

CORPORATE

AT WAGGA RSL

WELCOME

CORPORATE FUNCTIONS 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 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 appropriate chairs*
- Elegant crockery and cutlery*
- White linen table cloths*
- White linen serviettes*
- Serviettes (standard colours)*
- 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

CORPORATE FUNCTIONS 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

			
THEATRE	CLASSROOM	U-SHAPE	CABERET
90 PEOPLE	60 PEOPLE	30 PEOPLE	120 PEOPLE

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

			
THEATRE	CLASSROOM	U-SHAPE	CABERET
200 PEOPLE	120 PEOPLE	40 PEOPLE	150 PEOPLE

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

	
THEATRE	CABERET
400 PEOPLE	350 PEOPLE

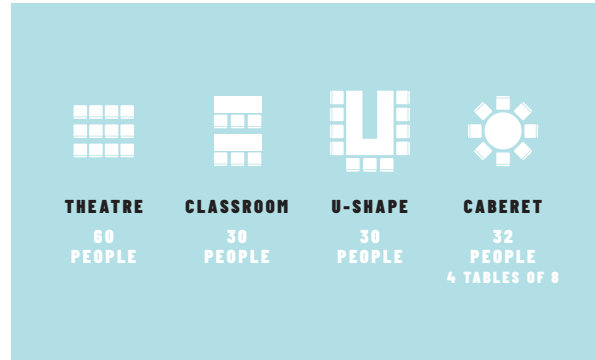
ROOM HIRE

CORPORATE FUNCTIONS 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.

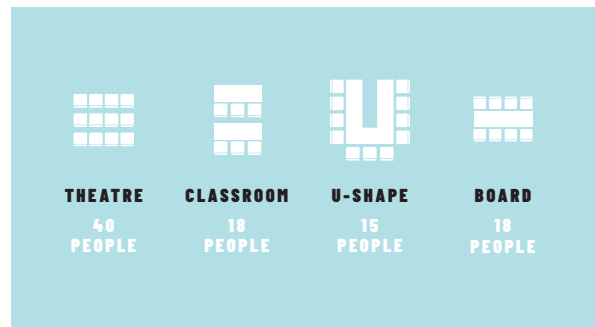
Room size 8.6m x 11.8m



FIFE ROOM

The Fife Room is one of our smallest spaces, offering a private area for corporate meeting with up to 20 people.

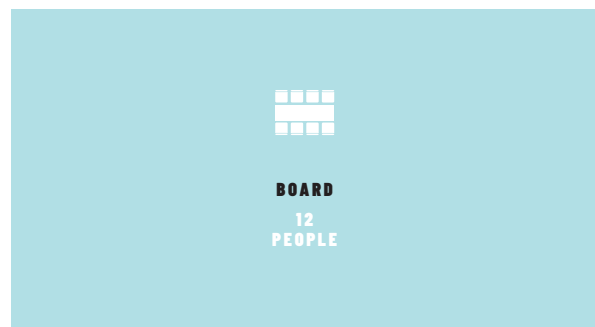
Room size 5.7m x 7.85m



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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OPTION ONE

Two course menu, served alternate

2 x Entree selections

2 x Main selections

or

2 x Main selections

2 x Dessert selections

Tea, coffee and bread rolls

Cost per person 36.00

OPTION TWO

Three course menu, served alternate

2 x Entree selections

2 x Main selections

2 x Dessert

Tea, coffee and bread rolls

Cost per person 42.00

CANAPES

The inclusion of three selections from our canape menu

Cost per person 6.00

PLATTERS

Antipasto Platter 75.00

Cheese Platter 69.50

Mixed finger food platter 105.00

Our mixed platters are a chef's selection of four different items, 15 pieces of each served with chips and condiments to suit. They are a classic club platter consisting of mainly fried food and some baked goods.

Sandwich Platter 59.50

Toasted or fresh

Grazing Table per person 10.00

Minimum 20 guests

DESSERT ROOM

Minimum 30 people

Chocolate fountain

Fruit skewers

Marshmallow skewers

Strawberry skewers

Mini pavlovas

Mini chocolate mousse

Assorted cakes and slices

Hot desserts

Fruit platters

Cost per person 12.50

CATERING

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ENTREE

Creamy pumpkin soup with garlic croutons

Marinated lemon chicken on peach, fennel and radish salad with honey orange dressing

Avocado, bacon, cherry tomato and sweet corn
Bruschetta with balsamic glaze

GF Succulent prawn salad with thousand island dressing and crispy leaves

Mexican lasagne with romesco and rocket

VEG Pumpkin and feta cheese arancini balls

MAIN

GF Paprika dusted roasted chicken breast on vegetable medley with white wine jus

18 hours slow cooked lamb legs with minted jus on sweet potato mash

Nile perch parcel with watercress salad and caramelised lime aioli

GF Slow roasted beef on butternut puree with red wine jus and caramelised onion jam

Roasted pork leg medallion on with baked apple and vegetable medley with rich gravy

Grilled chicken fillet with creamy mushroom sauce reduction and warm green vegetable salad

GF Thai Grilled Chicken Breast with Coconut rice and green salad

Slow Cooked BBQ pork ribs with Rustic root smash

DESSERT

Pavlova with passion fruit curd and seasonal fruits

Sticky date pudding with butterscotch sauce

Fresh fruit salad and ice cream

Salted caramel panna cotta

Vanilla bean icecream with honeycomb

GF Warm chocolate brownie with white chocolate ganache

CATERING

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CANAPES

- Camembert and fig jam toasts
- Tempura prawns with sesame mayonnaise
- Chicken strips with chipotle mayonnaise
- Bruschetta with parmesan and balsamic glaze
- Middle Eastern lamb kofta with minted yoghurt
- Antipasto platter
- Mini toasts with mild wasabi and avocado chutney topped with prawns
- Blinis with lemon myrtle smoked salmon, fennel and orange salad
- Green mussels topped with coriander, mango and tomato salsa
- Crispy cups - mexican pulled beef served with chicory lettuce
- Chicken devil wings and spicy chipotle mayonnaise
- Coronation chicken salad cups
- VEG** Pumpkin and fata cheese arancini balls
- Satay Chicken skewers with dipping sauce
- VEG** Moroccan dusted tortilla chips with dipping sauce
- Lamb and rosemary pies
- Crispy tuna and vegetable arancini
- Spanish pizza – chorizo, salami, spanish onion, olives, capsicum and ham
- Hawaiian pizza – Ham and pineapple
- VEG** Vegetarian pizza – mushroom, basil, onion, capsicum, pumpkin and shallot

DESSERT CANAPES

- Milk chocolate dipped marshmallow lollipops
- Petite chocolate tart with orange
- Brie cheese, fruit skewers
- Petite vanilla cheese cake
- Mini pavlova dressed with seasonal fruits and passionfruit curd
- Passion fruit mousse cups
- Mini cheese tart
- Mini strawberry sponge cup

MOTEL

CORPORATE FUNCTIONS 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

CORPORATE FUNCTIONS AT WAGGA RSL

WAGGA RSL CLUB CORPORATE FUNCTION 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.

The Wagga RSL Club will invoice for the room hire and any additional expenses following the meeting/ conference.

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

CORPORATE FUNCTIONS AT WAGGA RSL

YOUR FUNCTION

Date of Event Venue

Name of Function

Company

Postal Address for Invoice Purposes

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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)

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

BOOKING

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CATERING

Early Coffee Time

Morning Tea Time

Lunch Time

Afternoon Tea Time

Other

Please circle selections:

Beverages All Day Tea & Coffee | All Day Tea, Coffee & Biscuits

Lunch or Dinner

Option One | Option Two | Canapes | Dessert Room

Platters

Antipasto | Cheese | Mixed finger food | Sandwich | Grazing Table

DIETARY REQUIREMENTS

Name of Person Requirement

Name of Person Requirement

Name of Person Requirement

BEVERAGES

Tab

Tab Limit

Drink Selection

BOOKING

CORPORATE FUNCTIONS AT WAGGA RSL

AGREEMENT

Company Name

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

Contact Name

Signature Date