



FUNCTION PACKAGE



63-67 Albert St Moe
T: 5127 1007



Moe RSL
@banjosonalbert
www.moersl.com.au
functions@moersl.com.au

Our Room

The Moe RSL function room is our club's largest room and can offer a raised stage, dance floor and fully serviced bar, this room is perfect for large corporate functions, birthdays, school reunions, weddings, sport presentation nights and dinner dance.

Function Room Hire (Not available Friday nights or days of venue organised events) (40 – 200 people)
\$250

Times

11am-5pm

5pm-11pm

Board Room Hire (up to 16 people)
\$80

Members Room Hire (up to 80 people)
\$150

Please speak to staff if you require extra setup time or for your function to run outside these hours (additional fees may occur)

Extras

We offer a variety of extras that you can optionally add-on to your function.

Projector Hire
\$20 per event (if available)

Decoration Package
Helium balloons, garlands, centerpieces, frames, neon signs, black tablecloths
Price on application

Floral Arrangements
Bouquets, table arrangements, floral chandeliers, flower walls
Price on application

Photobooth
Open air or enclosed
Price on application

Linen Napkins
Available in white or black
\$1.40 per person

Chair Covers and Coloured Sash
White or black chair cover and your choice of coloured sash
\$4.50 per person for minimum of 50 *\$6.50 per person for less than 50*

Private Bartender
Have your own personal bartender upstairs to serve all your guests and manage your bar tab.
\$25/h if less than 25 guests

Security
Required for major birthdays, functions with live music, sports presentation nights, any functions with more than 50 people and at management's discretion.
from \$200

Christmas Menu

Price

\$38.50 per person - (Minimum 40 people)

Main Meal

Roast Meat & Vegetables

Ham and turkey served with roast vegetables and seasonal steamed vegetables, finished with a rich gravy.

Cranberry sauce served on the side

Dessert Items

Choose one

Pavlova

Finished with berry coulis and cream

Sticky Date Pudding

Finished with butterscotch sauce and served with a side of cream

Christmas Pudding

Finished with a rich creamy custard

(please note this item is subject to availability at the time of confirming booking)



Additional Options

Browse our additional options that are available to have on top of our cocktail or sit-down menus.

Tea & Coffee Station

Coffee and tea.

\$3.50 per person

Assorted Cakes

Chefs selection of assorted cakes

\$3 per person

House-made Scones

with jam and cream

(minimum 25 people)

\$3.50 per person

Assorted Sandwich Platter *(serves 10- 12)*

Mix of Ham, Cheese, Tomato, Egg and Relish and Salad

\$70 per platter

Assorted Gourmet Sandwich Platter *(serves 10- 12)*

Mix of Ham, Cheese, Tomato, Tuna, Chicken and Salad

\$80 per platter

Fresh Fruit Platter *(serves 10- 12)*

\$65 per platter

Cheese Platter *(serves 10- 12)*

Assorted cheeses, crackers and dried fruits

\$65 per platter

Antipasto Platter *(serves 10 - 12)*

Salami, green/kalamata olives, artichoke hearts, 2 dips, dried apricots, Brie, Camembert and Tasty cheese, cherry tomatoes, carrot sticks, cucumber sticks, grapes, strawberries and assorted crackers

\$90 per platter

Our chef is available to:

Cut and serve your cake on platters for a charge

\$15 per cake

Cut and individually plate your cake with cream and strawberry garnish

\$2.50 per person

We can cater to most requests - Prices on Application

**** No food or drink is permitted to be bought into the premises with exception of a celebration cake & personal sweets platters ****



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W: www.moersl.com.au

General Terms & Conditions

Please sign and return this form when paying the function deposit

General Terms and Conditions

To secure a booking at the Moe RSL, we require a 10% deposit and a signed copy of these terms and conditions. Any tentative bookings will be held no longer than 3 business days after first point of contact from functions coordinator. To confirm a function, please return a signed copy of these terms and conditions, which can be found in our function information package. You will receive this from the functions coordinator after first point of contact.

CANCELLATION – In the event of a cancellation, the deposit is non-refundable, unless cancellation is advised in writing one (1) month prior to your booking. We require NO LESS than 7 working days notification of a function cancellation. If your event is cancelled after 7 working days, then the total function payment is required

FUNCTION DURATION - Functions are for a duration of 6 hours unless otherwise arranged with management. An extension can be made by prior agreement & may incur additional cost (see Function Package). The latest finishing time for any function is 11.00pm with the bar closing 30 minutes prior to the scheduled finishing time.

CONFIRMATION - For catering purposes, confirmation of your total number of guests attending your function is required 14 days (2 weeks) prior to the event. The confirmed number provided is what your final account will be based on. Changes above original number on the day are NOT acceptable. Outstanding payment is required 4 business days prior to the function.

FOOD & BEVERAGE POLICY- No outside food or beverage is permitted at any time to be brought into the premises for consumption, with the exception of celebration cakes. Catering must be arranged for the correct number of guests attending the function. Management reserves the right at any time to close the bar or terminate a function if any of the Club policies are not abided by.

DECORATIONS- You are more than welcome to decorate your room on day of function provided there are no prior bookings on that day. Please phone 24 hours beforehand to confirm this availability. Nothing is to be nailed or screwed to any wall or other surfaces of the building. Signage and decorations must be approved by management. The Moe RSL can provide this facility at an additional charge. No sticky tape or products that may strip paint off the walls allowed. Blue tac is allowed. Any equipment delivered for a function must be marked for the attention of the function manager with function name and must be discussed prior. Moe RSL will not be liable for any damage or loss to such equipment. Organisers should arrange their own insurance for equipment delivered prior to date of function.

PROPERTY DAMAGE OR THEFT- Organisers are financially responsible for all damage caused to any function area of the Moe RSL by their guests, delegate's, employees or agents, before, during and after a function. Smoke and Fog Machines are prohibited from use. If the CFA is required to attend through use of these items, the function organizer will be liable for any charge incurred.

PAYMENT OF ACCOUNTS - Outstanding payment is required 4 business days prior to the function and is based on your confirmed number of attendees (see above). Bar tabs along with any additional charges must be paid for at the conclusion of your event. Instalments will be accepted prior to the function. Cash/credit cards are accepted. If a bond has been paid, it will be refunded after the function has been held, after confirmation has been made that no damage has occurred. Moe RSL reserves the right to charge any outstanding payments to the credit card provided at time of booking if full payment is not received by the conclusion of the function. Corporate functions may arrange to be invoiced after the event with the function manager.

RESPONSIBILITY – Moe RSL does not accept responsibility for damage to or loss of any client's property. This applies to all areas of the Moe RSL.

PRICING - All prices have been based on current cost and are subject to change. Price changes will be advised. All prices are GST inclusive.

UNFORESEEN CIRCUMSTANCES - In the event of inability to comply with any of the provisions of this contract by virtue of any cessation or interruptions of gas, electricity, industry dispute, plant or equipment failure, unavailability of food, other unforeseen contingency or accident, the venue reserves the right to cancel any bookings and refund any deposits at any time.

CLEANING - Room Hire includes general cleaning of function rooms. Additional cleaning charges may be incurred if a function has created cleaning requirements considered to be above normal general cleaning.

LIQUOR LICENSING REQUIREMENTS- Management reserves the right to exclude or remove any person from a function or any other areas of the venue in accordance with the liquor control act of Victoria. Under no circumstances are guests under 18 years of age permitted to consume alcohol.

SIGNING IN - A guest list must be provided 24 hours before the commencement of a function. If a guest list is not provided, everyone attending must sign in at reception prior to entering the function. All guests attending the function must hold current and valid identification. Children under 18 years of age are welcome, however must be accompanied by parents or legal guardians and must be supervised at all times.

GENERAL - NO DRINKS are to be consumed outside the venue. Smoking is not permitted in the venue, there is an allocated smoking area in the Gaming Room. We respect our neighbors & encourage all patrons to leave the venue in a manner that does not disturb the amenity of the area.

DRESS CODE- Please be aware that we follow a strict dress code. We do not allow wearing headwear, obscene logos or slogans, dirty clothes, or bare feet. After 7pm, we do not allow workwear, singlets, or thongs. Patrons will be asked to cover up or leave if this dress code is not followed.

MONEY COLLECTION – Please note that no functions are to collect money for tickets, entry or other reasons without prior consent from the Moe RSL

FUNCTION REFUSAL – Please note that Moe RSL does not accept function bookings that may jeopardise the safety of its members, guests, the RSL brand and the local community. This includes any events with controversial social topics, religious or political. Please discuss with us prior if unsure. Management reserves the right to decline any function if its deemed to not be appropriate.

Management reserves the right at any time to close the bar or terminate a function if any of the Club policies are not abided by.

I hereby acknowledge and agree with the terms and conditions.

Name: _____

Date: _____ Signature: _____

Function Deposit:

Amount Paid: _____ Paid By: _____ Date: _____

Credit Card Details:

Name on card: _____

Credit card number: _____ Exp: _____ CCV _____

Signature: _____

The above credit card details are kept as a security measure. In the event money is owed at the conclusion of a function for a bar tab, additional catering, damages or any other reason, Moe RSL reserves the right to charge the outstanding amount to the details above. Every effort will be made to contact you to inform you of the amount and/or arrange an alternate method of payment prior to any charges being processed.