

# CONFERENCES

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# 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 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 Chilterns.

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.

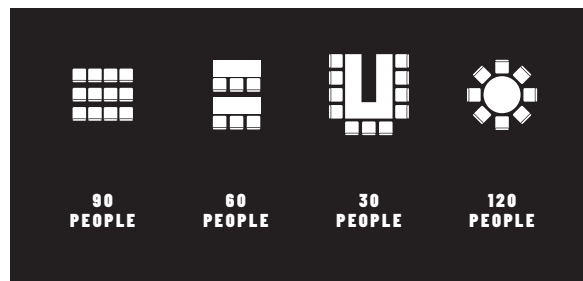
# ROOM HIRE

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.

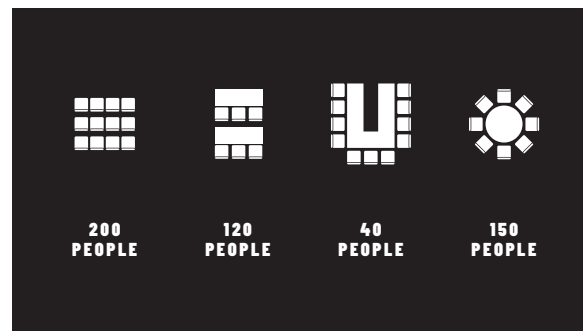
Room size ..... *approximately 16m x 14.5m*



## MIRAGE ROOM

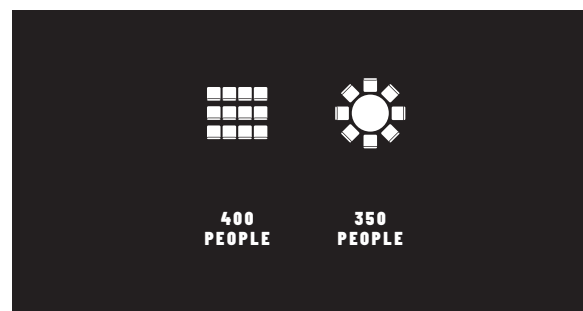
The Mirage Room has the capacity to hold 80 - 150 people. Boasting its own foyer area and private courtyard, as well as exclusive use of the brides room, it is not hard to see why the Mirage Room is our most popular room.

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.



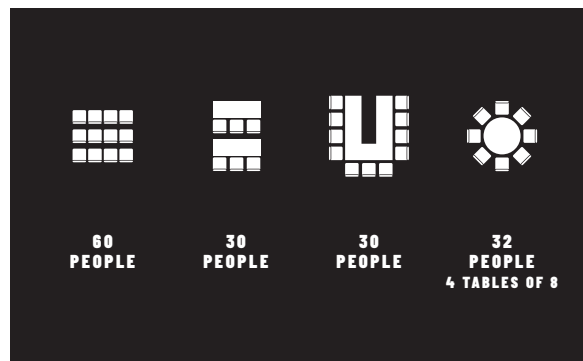
# ROOM HIRE

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.

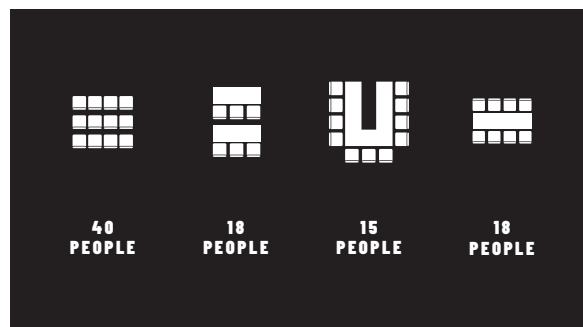
Room size ..... 8.6m x 11.8m



## 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.

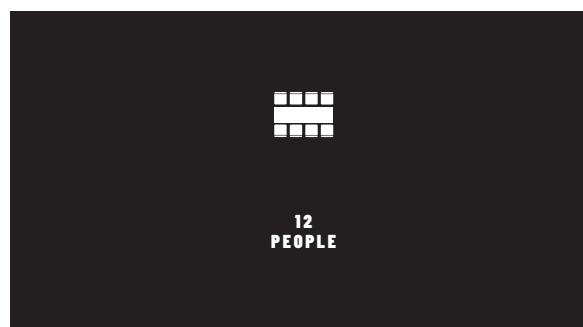
Room size ..... 5.7m x 7.85m



## 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

CONFERENCES AT WAGGA RSL

## BEVERAGES

Basic tea & coffee .....	4.00
Punch station .....	7.00
All day tea & coffee .....	6.00

## BASIC OPTIONS

Basic morning tea .....	7.50
<i>Tea, coffee and scones</i>	
Tea, coffee & biscuits .....	5.00
All day tea, coffee & biscuits .....	7.50
Fresh fruit platter .....	50.00
Sandwich platter .....	66.00
<i>44 points (chefs selection)</i>	

DF - Dairy free

LG - Low gluten (no ingredients contain gluten due to a centralised kitchen, traces may be found)

V - Vegetarian

Vegan - Vegetarian, no egg/dairy or animal products

N - Contains nuts

## MORNING OR AFTERNOON TEA

Tea, coffee & choice of 2 bakery items .....	10.00
Additional sweets .....	3.00 per item

*Lamingtons*

*Almond & coconut tea cakes (LG)*

*Doughnut indulgence (N)*

*Caramel & macadamia nut crumble (N)*

*Seed & fig rustic slice (N, Vegan)*

*Muesli Slice (N)*

*Raw cacao bar (LG, Vegan)*

*Florentine Slice*

*Friands (LG)*

*Raspberry & sour cherry bar*

*Chocolate dipped strawberry (LG)*

*Salted caramel & malt brownie*

*Macaron selection (LG, N)*

*Fresh fruit skewer (LG, DF, Vegan)*

*Seasonal frittata's (Vegetarian included)*

*Triple chocolate brownie*

*White chocolate & macadamia brownie (N)*

*Lime & coconut polenta cakes (LG)*

*Protein balls (LG)*

*Assorted Danish pastries*

*Muffins (N)*

*Our Petit cranberry scones with cream & raspberry jam (V)*

*Checkerboard quiche (Vegetarian available)*

*Chilterns seasonal savoury tart*

# CATERING

CONFERENCES AT WAGGA RSL

## LUNCH PACKAGES

Option One ..... 14.00

*1.5 mixed sandwiches & wraps, chefs selection salad and tea & coffee station*

Option Two ..... 16.50

*Selection of pizza's with green salad, pasta salad, caesar salad & potato salad. Served four large pizzas per 10 guests*

Option Three ..... 15.50

*Hot finger food (arancini, party pie, sausage roll & quiche), sandwich points (two per person / half a sandwich) & salad*

## DELEGATE PACKAGE

*Minimum of 10 guests*

Freshly brewed coffee & assorted teas upon arrival

Morning tea

Lunch options one, two or three

Complimentary fruit platter

Afternoon tea

..... \$35.50

Individual hamper ..... 27.50

*Poached chicken, seeded mustard mayonnaise on crusty baguettes with avocado & mixed leaves, beef or veg*

*Heirloom tomato, cucumber & kipfler potato salad with olive, green beans & house vinaigrette (Vegan, GF)*

*Raspberry yoghurt cheesecake with raspberry coulis & white chocolate rice puffs (GF, N)*

*Bottle of water*

Bahn Mi Box ..... 19.25

*Choice of Petit bahn mi:*

*Lemongrass beef, pate, pickled vegetables & sriracha mayonnaise*

*Classic prosciutto pate & pickled vegetables*

*Tofu, pate, pickled vegetables & sriracha mayonnaise (V)*

*Brown rice sushi (LG) (3)*

*Vietnamese crystal rolls (LG, Vegan) (2)*

*Edamame*

*Vietnamese dipping sauce & pickled ginger*

Lunch Box Options ..... 40.00

*Beetroot cured salmon gravalax with blinis, lemon crème fraiche & caviar (LG)*

*Pecorino, basil & mayonnaise muffins with bbq corn & chickpea hommus (V)*

*Slow roast wagyu beef, summer beans & sauce vierge (LG, DF)*

*Cajun roast chicken on couscous with harissa, charred lemon (LG, DF, N)*

*Roast beetroot, carrot & orange salad with marinated feta, spiced pepitas & tamari dressing (LG, V)*

*Heirloom tomato, radish & watermelon salad with dried olive & palm sugar vinaigrette (LG, DF, V)*

*Rosemary & olive loaf (V)*

*Chocolate dipped strawberries*

# CATERING

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## CLASSIC BBQ

Wagyu beef burger patties (LG, DF)  
Pork & bacon kranisky sausage (LG, DF)  
Garden of cucumber, spanish onion, radish, tomato  
mint with balsamic (Vegan, LG)  
Potato Salad with cauliflower, heirloom radish, sour  
cream, dill & chives (V)  
Mixture of buns & bread for meats  
Condiments for burgers, lettuce, tomato, beetroot &  
sliced cheese (V, LG, DF)  
Tomato sauce, BBQ sauce, mustard, chiptole mayo &  
our mac sauce  
Mini chocolate brownies  
..... 27.50

## BBQ LOVERS

Angus beef sliders with jack cheese, shredded lettuce,  
tomato & our mac sauce  
Miso eggplant baby gem cups with togarashi, garlic,  
chives & wasabi vegenaise (LG, DF, Vegan)  
Lamb, sumac & mint sausage (LG, DF)  
Grilled chicken tender skewers with harissa & maple  
glaze & glazed lemon (LG, DF, Chilli)  
Barbequed wagyu scotch fillet steaks with chimichurri  
sauce (LG, DF)  
Grilled zucchini steaks with steak romesco, basil &  
lemon oil (Vegan, LG, DF, N)  
Israeli cous cous salad, roast pumpkin, rocket, beetroot,  
feta & chermoula dressing (V)  
Poached chicken & kale caesar salad, soft boiled free  
range egg, parmesan, prosciutto & caesar dressing  
Chocolate brownies (LG, N)  
Sliced sourdough quinoa loaf with butter  
Tomato sauce, BBQ sauce, mustard, chipotle aioli &  
our mac sauce  
..... 41.80

# 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 Chilterns Catering and Events.

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.

### 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.*

### Payment .....

An invoice will be sent via email after the event including all room hire and catering charges. Payment is required within 7 days of receiving the invoice.

# 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 | Punch Station | All Day Tea, Coffee & Juice

**Basic Options** Basic Morning Tea | Tea, Coffee & Biscuits | Fresh Fruit Platter | Sandwich Platter

### Morning or Afternoon Tea

Tea, Coffee & Choice of 2 Bakery Items

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Lamingtons                      | <input type="checkbox"/> Almond & coconut tea cakes          | <input type="checkbox"/> Doughnut indulgence             |
| <input type="checkbox"/> Caramel & macadamia nut crumble | <input type="checkbox"/> Seed & fig rustic slice             | <input type="checkbox"/> Muesli Slice (N)                |
| <input type="checkbox"/> Raw cacao bar                   | <input type="checkbox"/> Florentine Slice                    | <input type="checkbox"/> Friands                         |
| <input type="checkbox"/> Chocolate dipped strawberry     | <input type="checkbox"/> Salted caramel & malt brownie       | <input type="checkbox"/> Raspberry & sour cherry bar     |
| <input type="checkbox"/> Macaron selection               | <input type="checkbox"/> Fresh fruit skewer                  | <input type="checkbox"/> Seasonal frittata's             |
| <input type="checkbox"/> Triple chocolate brownie        | <input type="checkbox"/> White chocolate & macadamia brownie | <input type="checkbox"/> Lime & coconut polenta cakes    |
| <input type="checkbox"/> Protein balls                   | <input type="checkbox"/> Assorted Danish pastries            | <input type="checkbox"/> Muffins                         |
| <input type="checkbox"/> Petit cranberry scones          | <input type="checkbox"/> Checkerboard quiche                 | <input type="checkbox"/> Chilterns seasonal savoury tart |

### Lunch Packages

Option One | Option Two | Option Three | Classic BBQ | Individual Hamper | Bahn Mi Box | Lunch Box

Delegate Package | BBQ Lovers

# BOOKING

CONFERENCES AT WAGGA RSL

## DIETARY REQUIREMENTS

Name of Person ..... Requirement .....

Name of Person ..... Requirement .....

Name of Person ..... Requirement .....

## 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 .....