

CONFERENCE

AT WAGGA RSL

WELCOME

CONFERENCES AT WAGGA RSL

ABOUT US

At Wagga RSL our job is to ensure that you are provided with all you need to make your event a memorable and enjoyable time.

CATERING

Enclosed are the function menus for your perusal. Our on-site caterers, Mat and Lauren Oates, are only too happy to discuss varying options available to suit your individual requirements.

CATERING CANCELLATION POLICY

Please note that should you cancel your event within 7 days prior to the event taking place, you will be charged 50% of your catering costs. If you cancel within 3 days of the event, you will be charged full cost of your catering. Once final numbers have been confirmed with the Functions Co-ordinator 7 days prior this will be your minimum guest number charged. Any increase in numbers will be charged accordingly and must be advised 3 days prior to the function. The catering is provided by the contracted company CnL Catering.

All prices are GST inclusive. Surcharge of \$5 per person on Sunday and public holidays.

OUR SERVICES

Continual renovations and updates to our function rooms provide Wagga RSL with exceptional conference facilities boasting state of the art equipment including a computerised touch screen lighting system, multi purpose automated screens and electronic venetian blinds. Your room rate includes the set up of the function to your specifications plus the use of our standard in house equipment, including:

- Free wifi*
- Lectern facilities*
- Roving microphones (subject to availability)*
- Portable stage*
- Screen*
- Round tables and chairs*
- Table cloths*
- Setup of the room to your specifications*
- Courtesy bus facility*
- Efficient catering and friendly bar staff*
- Resident Functions-Co-ordinator*

Optional extras for hire:

- Teleconferencing facilities*
- Smartboard (only available in selected rooms)*
- Portable data projector (subject to availability)*
- Electronic Whiteboard (subject to availability)*

All the above items are available at the cost of \$50 per day per item. If we are unable to meet your audio visual requirements we can arrange a quote from a local supplier for you.

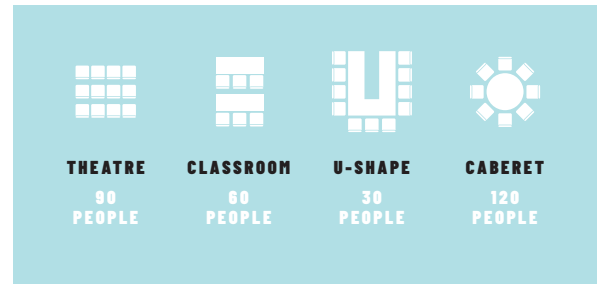
ROOM HIRE

CONFERENCES AT WAGGA RSL

PACIFIC LOUNGE

With seating for 50 - 120 people, fullbar facilities, toilets and disabled access, the Pacific Lounge is the ideal room for smaller, more intimate functions.

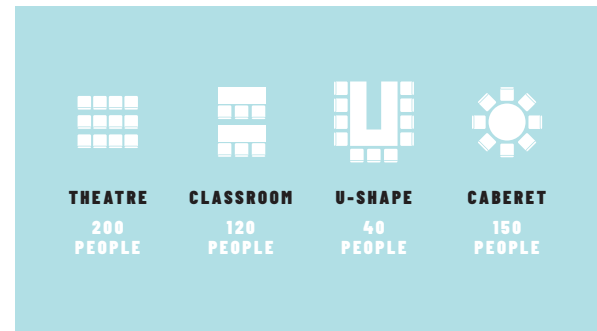
Room size approximately 16m x 14.5m



MIRAGE ROOM

The Mirage Room has the capacity to hold 80 - 150 people. Boasting its own foyer area and private courtyard, as well as exclusive use of the brides room, it is not hard to see why the Mirage Room is our most popular room.

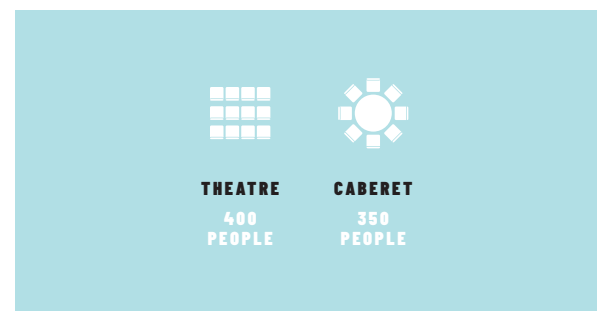
Room size approximately 23.8m x 15m



PACIFIC + MIRAGE

Looking to hold a larger function? The Mirage and Pacific can be combined to hold up to 400 people, offering your guests the best of what both rooms have to offer.

Members \$550
 Non-Members \$650



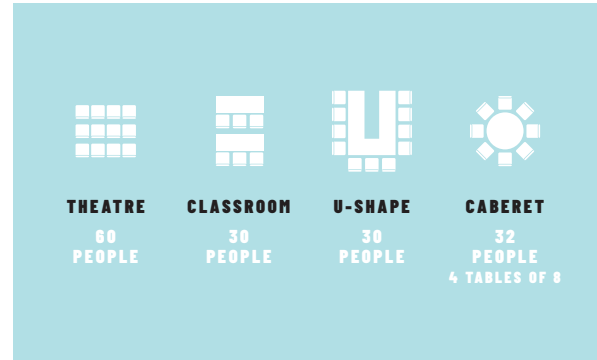
ROOM HIRE

CONFERENCES AT WAGGA RSL

BOWLERS MEETING ROOM

Our most popular corporate space is our Bowlers Meeting Room. Comfortably seating 30 people, this light filled room is ideal for any medium sized conference or meeting.

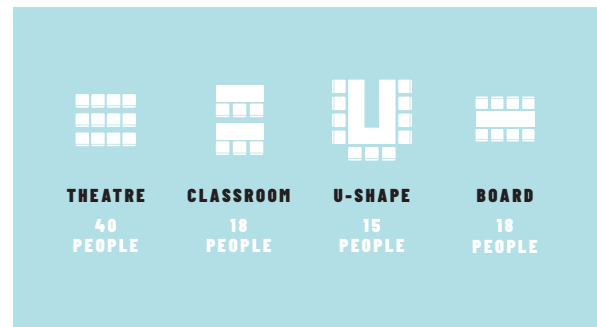
Room size 8.6m x 11.8m



FIFE ROOM

The Fife Room is one of our smallest spaces, offering a private area for corporate meetings with up to 40 people theatre style. The space includes built in screen and data projector with Bluetooth connectivity.

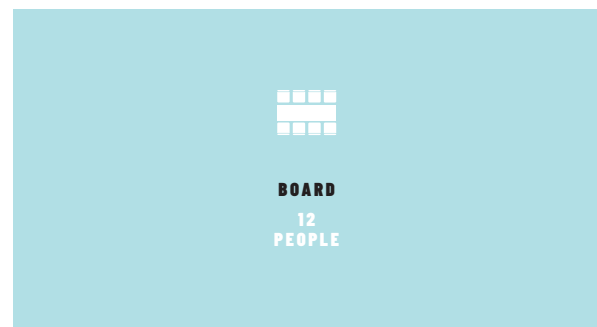
Room size 5.7m x 7.85m



BOARD ROOM

With state of the art technology and executive décor the Boardroom is sure to impress at your next corporate meeting.

Room size approximately 6.4m x 6.3m



CATERING

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BEVERAGES

Basic Tea & Coffee	3.00
Tea & Coffee served continuously all day	5.00
Juice bar (fruit punch & iced tea)	5.00
Tea, coffee & juice bar all day	8.50

If all day tea & coffee is ordered you can select one morning or afternoon tea selection for an additional \$4.00 per person per session

BASIC OPTIONS

Basic morning tea	7.00
<i>Tea, coffee and scones</i>	
Tea, coffee and biscuits	5.00
Tea, coffee and biscuits all day	6.50
Fresh fruit platter	50.00
Sandwich platter (toasted or fresh)	59.50

MORNING OR AFTERNOON TEA

Tea, coffee & choice of 3 bakery items	9.50
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*Chocolate brownie slice
Orange and poppy seed muffins
Chef's selected gateaux
White chocolate and lemon poppy biscuits
Butter cookies
Fresh fruits
Muesli bars
Sultana scones
Pumpkin scones
Zucchini slice
Vegetable frittata slice
Banana bread slices
Bacon, shallot and cheese muffin*

LUNCH PACKAGES

Option One	16.50
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Sandwich buffet where guests can make their own sandwich from a variety of breads and fillings with tea and coffee facilities

Option Two	12.00
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Sandwich or gourmet bread rolls with two salad items - potato salad, pasta salad, coleslaw or green salad

Option Three	14.00
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Hot finger food (four pieces per person), sandwiches and two salad items - potato salad, pasta salad, coleslaw or green salad

Chef's selection hot finger food	15.50
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Six pieces per person

Hot finger food platter	105.00
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Serves approximately eight to nine people

Noodle boxes	10.00
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*Hokkein noodles served with chicken and cashews
Pad thai noodles served with beef massaman curry
Rice noodles served with Sri Lankan chicken curry
Singapore noodles served with stir fried Asian Vegetables*

VEG

CATERING

CONFERENCES AT WAGGA RSL

DELEGATE PACKAGE

Minimum of 10 guests

Freshly brewed coffee and assorted teas upon arrival

Morning tea

Lunch options one, two or three

Complimentary fruit platter

Afternoon tea

..... \$32.50

CARVERY BUFFET

Served in the Bistro Prices vary

INDIAN DISCOVERY

Saffron rice

Steamed rice

Butter chicken

Beef rogan josh curry

Vegetable korma

Raita

Green salad

Naan bread

Papadam

..... 20.90

PIZZA & SALAD

Selection of pizza with green salad, pasta salad, caesar salad & potato salad. Served 4 large pizzas per 10 guests

..... 16.50

BBQ BUFFET

Marinated grilled steak, gourmet sausages, grilled onion, potato bake, salads (potato, pasta, mixed green salad, boiled eggs, beetroot) & bread rolls. Prepared by our catering team & served buffet style by the bowling greens.

..... 22.50

MOTEL

CONFERENCES AT WAGGA RSL

To experience officially accredited 4.5 star quality accommodation try the Wagga RSL Motel & Apartments. Enjoy a relaxed stay complemented by outstanding customer service, modern decor and high quality facilities including a solar heated pool. Centrally located opposite the Murrumbidgee Turf Club Racecourse, the Wagga RSL Motel is five minutes from Wagga's CBD, a fifteen minute drive from Wagga Airport and a short stroll to the Commercial Club.

EXECUTIVE SUITE

Large rooms with a choice of bedding options to accommodate up to 3 guests as couples or colleagues. Spacious ensuite with walk in shower and large fluffy bath sheets. Flat screen TV plus CD player and Ipod dock. Also available are interconnecting suites for families as well as a choice of courtyard, terrace or first floor with a balcony for no additional cost. Complimentary Wi-Fi is available throughout the Motel.

Rates from \$159

LUXURY SPA

Spread out in our massive suite, the best in the Motel with views over the MTC racecourse. King pillow top bed, full lounge area with 127 cm flat screen, dining suite and walk in robe, 3 seater lounge. All the features of the Deluxe suite plus a massage spa bath, kitchenette with full size fridge. A generous selection of coffees and teas, complimentary bottled water and a coffee pod machine.

Rates from \$259

EXECUTIVE SPA

All spa suites feature views over the MTC racecourse and include a large spa bath as well as a shower and dual basins. A larger flat screen TV, 3 seater lounge (doubles as a fold out bed for young children) and pillow top Queen Bed. A generous selection of coffees and teas, complimentary bottled water and a good size fridge.

Rates from \$179

CORNER SPA

Views over the MTC racecourse with personal balcony plus a large corner spa, dual basins and shower. A larger flat screen TV, 3 seater lounge (doubles as a fold out bed for young children) and pillow top Queen Bed. A generous selection of coffees and teas, complimentary bottled water and a good size fridge.

Rates from \$199

DELUXE SPA

Views over the MTC racecourse with a huge bathroom with extra deep spa bath as well as a shower and dual basins, plus bathrobes. Extra-large suite with King pillow top bed 107 cm flat screen, surround sound, 3 seater lounge (doubles as a fold out bed for young children). A generous selection of coffees and teas, complimentary bottled water, a good size fridge and a coffee pod machine.

Rates from \$229

APARTMENTS

Luxuriously appointed 2 bedroom apartments, adjacent to the Motel with access to all the Motel/Club facilities. Choice of bedding to accommodate up to 6 guests with a flat screen in every bedroom! Brand new fully equipped kitchen and large dining/living area as well as outside seating on the patio/terrace. Perfect for short or longer term stays with servicing optional, the ultimate in comfort, space and privacy.

Rates from \$279

CONDITIONS

CONFERENCES AT WAGGA RSL

WAGGA RSL CLUB CONFERENCE BOOKING GUIDELINES

Room Hire Fee

The room hire fee includes:

Venue set up

White board and markers

Flip chart

Extension cords and power boards

Cloths for cabaret tables (depending on availability)

Lectern and hand-held microphone

Screen

Glasses and water in the room

A data projector is available for \$50 hire per day – or you may BYO.

Photocopying is also available-black and white (20c per page) and colour (30c per page) .

Pens, notepads and mints are available at \$5 per person.

Catering

In-room catering is provided by contactor CnL Catering.

Catering numbers must be advised by the Wednesday of the week prior to the function. This is the minimum number you will be charged for however catering numbers may increase.

CnL Catering will invoice for catering following the meeting/conference.

Damages

All function space provided is in working order and clear of any damages. Any damages must be reported immediately by the client and will be charged accordingly. Fire alarm call out fees which have resulted from a fault of the client will also be charged to the client.

Confirmation

The week prior to the event all details must be confirmed either by phone or email. Please carefully check the information.

A booking will be regarded as confirmed only upon receipt of the room hire, along with the signed contract.

In the next three working days you will receive a tax invoice for your function, please ensure payment is made in full four working days prior to the event.

BOOKING

CONFERENCES AT WAGGA RSL

YOUR CONFERENCE

Date of Event Venue

Name of Conference

Company

Postal Address for Invoice Purposes

.....

Contact Name

Phone Fax

Email

Facilitator on the day

Contact of Facilitator

Number of Attendees Payment Method Cash | Credit Card | Direct Debit

ROOM REQUIREMENTS

Room Hire Pacific Room | Mirage Room | Mirage & Pacific Combined
Bowlers Meeting Room | Fife Room | Meeting Room Two | Board Room

Room Setup Theatre | Classroom | U-Shape | Cabaret | Board

Room Access (Available from 8.30am)

Commencement Time **Finish Time** (Room fully vacated)

AV Equipment Required Whiteboard | Flip chart | Speakers | Lectern | Microphone

Optional Extras Data Projector - \$50 | Teleconferencing Facilities - \$50 | Smartboard - \$50
Electronic Whiteboard - \$50 | Pens, notepads & mints - \$5 per person

BOOKING

CONFERENCES AT WAGGA RSL

CATERING

Arrival Coffee Time

Morning Tea Time

Lunch Time

Afternoon Tea Time

Other

Please circle selections:

Beverages Basic | All Day Tea & Coffee | Juice Bar | All Day Tea, Coffee & Juice

Basic Options Basic Morning Tea | Tea, Coffee & Biscuits | All Day Tea, Coffee & Biscuits | Fresh Fruit Platter

Morning or Afternoon Tea

Tea, Coffee & Choice of 3 Bakery Items

- | | | |
|---|---|---|
| <input type="checkbox"/> Chocolate Brownie Slice | <input type="checkbox"/> Chef's selected gateaux | <input type="checkbox"/> Orange & Poppy Seed Muffins |
| <input type="checkbox"/> Butter Cookies | <input type="checkbox"/> Fresh Fruits | <input type="checkbox"/> White Chocolate & Lemon Poppy Biscuits |
| <input type="checkbox"/> Muesli Bars | <input type="checkbox"/> Sultana Scones | <input type="checkbox"/> Pumpkin Scones <input type="checkbox"/> Zucchini Slice |
| <input type="checkbox"/> Vegetable Frittata Slice | <input type="checkbox"/> Banana Bread Slices Bacon, Shallot & Cheese Muffin | |

Lunch Packages

Option One | Option Two | Option Three | Chef's selection hot finger food | Hot finger food platter | Noodle Boxes

Delegate Packages | Carvery Buffet | Asian Express | Pizza & Salad | BBQ Buffet

DIETARY REQUIREMENTS

Name of Person Requirement

Name of Person Requirement

Name of Person Requirement

BOOKING

CONFERENCES AT WAGGA RSL

BEVERAGES

Tab

Tab Limit

Drink Selection

AGREEMENT

Company Name

would like to confirm the above details and agree to the Wagga RSL conditions.

Contact Name

Signature Date