



# CELEBRATION

*of Life*



# CELEBRATIONS OF LIFE

At Casino RSM Club, we understand the importance of coming together to celebrate the life of a loved one. Our function spaces provide a warm and welcoming space for family and friends to gather in comfort.

With caring staff, tailored catering options, and a peaceful atmosphere, we are here to support you in creating a heartfelt tribute. Let us take care of the details so you can focus on remembering, sharing, and honoring cherished memories.

## *Spaces*



### THE DEN

**SEATED 40 PAX  
STANDING 60 PAX**  
HALF DAY - \$70  
FULL DAY - \$110

Semi-private space with room to overflow into the lounge



### PEPPERCORNE ROOM

**SEATED 50 PAX  
STANDING 50 PAX**  
HALF DAY - \$70  
FULL DAY - \$110  
Private amenities

# *Simplicity* PACKAGE

## ***INCLUSIONS***

The Den or Peppercorne Room (4 hour hire)

Self-serve tea & coffee station

A selection of fresh sandwiches

Assortment of cakes & slices

***\$20pp***



# OTHER CATERING OPTIONS

We understand that an all-inclusive package isn't always the right fit. That's why we offer the flexibility to create a custom catering experience to suit your needs.

You have the option to choose from our delicious platters below and add a tea and coffee station to suit your guest numbers.

## TEA & COFFEE STATION (SELF SERVE)

*Half Day - \$5pp*

*Full Day - \$7pp*

## JUICE & SOFT DRINK - \$8 PER JUG

### OPTIONS

- Coke
- Coke No Sugar
- Soda Water
- Orange Juice

- Sprite
- Apple Juice

- Raspberry Fanta
- Pineapple Juice

## PLATTERS

### SANDWICH PLATTER - \$85 (SERVES 10 PEOPLE)

Mixed fresh sandwiches

### CAKE PLATTER - \$95 (SERVES 10 PEOPLE)

Mixed cakes and slices

### FRUIT PLATTER - \$95 (SERVES 10 PEOPLE)

Mixed fresh seasonal fruits

### COLD PLATTER - \$70 (SERVES 10 PEOPLE)

Kabana, tasty cheese cubes, selection of dips & crackers

### HOT PLATTER - \$95 (SERVES 10 PEOPLE)

Party pies, cocktail sausage rolls, mini spring rolls, money bags & dipping sauces

### DELI PLATTER - \$110 (SERVES 10 PEOPLE)

Kabana, salami, three cheeses, olives, sun-dried tomatoes, cornichons, dips & crackers

### SEAFOOD PLATTER - \$160 (SERVES 10 PEOPLE)

Tempura prawns, salt & pepper squid, mini fish bites & tempura scallops

### SLIDERS PLATTER - \$160 (SERVES 10 PEOPLE)

Beef, pulled pork, chicken & veggie sliders

### ASIAN PLATTER - \$160 (SERVES 10 PEOPLE)

Chicken satay skewers, honey soy chicken wings, peking duck spring rolls & vegetarian dim sims



## FUNCTION & ROOM HIRE BOOKING FORM

CONTACT NAME \_\_\_\_\_

COMPANY/ORGANISATION \_\_\_\_\_

FUNCTION TYPE (e.g. seminar, birthday party, training) \_\_\_\_\_

CONTACT PHONE \_\_\_\_\_ EMAIL ADDRESS \_\_\_\_\_

DATE OF FUNCTION \_\_\_\_\_ START TIME\* \_\_\_\_\_ EST FINISH TIME\* \_\_\_\_\_  
(\*must be within club trading hours)

NUMBER OF ATTENDEES \_\_\_\_\_ NUMBER OF MINORS \_\_\_\_\_  
(Please note there are special rules for functions attended by minors)

**CATERING REQUIRED**  YES  NO (please tick)

*If YES please complete the Catering Options Form at the back of this package with your selections*

**CATERING SERVICE TIME** (If YES to above) \_\_\_\_\_

**LINEN HIRE REQUIRED**  YES  NO (please tick)

*If YES please complete the Linen Hire Form at the back of this package with your selections*

**BAR ARRANGEMENTS** (All accounts to be settled at end of function)

**BAR TAB**  YES  NO (please tick)

If YES \$ \_\_\_\_\_

**TEA & COFFEE STATION** (please tick)  YES  NO (please tick)

If YES \_\_\_\_\_ PAX Half Day \_\_\_\_\_ PAX Full Day

**JUGS - JUICE or SOFT DRINKS** (please tick)  
(\$8 per jug)

If YES

<input type="checkbox"/> YES	<input type="checkbox"/> NO (please tick)
<input type="checkbox"/> Coke	<input type="checkbox"/> Coke No Sugar
<input type="checkbox"/> Soda	<input type="checkbox"/> Raspberry Fanta
<input type="checkbox"/> OJ	<input type="checkbox"/> Pineapple Juice
	<input type="checkbox"/> Sprite
	<input type="checkbox"/> Apple Juice

**SPECIAL REQUIREMENTS** (please include room layout for table & chairs, attach diagram if required)

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## ROOM BOOKING OPTIONS

### PEPPERCORNE ROOM

- Half Day (\$70)
- Full Day (\$110)

### REFLECTIONS ROOM

- Half Day (\$130)
- Full Day (\$185)

### 1948 LOUNGE

- Half Day (\$100)
- Full Day (\$140)

### RICHMOND ROOM

- Half Day (\$150)
- Full Day (\$215)

### THE DEN

- Half Day (\$70)
- Full Day (\$110)

### WUNDARAAN ROOM

- Half Day (\$295)
- Full Day (\$395)

### RICHMOND/REFLECTIONS (*Combined*)

- Half Day (\$280)
- Full Day (\$400)

## OTHER SERVICES

- Microphone (only available in Wundaraan & Richmond)
- Lectern
- Free Wi-Fi
- Laptop connection (HDMI or VGA)
- Extension cords & power boards
- Data Projector & Screen (Available in Wundaraan ONLY) - \$25
- Whiteboard - \$25
- Smart Board - \$40



# TERMS & CONDITIONS

## Bookings and Deposits

- Confirmation of a booking will only occur on receipt of a signed copy of the acceptance of the 'Terms and Conditions' and the payment of a \$150 non-refundable deposit.
- Final payment must be made at least 7 days before the event.
- If final payment has not been received 7 days before the event, the room may be re-hired and all deposits forfeited.

## Confirmation of Numbers

- The Club requires 14 working days' notice of menu requirements and approximate numbers.
- Final numbers are required within 7 days of the function. This number will be used to calculate final billing.

## Cancellations

- Cancellations must be received in writing.
- Cancellation within three weeks of an event may result in cancellation costs levied by third party contractors such as entertainers or security. These costs will be borne by the function organiser.
- \$150 holding deposit will be non-refundable for all cancellations.
- Full Fee will be payable if cancelled within 14 days of the event.
- If the Club has reason to believe that a function will affect the smooth running of the club, its security or reputation or will result in a breach of the law, it reserves the right to cancel the function.
- Alternatively, if the Club needs to cancel any Room Hire Bookings this will be done with at least 7 days notice will a full refund provided.

## Food and Beverage

- Due to health regulations, Casino RSM Club does not permit patrons, guests or invitees to bring items of food and beverage on the premises. Likewise, no food or beverages can be removed from the premises. Cakes for special occasions are exempt from this rule. Please provide prior notice if bringing a cake, fees applies if you require staff to cut and serve your own cake.
- Costs of meals for DJs, bands, entertainers etc. will be added to the client's account and these are not automatically included in your function. Should you require meals for such, the Club requires seven (7) days notice. These meals will not be produced on demand.
- Liquor - The Club does not permit alcohol to be brought in from outside of the Club. Should you have any special liquor requirements, we would be happy to discuss your needs.
- Responsible Service of Alcohol - Serious fines are in place for minors who obtain alcohol on a licensed premise to both the venue and the minor. Sufficient photo identification must be produced to provide evidence of age. Fines are also in place for people who buy or supply minors with liquor. Management and staff are required by law to refuse you liquor service if you are under 18 years of age or unduly intoxicated, and/or creating a disturbance.

## Entry Requirements

- Everyone attending the function or event upon arrival will need to sign in and be given temporary membership if not a member of the Club. Everyone will be asked to present membership card or photo ID, such as a driver license, passport, proof of age card that shows your current address.
- Everyone attending the function or event must meet any other entry conditions including dress regulations in play at the time. This is the host/organiser's responsibility to check with venue before your event or function.

## Minors Under 18's (attending function or events)

- Minors, or under 18s, are permitted to enter the club. Minors must remain in the company and the immediate presence of a responsible adult, such as a parent or guardian, or other person who is standing in as a parent and must leave the club when the responsible adult leaves.

## Security

- Any function or any event deemed by the Club to be high risk must have security guards present at a ratio of one (1) per 100 guests with a minimum hire of two (2) guards.
- Guards will be engaged to be on site 30 minutes prior to the commencement of the function until 30 minutes after the conclusion of the function or until all attendees have dispersed.
- Security will be engaged by the Club for these events with the hire fees charged to the organiser at cost.

## **Floor Plans**

- Seating plans must be provided seven (7) days prior to the commencement of your function.
- Casino RSM Club reserves the right to rearrange or adjust specified room setups to ensure Workplace Health and Safety Regulations are adhered to.

## **Equipment & Furniture**

- All electrical or mechanical equipment brought onto the premises must have current safety tag.
- All third-party operatives (D.J's, entertainers etc) must provide a certificate of currency of Public Liability insurance and Workers Compensation insurance 14 days prior to the date of the function. It is the host's responsibility to ensure this happens. If these requirements have not been met then we have the right to refuse entry of equipment and/or the entertainer.
- Any equipment/furniture remains the responsibility of the host up until the time it is removed off the premises. This will be done before 10am the following day. No personal goods are to be left on the premises after functions.

## **Damages**

- Functions deemed 'high risk' by the Club will be charged a \$500 security bond prior to the event.
- Failure to pay the bond will result in cancellation of the function.
- The bond will be fully refundable if no damages occur as a result of the event.
- Function organisers are financially responsible for any damage or loss sustained to property of the Club prior to, during and after the function by the organiser, the organiser's guests, invitees or any outside contractors engaged by the organiser.
- Personal injury – the function organiser is responsible for any loss, damage or injury caused by any person when acting for the organiser or under the organiser's order or control within the Club or its environs in connection with the event.
- The Club will take all necessary care, however we accept no responsibility for damage or loss of property of the function organiser or their guests.
- If appropriate, organisers should arrange their own insurance.

## **Client Responsibilities**

- General and normal cleaning is included in the cost of the room hire charge, but additional charges may be payable if the function has created cleaning needs above and beyond normal cleaning.
- The patron is responsible to conduct the function in an orderly manner. We reserve the right to intervene if a function's activities are considered illegal, noisy or offensive.
- The patron assumes responsibility for all damage caused by them or any of their guests, invitees or other people attending the function, whether in the function rooms or in another part of the Club.

## **Not For Profit/Community Room Hire Fees**

- All Not for Profit/Community organisation must apply via sponsorship application to seek a discount or free room hire.
- Not for profit organisations must pay all applicable fees unless prior arrangements have been granted by the Board.
- All furniture must be left how you found it. Failure to do so could revoke the agreement between the two entities.

**SIGNATURE** \_\_\_\_\_

**DATE** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_



## LINEN HIRE FORM

If you need assistance or are unsure on quantities when filling out this form or you need to discuss chair sash colour options please speak with our Events & Sponsorship Coordinator, Georgie-Lee Crawford on (02) 6662 1666 for clarification and assistance.

**Round Tablecloths** (\$9 each)  
WHITE  
Number required \_\_\_\_\_

**Rectangle Tablecloths** (\$7 each)  
WHITE  
Number required \_\_\_\_\_

**Mushroom Tablecloths 8 ONLY -** (\$7 each)  
WHITE  
Number required \_\_\_\_\_

**Chair Covers** - Client install (\$4.50 each)  
WHITE  
Number required \_\_\_\_\_

**Chair Covers** - Client install (\$4.50 each)  
BLACK  
Number required \_\_\_\_\_

**Chair Sashes** LYCRA - Client install (\$1.50 each)  
Number required \_\_\_\_\_

**Chair Sashes** ORGANZA - Client install (\$1.50 each)  
Number required \_\_\_\_\_

**Linen Napkins** - (\$1.50 each)  
WHITE  
Number required \_\_\_\_\_

**Linen Napkins** - (\$1.50 each)  
BEIGE ONLY 120 AVAILABLE  
Number required \_\_\_\_\_

**Stage Skirting** NO RUNWAY - (\$18)

**Round Tablecloths** (\$9 each)  
BLACK  
Number required \_\_\_\_\_

**Rectangle Tablecloths** (\$7 each)  
BLACK  
Number required \_\_\_\_\_

**Mushroom Tablecloths 8 ONLY -** (\$7 each)  
BLACK  
Number required \_\_\_\_\_

**Chair Covers** - RSM install (\$6 each)  
WHITE  
Number required \_\_\_\_\_

**Chair Covers** - RSM install (\$6 each)  
BLACK  
Number required \_\_\_\_\_

**Chair Sashes** LYCRA - RSM install (\$2.50 each)  
Number required \_\_\_\_\_

**Chair Sashes** ORGANZA - RSM install (\$2.50 each)  
Number required \_\_\_\_\_

**Linen Napkins** - (\$1.50 each)  
BLACK  
Number required \_\_\_\_\_

**Stage Skirting** RUNWAY - (\$30)



## CATERING OPTIONS FORM

### **SIMPLICITY PACKAGE**

YES       NO

If YES, number of people \_\_\_\_\_

DEN       PEPPERCORNE ROOM

### **PLATTERS (1 platter serves 10 people)**

Sandwich Platter (\$85)

Number required \_\_\_\_\_

Fruit Platter (\$95)

Number required \_\_\_\_\_

Hot Platter (\$95)

Number required \_\_\_\_\_

Seafood Platter (\$160)

Number required \_\_\_\_\_

Asian Platter (\$160)

Number required \_\_\_\_\_

Cake Platter (\$95)

Number required \_\_\_\_\_

Cold Platter (\$70)

Number required \_\_\_\_\_

Deli Platter (\$110)

Number required \_\_\_\_\_

Sliders Platter (\$160)

Number required \_\_\_\_\_

