



---

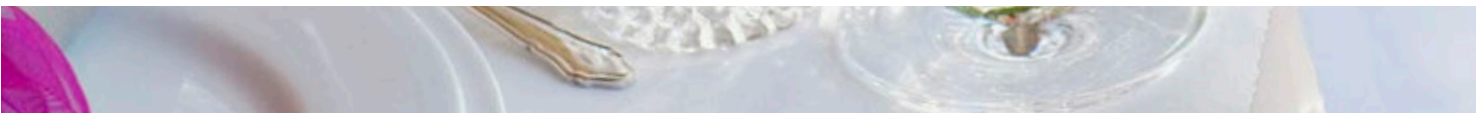
FUNCTIONS AND EVENTS

*Room Hire &  
Decorations*



GREENBANK  
RSL









## Function Room Hire (Maximum of 6 hours)

Room	Min. Guests	Max. Guests	Price
Gardens Café Alfresco	20	35	From \$200
Pre-Function Room	40	80	From \$300
Gala Room (Half)	40	100	From \$400
Gala Room (Full)	100	200	From \$600
Top Deck	50	150	From \$600

### Inclusions

- Room Set-Up and Pack Down
- White or Black Linen Tablecloths and White Napkins or Serviettes
- Air-Conditioned Room (Gala Function Room, Pre-Function Area)
- Lectern (if required)
- In-house PA System (Pre-Function Room and Gala Room only)
- Projector Screen / TVs (for photos on USB or disc)
- Microphone
- Staffed Bar

### Optional Extras

- Extra White Linen Tablecloths (for functions over 100 pax) - **\$5 each**
- White or Black Chair Covers with Sash in your choice of colour - **\$5 each \***
- Coloured Linen Napkins – from **\$1 each\***
- Skirted Bridal, Cake or Present Table – from **\$30 each**
- Crowd DJ Music System - **\$100**
- White or Black Drybar Covers with Coloured Sash (**\$20 each**)

\* Subject to availability

### Balloons Package - \$150

- 5 x Bunches of Helium Filled Balloons in your choice of up to 3 colours.
- All tables decorated with Table Scatters.

### Optional Decorations

- Wishing Well – **\$45**
- Centrepieces – From **\$15 each**

### Security

Where identified by the Greenbank RSL, the hirer of the Function Room may be required to pay for one or more security guards as we are bound by the Qld Liquor Act to provide a safe environment for the whole venue. Please note all 18th and 21st Birthday Parties require at least one Security Guard for a minimum of 5 hours. Cost to be advised.

# Important Information

## Terms and Conditions

**TENTATIVE BOOKINGS** A tentative booking will be held for a period of seven (7) days. We reserve the right to cancel any unsecured bookings after this time if confirmation has not been received.

**CONFIRMATION** A booking is confirmed by signing the Booking Sheet and forwarding the minimum deposit of \$200 within fourteen (14) days of the original booking date. If the deposit and the signed Booking Sheet form are not received, management reserves the right to cancel the booking and allocate the space to another client

**CATERING / BEVERAGE REQUIREMENTS** Clients are requested to contact Greenbank RSL a minimum of four (4) weeks prior to their function to co-ordinate menus, beverage packages and final arrangements. All menus are guides and subject to availability. Minimum spends on food and beverage apply for all functions.

**CANCELLATION** Notification of cancellation must be in writing to receive a refund of any prior monies paid. If you decide to cancel your function, the following conditions apply:

- Notice of cancellation more than six (6) months prior – a full refund will be issued.
- Notice of cancellation less than six (6) months prior – a refund will be issued less an Administration Fee of \$150
- Notice of cancellation less than two weeks prior – No refund will be given

**CONFETTI** Please note that confetti is not allowed in the Club or surrounding grounds. Rose petals are a pleasant alternative.

**CHILDREN** Children 3 years and under are free of charge (buffet only). Children 4 to 12 years are half the buffet package meal price. Children over 12 years will be charged at the adult price. For minimum numbers, two paying children will be counted as one adult. Children's meals available on request. Children must remain in the function room at all times, under the supervision of their parent or guardian and may remain on premise until conclusion of the function.

**CONFIRMATION OF NUMBERS** Confirmation of final numbers is required fourteen (14) days prior to your function. This number will constitute the minimum number of guests to be charged for. A surcharge may apply if minimum guest numbers are not met.

**PAYMENT** Full payment of your account by cash, credit card or direct deposit is required when final numbers are confirmed.

**PRICING** Whilst we endeavour to maintain all prices as printed, they may be subject to change at Management's discretion. A surcharge of 10% is applicable on Sundays and Public Holidays.

**DAMAGES AND INDEMNITY** Where a function has created additional cleaning over and above the normal cleaning of a function, a fee may apply. Please note that the organiser is financially responsible for any damage to Greenbank RSL's property, equipment or any third-party items hired on your behalf. The use of walls for display material and nails, staples or tape attachments to floors or ceiling is not permitted. Greenbank RSL will take all reasonable care

with client, guests and third-party property, however, will not accept any responsibility for damages to, or loss of items whilst within the venue. Where matters beyond the control of Greenbank RSL Management, impairs or prevents Greenbank RSL from performing its obligations under the event order, Greenbank RSL and Management will be released from all liabilities.

**RESPONSIBLE SERVICE OF ALCOHOL** Greenbank RSL is a licensed venue, all function guests must meet the Club's requirements to enter or remain on the Club's premises under its House Policy and in accordance with Responsible Service of Alcohol and the Liquor Act 1992. Any person who does not meet these requirements, may be refused entry or be required to leave the premises. Management reserves the right to remove any guest from the premises if they are considered to be underage, intoxicated or behaving disorderly. If function activities are considered illegal, noisy or offensive, Management reserves the right to intervene or terminate the function early without compensation to the organiser.

**IDENTIFICATION** Greenbank RSL are trained in the acceptable evidence of age. Only the following types of ID will be accepted where there is any doubt that a person is under 18:

- A current Driver's License or Learner's Permit (valid with photo)
- A current Passport (from any country – valid with photo – writing must be in English)
- An Australian Government-issued Proof of Age Card (18+ Card)
- Foreign Driver's Licence with a photo and date of birth of license holder.

Where a foreign Driver's License is not written in English, an international Drivers Permit issued in the country of origin and including a photo of the license holder (and translation) must be presented with the foreign Driver's License. Anyone obtaining alcoholic beverages for consumption by minors will be removed from the premises. Management will support staff that enforce Responsible Service of Alcohol.

**FOOD SAFETY** Please be advised that due to food safety practices (HACCP), no food or beverages are permitted to be brought onto Greenbank RSL premises. Similarly, no food or beverages may be removed from the premises. Celebration cakes are exempt from this rule.

**ENTERTAINMENT** Management reserves the right to control the quality, style and volume of any entertainment booked. DJ's and other entertainment can be organised by Greenbank RSL if required and is at the cost of the host. No smoke machines will be allowed due to fire regulations. It is the responsibility of the client to pay for any smoke alarms set off by the entertainer or clients.

**ANNULMENT OF AGREEMENT** Should Greenbank RSL be prevented from implementing its services due to circumstances beyond its control (such as power failures, fire, flooding, natural disasters, strikes or acts of God) the said agreement or service will be made null and void at the discretion of Greenbank RSL.

**CAKEAGE** If an organiser requires a cake to be cut and plated for dessert, an extra cost of \$4.50 per person may apply.