sandwiches  
A selection of hot finger food



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# HALF DAY PACKAGE #2

\$16 PER PERSON - MINIMUM 20 PEOPLE

Includes room hire (4 hours) equipment hire and room set to your specifications.

## MORNING or AFTERNOON TEA

Self serve tea & coffee station  
A selection of cakes & slices  
Individually packaged biscuits  
Iced water

# EQUIPMENT

Please inform us of your requirements ahead of time.

Data Projector (additional fee of \$25 when not hired as part of a package)  
Projector Screen  
Whiteboards  
Smart Board (additional fee of \$40 when not hired as part of a package)  
Flip chart  
Microphones  
Lectern  
Free Wi-Fi  
Laptop connection (HDMI or VGA)  
Extension cords & power boards  
Notepads & pens (extra \$3 per person unless specified)

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# OTHER CATERING

If you still wish to provide your guests with food or beverages, but don't wish to partake of our Packages, we can still cater for you.

All prices are per person:

- Self serve tea & coffee - \$3 (1 serving p/p) or \$5 (2+ servings p/p)
- Individually wrapped Arnott's biscuits - \$1.50
- Mixed cakes & slices - \$5
- Fresh Fruit - \$4.50
- Scones w/ jam & cream - \$4.50
- Mixed sandwiches - \$5.50
- Juice or soft drink - \$8.30 per jug
- Bottled water - \$2.80

Catering for a large number of guests? Please ask to see our Functions Menus.

# TERMS & CONDITIONS

These terms and conditions apply to all functions and events held at the Casino RSM Club or externally.

## **CONFIRMATION OF BOOKING**

Tentative bookings will be held for seven (7) days only. Confirmation of booking must be made in writing together with the signed Terms and Conditions form. The Club reserves the right to cancel any tentative bookings after seven (7) days without further correspondence.

Menu selections, beverage arrangements, seating plans and accurate guest numbers must be confirmed 14 days prior to the function. Final adjustment of numbers must be made no later than seven (7) days before the function.

## **FINAL PAYMENT**

Final Payment must be made in full seven (7) days before the event. An invoice will be generated based on your final numbers. Numbers may increase post payment after consultation with management. However, if numbers decrease no refunds will be given.

Registered businesses may qualify to be invoiced the day of or after their function.

## **CANCELLATIONS**

All cancellations must be notified in writing. Cancellations during the week (7 days) prior to the booking may incur a 50% charge, depending on size and requirements of the booking. Cancellations 2 days prior will incur a full payment of the function.

## **PRICES**

All prices printed are subject to change without notice, pending on requirements of function.

## **DAMAGES & CLEANING FEES**

Damages to interior fixtures and features of the Casino RSM Club at the time of the event may incur repair or cleaning costs to be paid by event organisers.

No loose glitter, confetti or water beads are to be used if/when decorating a function (unless previously requested and given permission) or a cleaning fee will be issued to the event organiser.

## **RULES & REGULATIONS**

Clients are reminded that the room must be vacated within thirty (30) minutes of informed finishing time. Any extension of that time must be organised prior to the function date.

The Club will take all necessary care, but accepts no responsibility for loss or damage to any property owned by the client or their guests.

## RULES & REGULATIONS continued

Due to health regulations, we are unable to allow uneaten food (other than celebration cake brought in by client) to leave the venue. Additionally, no outside food or beverages (other than celebration cake organised by client) are permitted to enter the premises.

The Club reserves the right to move a function or meeting to a different room due to unforeseen circumstances or if completely necessary.

The Club practices the Responsible Service of Alcohol Policy, and will not allow intoxication, underage drinking or violent or quarrelsome behaviour. The client will ensure their guests comply with the rules of the Club and the law.

The Clubs rules of entry apply to all guest entering the premises. This includes Club Dress Regulations of clean, tidy, non offensive clothing, hats or singlets (men only). Club sign-in rules also apply. Guests who live within 5kms of the Club must be a member or be signed in by a member. All other guests must sign in as visitors.

# AGREEMENT

By signing below, I/we have read, understood and accepted the preceding conditions.

NAME \_\_\_\_\_

COMPANY \_\_\_\_\_

ADDRESS \_\_\_\_\_

PHONE \_\_\_\_\_ EMAIL \_\_\_\_\_

FUNCTION DATE \_\_\_\_\_

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

Please email signed form to below email address, or print and hand into reception between 9am - 5pm Mon-Fri.



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