

FUNCTIONS

PACKAGES



 **Coorparoo RSL**
& Community Club

Table of Contents

Your Special Event	03
Private Function Rooms	04
Function Spaces	05
Room Layout Options	05
Platters Menu	06
Set Menu	07
Terms & Conditions	08
Function Booking Form	09
Contact Us	10



Your Special Event

Coorparoo RSL and Community Club are proud to showcase our venue for your consideration when booking your next private function.

We have two dedicated function spaces, both fully air conditioned including their own private toilet facilities making them ideal for hosting your next special event.

Our functions team guarantee exceptional service, delicious catering and a great atmosphere in a choice of versatile functions spaces that you can make your own.

We are fully licensed and can cater for small intimate groups, private boardroom meetings, theatre style presentations, corporate events through to beautiful weddings or engagement functions.

Our centre is conveniently located only 10 mins from the CBD with easy access from the M1.

With a variety of options available to suit your needs, we're here to help ensure your event or special celebration runs smoothly from start to finish.



Private Function Rooms

SUB MARINERS ROOM

\$100 room hire for up to 4 hours

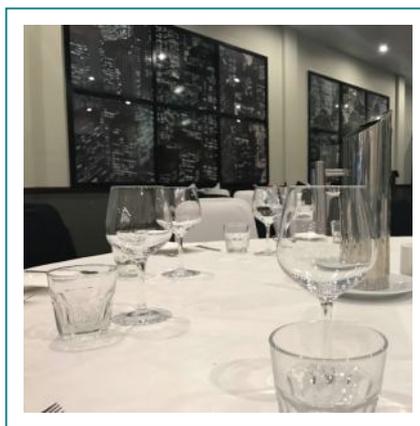
This private room is fully self-contained with a private entrance & toilets. This intimate space is ideal for corporate functions, meetings, private dinners, lunches or small group workshops.

FACILITIES

White Board & Accessories
Private Toilets

CAPACITY

20 Board Room
30 Theatre
40 Seated



THE ANZAC ROOM

\$400 room hire for up to 4 hours

This is a versatile room that is perfect for larger events such as weddings, conferences, cocktail functions or corporate lunches and dinners.

FACILITIES

In-house audio
Access to smoking dosa
Fully Air Conditioned
Private Toilets

CAPACITY

150 Cocktail
100 Theatre
100 Seated



Functions Spaces

RAISED MEZZANINE

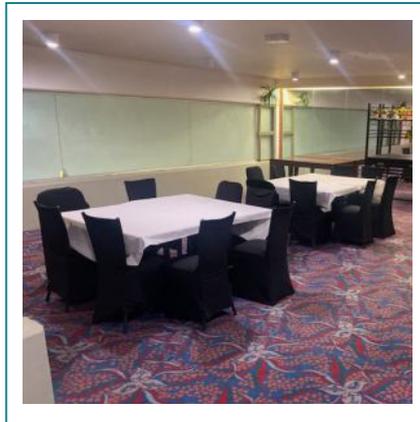
No hire fee for use of space

The Coorparoo RSL & Community Club have a raised mezzanine area that can be reserved for smaller group functions & dinners.

CAPACITY

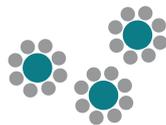
30 Seated

40 Standing



Room Layout Options

Seated Cabaret



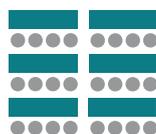
Theatre



Cocktail



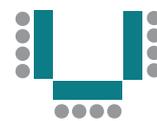
Classroom



Boardroom



U-Shape



Catering Options

PLATTERS

Each platter caters for approx. 8-10 people

SANDWICH PLATTER

\$75.00

Chef's choice of fillings

ASIAN PLATTER

\$85.00

Assortment of

Cocktail Samosas

Spring Rolls

Dim Sims

Money Bags

Sweet Chilli Dipping Sauce

VEGAN / GF PLATTER

\$90.00

Assortment of

Pumpkin Aranci Balls

Sweet Potato Croquettes

Mini Falafel

Potato Mashie Balls

Sweet Chilli Dipping Sauce

FRUIT PLATTER

\$70.00

Selection of

Fresh Seasonal Fruit

PARTY PLATTER

\$90.00

Assortment of

Miniature Pies

Sausage Rolls

Assorted Mini Quiche

Dipping Sauces

DELUXE PLATTER

\$95.00

Assortment of

Crumbed Fish Goujons

Salt & Pepper Calamari

Prawn Cone Twister

Lemon Wedges & Tartare

CHEESE & CRACKER PLATTER

\$85.00

Selection of

Cheeses

Kabana

Pickled Vegetables

Crackers



Catering Options

SET MENU

All meals served alternate drop. Minimum 60 people.

Choose 2 dishes per Entrée, Main & Dessert

2 Course Menu: \$39.50 PP

3 Course Menu: \$49.50 PP

ENTRÉE

Prawn Cone Twisters

Satay Chicken Skewers

4 Cheese Arancini

Meatballs in Napoli sauce
w/ sourdough & fetta

MAIN

Rump Steak cooked medium w/ gravy

Chicken Breast w/ Creamy Mushroom Sauce

Roast Lamb, Beef or Pork

Grilled Fish

All mains served w/ fresh medley of vegetables

DESSERT

Mini Pavlova w/ Fruit & Fresh Cream

Salted Caramel Flan w/ Chantilly Cream

Individual Blueberry Cheesecake
w/ Raspberry Coulis & Fresh Cream

Individual Tiramisu w/ Fresh Cream

TEA & COFFEE STATION

Included with all Set Menu Options

*Vegetarian & Vegan options or special dietary requirements
may be available on request where possible*



CONFIRMATION OF BOOKING

Please fill out form & email to
reception@coorparoorl.com.au

Tentative bookings will be held for a period of seven days, unless otherwise stated. A deposit of the room hire amount is required to secure the date, and the contract must be completed and signed to confirm the booking.

Cancellation

In the event of a cancellation where notice of 30 days or more is given, a full refund will be issued. For cancellations with less than 30 days' given notice any paid deposit is forfeited, with any amounts paid thereafter being refunded and any cancellation within fourteen (14) days prior to the event will result in the total amount paid being forfeited.

Final Numbers and Payment

A final guest count is required one (1) week prior to the day of the event. This includes notice for any dietary requests and special orders. Full payment is also required (1) week prior to the day of the event. Charges will be based on no less than the numbers advised at this time, including all optional extras, except for Bar Tabs which are to be finalised on completion of the event. The Coorparoo RSL does not give refunds if the number of guests drop after payment is made.

Price Variation

Every endeavour is made to maintain prices as printed, however in unforeseeable circumstances price rises may occur and we will notify the contact person immediately. No price changes will be made less than 30 days prior to the date of the event. Function Bar prices are a condition of booking the Anzac Room.

Surcharge

A surcharge of 10% will apply to all charges on Sundays and Public Holidays. Damage Occasionally accidental damage can occur and whilst it is regrettable to all concerned, all damages to the Club's property must be paid for (also see 'Decorations').

Decorations

The main contact for the event is deemed financially liable for any loss or damage to Club property and outsourced items – including, but not limited to centrepieces, table linen; chair covers, sashes, tablecloths, napkins, runners, or any other decoration utilised. To help with this matter, we do not allow anything to be stuck to the walls or ceiling. Smoke machines and piñatas are not permitted. Sparklers are accepted on a cake only. Candles must be in holders, due to safety reasons. If you require RSL staff to set your own decorations, then a fee will apply.

Entertainment

While you are most welcome to hire a band or DJ for your event, you will be required to comply with the Clubs policy on noise levels and restrictions. The Anzac Room's sound limit is 75Db. If the volume of music is deemed to be excessive, authorised staff have the right intervene to ensure an acceptable level is maintained throughout the event.

Liquor/Food

Alcoholic beverages will only be served to those patrons over the age of eighteen (18) years. All persons must be able to provide a current driver's licence, Proof of Age card or a current passport, if asked by any member of our staff. If the guest does not have an acceptable form of Identification, they will be considered as a minor (see 'minors'). Unduly intoxicated or disorderly patrons/guests will be asked to leave the club premises in accordance with the Coorparoo RSL house policy & the law. Management has the right to close the bar at a time earlier than specified to comply with legislation. As a licensed venue we are bound by and adhere to the Liquor Act of 1992 and do not permit liquor or food to be brought on to or taken off the licensed premises. (Exclusive of wedding/birthday cakes only). Function Bar prices are a condition of booking.

Minors

Persons under the age of eighteen (18) years must be always accompanied by a parent or legal guardian. Minors are not permitted in the bar area or to be served any type of beverage over the bar. While Minors are permitted to stay in your function, they are not permitted in any other areas of the club after 10pm, or unsupervised at any time.

Smoking

Smoking is not permitted in the Club, only in the designated smoking areas specified. Due to law requirements, no food is to be consumed in these designated smoking areas.

Security

Any event which attracts 80 guests or more will incur a security fee of \$75.00 per hour. This fee covers one security guard and is for minimum of four (4) hours. This is required to comply with legislation and is not negotiable. Under the Securities Act the Club reserves the right to obtain security guards for an event, at the host's expense.

Media

Coorparoo RSL may take photos of the room and decorative features for marketing and advertising purposes. Please advise in writing prior to the event if you do not consent to this.

Club Rules and Regulations

All guests are subject to the General Rules and Regulations of the Coorparoo RSL. Dress standards are applicable, and Management reserves the right to refuse entry to any persons. Shoes must be always worn. Coorparoo RSL is under 24-hour surveillance. Personal property left on the premises is left at owners' risk and the club is not liable for any loss or damage to any such items. The host agrees to indemnify the Club for any claims arising out of negligent or wilful acts by the host or any of its guests, or services provided by the guest.

I have read and accept the terms and conditions as stated above

SIGNED

DATE:

____ / ____ / ____

STAFF ONLY

Staff name:

Date:

Reference:

Signed:

Deposit amount paid:

FUNCTION BOOKING FORM

Please fill out form & email to
reception@coorparoorosl.com.au

Enquiry only Tentative booking Confirmed booking

Event date: _____ / _____ / _____ Today's date: _____ / _____ / _____

Mr / Mrs / Miss / Ms / Dr: First name: _____ Surname: _____

Email: _____ Phone: _____

Street address: _____

Suburb: _____ State: _____ Postcode: _____

FUNCTION DETAILS:

Event Title: _____

Type of event (please tick):

Meeting Presentation Training Networking Workshop Party Fundraising event
 Wake Wedding reception 21st Birthday Other (please specify): _____

Arrival time of guests: _____ Food serving time: _____ Closing time of event: _____

Dietary requirements: _____

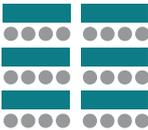
** Please keep in mind that some food items may contain traces of nuts or gluten. Please specify if this will be an issue.*

** Access to the room will be made available 30 minutes prior to the the event start time unless otherwise requested.*

Number of attendees (this will determine the space that needs to be booked): _____

Sub Mariner Room The Anzac Room Mezzanine

Room layout requirements (please circle):

Theatre	U-Shape	Seated Cabaret	Classroom	Boardroom	Cocktail
					

Please tick any equipment you may need:

Data projector & screen (hire fee applies) Whiteboard Other (please specify) _____
 Audio equipment (hire fee applies) Lectern _____
 Wireless internet access (no charge) Security (hire fee applies) _____

** We recommend that all electronic presentations on a USB drive be tested on our projector at least one (1) week prior to any function as we prefer to check that the formatting is compatible with our projector. Please note: 21st Birthdays & events over 100 pax require security.*

Notes: _____



45 Holdsworth St,
Coorparoo Q 4151

Ph: 3397 9955

