
CONFERENCES

AT WAGGA RSL

waggarsl.com.au // (02) 6921 3624

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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 are only too happy to discuss varying options available to suit your individual requirements.

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.

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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 // approx. 16m x 14.5m



theatre
90 ppl



classroom
60 ppl



u-shape
30 ppl



cabaret
120 ppl

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 // approx. 23.8m x 15m



theatre
200 ppl



classroom
120 ppl



u-shape
40 ppl



cabaret
150 ppl

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.



theatre
400 ppl



cabaret
350 ppl

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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



theatre
60 ppl



classroom
30 ppl



u-shape
30 ppl



caberet
32 ppl
(4 tables of 8)

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



theatre
40 ppl



classroom
18 ppl



u-shape
15 ppl



board
18 ppl

BOARD ROOM

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

Room size // approx. 6.4m x 6.3m



board
12 ppl

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MORNING OR AFTERNOON TEA

Tea, coffee & choice of two food items // **13 pp**

Arancini

Assorted cookies

Chocolate macarons

Chocolate
pound cake

Choux a la creme

English tea cake

Hazelnut financier

Madeline

Mini eclair

Mini lemon tart

Mixed berry mini
muffin

Party pies

Pecan brownie

Sausage rolls

Scones with jam &
cream

BASIC OPTIONS

Basic morning tea - tea & coffee // **5 pp**

All day tea & coffee // **7 pp**

Tea, coffee & biscuits // **6.5 pp**

All day tea, coffee & biscuits // **8.5 pp**

Tea, coffee & scones // **9 pp**

Fruit platter // **60 per platter**

DELEGATE PACKAGE // **40 pp** minimum of 10

Assorted tea & coffee

Morning tea - chilled orange juice & an assortment of
freshly baked muffins

Lunch option of choice

Afternoon tea - choice of two items

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LUNCH PACKAGES

Option one // 16.5 pp

Variety of sliders with a gourmet filling (1pp)

Garden salad with house salad dressing

Fresh seasonal fruit

Tea & coffee

Option two // 18 pp

Toddler oval turkish with a variety of fillings

Potato wedges with sweet chilli & sour cream

Fresh seasonal fruit

Tea & coffee

Option three // 16 pp

Assortment of gourmet sandwiches or tortilla wraps (1/2 of each pp)

Sweet potato wedges with sweet chilli & sour cream

Fresh seasonal fruit

Tea & coffee

Option four // 16 pp

Assorted party pies, quiches & sausage rolls

Potato chips with tomato sauce

Fresh seasonal fruit

Tea & coffee

Option five // 22 pp

Choice of two meals, served alternate with crusty bread rolls & butter

Classic schnitzel with chips & salad

Fish & chips with salad

Roast of the day with assorted vegetables, greens & gravy

Chicken penne pesto with shredded parmesan cheese

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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.

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

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WAGGA RSL MOTEL & APARTMENTS

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 and a fifteen minute drive from Wagga Airport.

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**

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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 large 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**

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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

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.

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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.