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# WEDDING RECEPTION PACKAGES

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162 CANTERBURY STREET  
CASINO NSW 2470  
P: (02) 6662 1666  
E: [FUNCTIONS@CASINORSM.COM.AU](mailto:FUNCTIONS@CASINORSM.COM.AU)



# welcome

CONGRATULATIONS ON YOUR  
ENGAGEMENT!

HERE AT THE CASINO RSM CLUB, WE  
STRIVE TO MAKE YOUR SPECIAL DAY AS  
PERFECT AND STRESS FREE AS YOU  
IMAGINE. OUR WEDDING PACKAGES ARE  
TAILOR MADE TO SUIT ALL OF YOUR  
REQUIREMENTS, WHETHER IT BE A SIMPLE  
AND CLASSY COCKTAIL RECEPTION,  
BUFFET OR AN ELEGANT 3 COURSE  
DINNER.





# Our Rooms

## MIRAGE AUDITORIUM

HIRE \$90 half day \$180 full day

Our Mirage Auditorium is our largest space seating 350 people for meals, or 500 theatre style. It includes a large private bar, mezzanine levels, built-in data projector and screen, AV facilities, stage, hardwood dancefloor, star ceiling lights and disco lighting. This room is the most popular for weddings.

## JUPITER ROOM

HIRE \$45 half day \$90 full day

Our Jupiter Room is an upstairs function room seating 50 people, and is connected to the Crown room by a movable wall. When opened into Crown, it can fit up to 100 people. This room includes a built-in data projector and screen, AV facilities and a small hardwood dancefloor.

## THE DEN

HIRE \$45 half day \$90 full day

The Den is a semi-private space by our downstairs lounge and bar area and seats up to 40 people. This space is close to our Bistro and Café, and is a popular space for smaller cocktail style weddings.

## CROWN ROOM

HIRE \$45 half day \$90 full day

Our Crown Room is an upstairs function room seating up to 40 people, and is connected to the Jupiter room by a movable wall to fit up to 90 people.

## PEPPERCORNE ROOM

HIRE \$45 half day \$90 full day

The Peppercorne Room is a private room situated next to our Bistro, and sits up to 50 people. This room is popular for casual gatherings that wish to order from our Bistro menu. This room has private bathrooms and AV facilities.

## Complimentary Inclusions

Fully air-conditioned rooms.  
Full day room hire.  
Elegant bridal table decorated with stylish skirting.  
Dressed cake and gift table.  
Full table setting: cutlery, crockery and glassware.  
Lectern and microphone.  
Data projector and screen.  
Full set up and pack down of your function.  
Polished timber dance floor.  
Use of sound system and disco lights\* for music and dancing.

\*Disco lights available in Mirage Auditorium only



## STEP 1

# Choose your menu

Browse through our variety of function menus to see which one most suits your needs for your reception dinner.

Whether you are interested in a cocktail style reception or a two or three course dinner, we can design the perfect meal plan for your special day.

## STEP 2

# Choose your bar preferences

A minimum spend of \$450 in the bar is required for a staffed full bar with a variety of packaged beer.

Or a minimum spend of \$1000 in the bar is required for a staffed full bar with an assortment of packaged and tap beer.

### BAR OPEN - BUY YOUR OWN DRINKS

You and your guests can purchase your own drinks.

You can also limit what types of alcoholic drinks are served, or have non-alcoholic drinks only.

### BAR TABS

You can have an open bar, or set up a Tab for any dollar amount and with any restrictions required.

A Tab can also be restricted to the bridal party only if desired.

### *Responsible Service of Alcohol*

*In accordance with the NSW Liquor Act 2007 and the Registered Clubs Act, our management and staff will ensure the responsible service of alcohol at all times.*





## STEP 3

# Choose your decoration package

PACKAGE #1 - \$1000 (up to 100 guests) & \$13 pp thereafter

- Tablecloths
- Chair covers
- Chair sashes
- Table runners
- Linen serviettes
- Bridal table backdrops
- Choice of centerpieces and table decorations
- Use of any additional decorations and backdrops
- Full set up and pack down
- Room layout to your specifications

PACKAGE #2 - \$800 (up to 100 guests) & \$11 pp thereafter

- Tablecloths
- Chair covers
- Chair sashes
- Table runners
- Linen serviettes
- Bridal table backdrops
- Full set up and pack down
- Room layout to your specifications
- BYO centerpieces, table decorations and additional decorations

Or looking for something simple?

Bring your own decorations and you can set up your room to your liking or just choose and pay for which decorations you would like to use. Please request to see our price list.

*Complimentary Inclusions are not included if you do not choose a package.*

## STEP 4

# Add on extras

- Add a self-serve tea and coffee station for \$3 per serving.
- If you would like some nibbles on arrival, see our Platter Menu for options.
- Add personalised menus for \$3.50 pp (1 change of mind allowed, no changes after final approval and printing).
- If serving wedding cake to your guests:
  1. We can supply plates and a knife for you to cut and serve to your guests.
  2. One of our Chefs can cut and serve on a platter for no extra charge.
  3. We can cut and serve your cake as dessert with ice cream and coulis for \$3.50 pp.





# TERMS & CONDITIONS

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

## CONFIRMATION OF BOOKINGS

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. A \$250 deposit is also required for certain events. The deposit will be refunded after the event if the following conditions are met. 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.

## PRICES

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

## CANCELLATIONS

All cancellations must be notified in writing. Cancellations during the week (7 days) prior to the booking will 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.

## FINAL PAYMENT

Final Payment must be made in full seven (7) days before the event. A client contract 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. The \$250 deposit will be refunded after the event if all Terms and Conditions are met.

All bar tabs and extra food and beverages consumed on the night must be paid for before the end of the booking.

## DAMAGES & CLEANING FEES

Damages to interior fixtures, features and decorations of the Casino RSM Club at the time of the event may incur a full or partial forfeit of the \$250 deposit fee. No loose glitter, confetti or water beads are to be used if/when decorating a function (unless previously requested and given permission) or a full or partial amount of the \$250 will be forfeited to cover a cleaning costs.

## RULES & REGULATIONS

Depending on the size of the function, the Club may direct the organisers to provide licensed security services at their own cost. Security services must be provided by the Club's approved security provider.

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 when left on Club property .

All music including DJ's, bands and music played from laptops or phones, must not be played at excessive volume that would disturb other guests in the Club.

No smoke effects are permitted within Club premises.



## RULES & REGULATIONS CONT.

Due to Food Handling Health and Safety Practices, 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 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, no 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. All children and teenagers under the age of 18, must remain with a parent or guardian (over 25 years of age) at all times.

Any guests found drinking alcohol out the front of the Club, or supplying alcohol to someone under 18 years of age, will be asked to leave the Club premises.

All guests 18 years and over, are considered an adult, and will be required to sign into the Club with current photo identification or they will not be permitted entry into the Club. They will also be asked to show photo identification at the bar as proof of age and receive a wristband.

If these rules are breached, and guests are asked to leave the Club premises, no refunds will be given.

Casino RSM Club management may take photos of your event for marketing purposes. If you do not wish for photos to be taken of your event, please inform the Functions Co-ordinator prior to the date of your event.

## AGREEMENT

By signing this form, I declare that I have read and accepted all of the preceding conditions.

NAME: \_\_\_\_\_

PHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

FUNCTION NAME: \_\_\_\_\_

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

FUNCTION ROOM: \_\_\_\_\_

NUMBER OF GUESTS: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

Please return signed form and deposit to Casino RSM reception between 9am - 5pm Mon-Fri.



ABN: 65 000 144 963  
162 Canterbury Street  
Casino NSW 2470  
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