



KEILOR EAST RSL

# FUNCTION PACK

**KEILOR EAST RSL  
&  
BOMBARDIER BISTRO**

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[functions@keiloreastrsl.com.au](mailto:functions@keiloreastrsl.com.au)

[www.keiloreastrsl.com.au](http://www.keiloreastrsl.com.au)

RSL: 9337 7245

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Our Function Information Package containing all relevant information for your special event or occasion is available on request.

Our function spaces are ideally suited for formal lunches, dinner gatherings, engagements, weddings, birthdays, seminars, corporate gatherings, wakes or any other event.

Our upstairs function rooms are separated by bi-fold doors, and we can tailor the room depending on the number of guests or type of function you are hosting. Our downstairs area is our main bistro area and is available for hire. Please contact us to check availability.

We are more than happy to discuss your individual requirements and we can assist you with designing a package that best suits your needs and budget. Flexibility within our function area ensures that the Keilor East RSL can provide you with modern function facilities that will suit any function requirements.

Sit-down meals are served alternately, with vegetarian and other special dietary requirements catered for.

A room hire fee is charged for all rooms and free room hire is available to Keilor East RSL members in accordance with our Terms and Conditions.

We will set up the room according to your requirements and we will pack down afterwards. Cloth napkins and extra services are available at an additional cost. Decorations and music are your choice, so long as they are in accordance with our Terms & Conditions.

Please contact our Function Manager at [functions@keiloreastrsl.com.au](mailto:functions@keiloreastrsl.com.au) for any further information and to organise a convenient time to inspect our rooms and discuss your function requirements.

We look forward to assisting you on your special day,

All you need to do is come along, sit back and enjoy your special occasion.

# COCKTAIL PACKAGES

## **Canapes - Option 1**

*From \$18 per person*

*Select 5 hot or cold items*

### **Cold**

Mixed sandwich platters;

Dip and crudité platters;

### **Hot**

Spinach and ricotta Pastizzi;

Mini spring rolls, samosa  
and mini dim Sims;

Assorted arancini balls;

Salt and pepper calamari;

Cocktail satay chicken kababs;

or assorted mini quiches,

party pies and sausage rolls.

## **Canapes - Option 2**

*From \$22 per person*

*Select 6 hot or cold items*

### **Cold**

Assorted Vietnamese rice paper rolls  
with dipping sauce; Selection of Sushi  
and Sashimi; assorted canapés -brie  
with prosciutto, smashed avocado and  
smoked salmon toasts, chorizo with  
cherry tomato and pepperoni with  
onion jam.

### **Hot**

Gourmet party pies;

Cherry tomato and brie tart;

Beef kofta skewers;

Prawn twister spring rolls, lime and  
sweet chilli sauce;

Beef cheek tartlet with pea and potato  
mash;

Lamb and honey mignon wrapped in  
smoked ham;

Gourmet Thai chicken spring rolls Pork  
and prawn shoa mai.

## **Canapes - Option 3**

*From \$25 per person*

*Select 6 hot or cold items*

### **Cold**

Oyster selection;

Selection of Sushi and Sashimi;

Assorted canapés -brie with  
prosciutto, smashed avocado and  
smoked salmon toasts, chorizo  
with cherry tomato and pepperoni  
with onion jam.

### **Hot**

Oysters Kilpatrick;

Beef mignon wrapped in bacon;

Prawn lemongrass;

Peking duck spring roll;

Mini beef burgers;

Lamb satay

Mushroom and fontina cheese  
tart;

Tempura barramundi.

# GALA PACKAGES

## Set Lunch & Dinner

*Bronze*

*\$35 per person (2 courses)*

*\$42 per person (3 courses)*

Choose 2 from each course

### Entrée

Minestrone soup with cheese croutons;  
Salt and pepper calamari salad with lime and sweet chilli dressing;  
Moroccan spiced chicken salad with avocado, pumpkin, and sundried tomato.

### Main

250g prime porterhouse served medium, with crusted chats, green vegetables, mushroom sauce;  
Grilled dory fillets, on lemon and green herb risotto, broccolini, and cherry tomato salsa;  
Chicken breast supreme with brie, semi dried tomatoes and spinach with herbed cream sauce;  
Slow braised honey & rosemary lamb rump on top of a creamy mash potato & vegetables;  
Spinach and ricotta ravioli with roasted tomato sauce with spinach, and grilled capsicum.

### Dessert

Individual Pavlova, fresh strawberry, passionfruit;  
Berry cheesecake double cream;  
Sticky date pudding, butterscotch sauce, vanilla ice-cream.

## Set Lunch & Dinner

*Silver*

*\$40 per person (2 courses)*

*\$50 per person (3 courses)*

Choose 2 from each course

### Entrée

Thai style chicken, glass noodles, Asian greens & sweet soy dressing;  
Spinach and ricotta cannelloni, Napoli sauce, roasted capsicum, parmesan;  
Rare roasted beef salad, herbed greens, balsamic glaze, feta, sundried tomatoes and lavosh.

### Main

Chicken breast filled with fresh prawns, wrapped in bacon, topped with a white wine garlic sauce, and served on crushed potato with green vegetables;  
250g medium grilled scotch fillet steak, topped with a portabella mushroom, thyme and shiraz jus, and served on crushed potato with green vegetables;  
Grilled wild barramundi fillet topped with herb hollandaise, prawn, and Scallop skewer, on semi dried tomato risotto;  
Oven roasted 3 point lamb rack, rosemary and honey jus, on crushed chats with green vegetables.

### Dessert

Warm Chocolate & raspberry fondant with chocolate ice cream;  
Salted caramel-praline cone, nutty caramel crush;  
Lemon meringue

# GALA PACKAGES

## Set Lunch & Dinner

*Gold*

*\$46 per person 2 course*

*\$56 per person 3 course*

Choose 2 from each course

### Entrée

Prawn filled ravioli, lemon & dill cream  
& a grilled king prawn;

Slow cooked pulled pork, rice noodle,  
Asian greens with a sweet soy dressing;

Smoked salmon, grissini stick, chunky  
avocado mash, butter lettuce, lime  
crème fraiche

Warm seared lamb, greek salad, garlic  
tatziki, warm Turkish pide bread.

### Main

250g aged eye fillet steak, served  
medium, potato roesti, grilled swiss  
brown mushroom, crispy pancetta & a  
porcini jus;

Grilled Atlantic salmon fillet, prawn &  
dill risotto , creamy lemon sauce, grilled  
scallop skewer;

Peking duck maryland, slow cooked  
with stir-fried Asian vegetables, noodles  
& a rich peking glaze; Veal cutlet  
stuffed with bacon, thyme & mozzarella  
cheese, mushroom sauce, garlic kipfler  
potatoes.

## Set Lunch & Dinner

*Dessert tasting plates*

Choose 2 of the following

**Chocolate:** Chefs selection of petite  
chocolate cakes and macaroons served  
with orange syrup;

**Berry:** Chefs selection of macarons,  
petite tarts and cheesecake with  
summer berry coulis;

**Citrus:** Chefs selection of petite lemon  
tarts, jaffa;

**Macaroons:** With a dark chocolate  
sauce.

# GALA PACKAGES

## **BBQ Buffet**

*From \$35.00 per person*

*Lunch*

Marinated lamb cutlets;  
Prime aged scotch fillet steak;  
Chicken rissoles, chevaps, minted lamb rissoles, beef and cheese rissoles;  
Assorted gourmet sausages including chicken and chive, lamb rosemary, angus beef, pork and fennel sausages;  
Garlic prawn skewers;  
Chicken satay skewers.

## **Sides**

Potato & bacon salad, penne pasta semi dried tomato & tuna salad, fresh garden salad, homemade coleslaw;  
Grilled onions and mushrooms;  
Corn on the cob & baked jacket potatoes with sour cream and chives;  
Sliced fresh fruit;  
Assorted crusty breads.

## **Lunch or Dinner Buffet**

*From \$35.00 per person*

## **Mains**

Green chicken curry with roasted cashew nuts;  
Hokkien noodle stir-fry with Chinese roast pork and vegetables;  
Peppered beef hotpot with speck;  
Slow braised lamb with honey & rosemary;  
Trio of gnocchi with a triple mushroom & oregano cream;  
Chicken thigh pieces in a rich apricot & ginger sauce; Mild beef & potato curry;  
Moroccan spiced lamb meatballs with a tomato & red pepper sauce;  
Chicken shashliks with plum & sweet chilli sauce.

## **Accompaniments:**

- Roast herb & garlic potatoes or steamed jasmine rice;
- Herbed fresh steamed vegetables;
- Fresh garden salads;
- Sliced fresh fruit;
- Assorted cakes and slices;
- Assorted crusty breads.

# HIGH TEA

Enjoy a selection of sandwiches, baked goods, and savoury items.

From \$29 per person.

## *Selection of fine teas & coffee*

### *Baked goods*

*Choose 2 of the following:*

Freshly baked sweet muffins;  
Freshly baked scones served with jam  
& cream;  
Assorted cupcakes;  
A selection of slices.

### *Sandwich items*

*Choose 1 of the following:*

Assorted finger sandwiches; or Assorted  
baby baguettes.

## *Delicate savoury items*

*Choose 4 of the following:*

Assorted cold Vietnamese rice paper  
rolls with dipping sauce;  
Selection of cold Sushi and Sashimi;  
Assorted cold canapés -brie with  
prosciutto, smashed avocado and  
smoked salmon toasts, chorizo with  
cherry tomato and pepperoni with onion  
jam;  
Gourmet party pies;  
Cherry tomato and brie tart;  
Beef kofta skewers;  
Prawn twister spring rolls, lime and  
sweet chilli sauce;  
Beef cheek tartlet with pea and potato  
mash;  
Lamb and honey mignon wrapped in  
smoked ham;  
Gourmet thai chicken spring rolls;  
Pork and prawn shoa mai.

# WAKE MENU

Served over a 90-minute period,

From \$16 per person.

Assorted point sandwiches

Party pies Sausage rolls

Cocktail Spring rolls

Cocktail Samosas

Freshly baked scones with jam & cream

*Coffee, tea & urn facilities inclusive*





The following are the Terms & Conditions pertaining to the hire of one of our function rooms and forms a binding contract between us and the Client hosting the function.

These Terms and Conditions are subject to change without notice cannot be altered by the Client unless agreed to by the General Manager and Client in writing.

### **PLANNING & CO-ORDINATION**

Our Function Manager is available 7 days a week by email to arrange appointments. You can contact the functions manager by email at [functions@keiloreastrsl.com.au](mailto:functions@keiloreastrsl.com.au) or by calling (03) 9337 7245. Saturday and Sunday appointments are available by request but must be pre-arranged with the Function Manager.

### **TENTATIVE BOOKINGS**

A tentative reservation will be held for 7 days from the date the tentative booking was made. If the booking is not confirmed after 7 days, the Keilor East RSL reserves the right to cancel the tentative booking without notice.

### **CONFIRMATION OF BOOKING**

A deposit payment is required to secure your booking. Refer to 'Payments made prior to function' clause. The Function booking form attached is required to be completed in full at this stage to secure your booking. If this is not fulfilled, the Keilor East RSL reserves the right to cancel the booking without notice.

### **BONDS**

A security bond of \$300 is required for all functions within our Club with the exceptions of 18<sup>th</sup>, 21<sup>st</sup> and Sporting functions, where a \$500 bond is required (please see 'Other Functions' clause). This bond will be refunded by within 7 days from the conclusion of your function, provided that no damage is made to the Club premises (inside or outside) and the terms and conditions have been adhered to. Please be aware that it is not possible for this money to be applied to the amount owing for the function.

### **MEMBERSHIP**

Free room hire and discounts on bar tabs are eligible to members only, and only if membership has been financial for a minimum of 6 months prior to the function booking

### **ROOM HIRE**

**Non-members and organisations are required to pay a room hire fee on the following basis:**

#### **Meetings & Seminars**

Upstairs Board Room Hire  
Full room ½ day (max 4 hrs) \$175  
Full room full day (max 8 hrs) \$250  
Half room ½ day (max 4 hrs) \$75  
Half room full day (max 8 hrs) \$150

#### **All other functions**

Upstairs function room  
and bistro room hire \$250



## **MINIMUM SPEND REQUIREMENTS**

### **Members & Non-Members included**

#### ***For functions:***

The minimum spend amount is \$720 on food (this estimate is made up of minimum number of guests X the minimum canape option, \$18x40p)

Keilor East RSL requires a minimum spend of \$450 on beverages. The total minimum spend amount is \$1170. Bond and room hire payment is required for function bookings.

#### ***For wakes:***

The minimum spend amount on food is \$300 (this estimate is made up of minimum number of guests X the wake menu option, \$15x20p) The minimum spend amount on beverages is \$300. Wakes start from \$16pp and is served over a 90-minute period, Tea, Coffee and Urn facilities are inclusive. Subsidy is available for food to Service Members for wakes. Please contact the office to find if subsidy is eligible for you or your family member.

#### ***For meetings/ seminars:***

There is no minimum spend on food or beverages, however there is an additional cost for the supply of tea, coffee and biscuits at \$2.00pp for those who do not pay room hire. These items are not permitted to be brought in or supplied by the Client without prior permission from the Club. Room hire subsidy is available to local businesses wishing to hire our board room facilities.

**This does not include extra charges or security bond\***

**\*Room hire, and bond not included in minimum spend amounts.**

**\*Minimum numbers for wakes can be negotiated with Management subject to room availability/day of the week.**

## **MENU COSTS & SELECTIONS**

7 days prior to your function date you need to confirm your final numbers and menu selections, along with the payment of the total menu cost for your function. Any menu changes requests made with less than 7 days until your function date may not be able to be accommodated by our kitchen, although as always, we will endeavour to help in the best way we can. Failure to comply with any of these requests may result in the termination of your function. Dietary requirements are required no later than 7 days prior to your function date. If you have not put forward dietary requirements before this time, the chef will charge all special requirements at an extra head price per requirement.

## **MINIMUM NUMBERS**

You must confirm minimum numbers 7 days prior to function. This final number will represent the minimum number of guests for which you will be charged for food and extra charges.

## **CANCELLATIONS**

In the event of the cancellation of your function the following will apply:

- If cancellation is more than 30 days before the function date your deposit will be refunded.
- If cancellation of the function is within 30 days prior of the function your deposit and room hire will be forfeited and retained by us.



## **OTHER FUNCTIONS**

### ***18<sup>TH</sup>, 21<sup>ST</sup> AND SPORTING FUNCTIONS***

The Keilor East RSL does permit these functions, however we have specific rules and guidelines to adhere to prior and during function times.

- A bond of \$500 must be paid at time of booking
- Security guards are required and nonnegotiable and a min of 4 hours will be charged
- Room hire and security fees apply to all functions and are nonnegotiable (incl. members)
- Room hire and Security fee must be paid at the same time as bond payment is made.
- Wrist bands must be supplied by the client and will be distributed to guests on arrival by Security or Management of the RSL
- Responsible service and consumption of alcohol must always be adhered to
- If the RSA guidelines are not adhered to the function will cease immediately and no refunds will be given at any time
- Respect our surrounding neighbours and keep the noise to a respectable level
- Plasticware may be used
- Guest lists are required under the Limited License

## **SECURITY PERSONNEL**

It is at Managements discretion as to whether an extra security guard is required for a function. It is house policy at the Keilor East RSL that two security guards are necessary for all sporting, 18th, 21st functions, and functions that have over 100 people in attendance with no exceptions. The Security Guard fee is \$40 per hour with a minimum of 4 hours charged. The Keilor East RSL also reserves the right to exclude, eject or refuse any guests attending the Club without Liability. Identification is required to be shown upon entry to the Club. Please also refer to 'Club Liquor Licensing'

## **FUNCTION HOURS**

It is our policy that no function shall exceed the duration of 7 hours maximum. The Managers on duty can, at their discretion, deem the function hours to be shorter. All patrons must vacate the venue by our set closing time on that function day. It is at the manager on duty's direction to closure times.

## **GUEST PROPERTY**

Keilor East RSL will accept no liability or responsibility for the loss of damage to organisers or guest's property before, during or after a function. All guest's property must be removed from the venue prior to the conclusion of the function unless previously organised by the Function Manage



## DECORATIONS & MUSIC

- Balloons, streamers, centre pieces and picture boards are permitted however, you will not be allowed to pin or sticky tape to walls or ceilings.
- **D.J.'s smoke machines are not permitted.** If a smoke machine is used, and out fire alarm detects, an alarm will go off and all must evacuate. The fire brigade will then attend. Keilor East RSL will not accept any liability. A fine will be issued to the function clients if this occurs.
- Music choices are yours to make. D.J.'s, bands, jukeboxes and MP3 players are all permitted. Respectable volumes must be adhered to.
- USB and laptop facilities are available for use for picture slide shows, please test prior to function date.
- A suitable time is to be arranged between the Client and the Function Manager to decorate the room and it is the Client's responsibility to remove all decorations, music and gifts immediately at the conclusion of your function unless another time has been organised prior.

## DRESS CODES

The Keilor East RSL has dress code bylaws in place and these are to be strictly adhered to. Function guests will be refused entry if their dress is deemed inappropriate, unacceptable or offensive by management or security. Fancy dress functions are at the discretion of the General Manager. Please be aware that we have a strict 'no hat' policy on the premises and likewise, clothing and footwear must always be worn.

## EXTRA CHARGES\*

***The following services are provided by the Keilor East RSL at an additional charge as shown below:***

- Linen serviettes Price (Price on application)
- Coloured paper serviettes (Price on application)
- Cakeage \$1.00pp
- Projector & Laptop \$50
- Projector \$25
- Tea, Coffee & Urn Facilities \$1pp
- Biscuits \$1pp
- Juke Box hire \$150
- Extra Security \$40 per hour with a minimum 4 hours charged



## **PAYMENTS MADE AT CONCLUSION OF FUNCTION**

***The following charges are to be paid in full at the conclusion of your function.***

- **BAR TABS**  
Where a bar tabs have been arranged; your account is to be settled in full at the completion of the function. Your bars arrangements are to be set up with the manager no less than 7 days prior to you function. There are many options available including an open bar, pay as you go or for the organiser to impose a dollar limit and select a limited bar service. Drinks are not permitted on the dance floor or stage area at any time.
- **PRICES**  
All prices quoted are inclusive of GST. All advertised prices are for immediate functions and events. An increase in advertised price may occur and the Keilor East RSL reserves the right to alter advertised prices at any time. You will be notified in advance if any price change is to affect your function.

## **CLUB LIQUOR LICENSING**

All functions at the Keilor East RSL are run under the limited license #36135667 and not the club License. Management reserves the right to exclude, eject or refuse any guest attending the function and Club in accordance with the Liquor Control Reform Act 1998 of Victoria.

- Management also reserves the right to refuse entry to minors under the age of 18 years unless accompanied by a responsible adult or legal guardian.
- Appropriate photo identification or proof of age identification will need to be sighted.
- Management and staff reserve the right to refuse alcohol to any person in accordance with the Liquor Control Reform Act 1998 of Victoria.
- Management reserves the right to terminate the function at any time due to inappropriate behaviour and/or any violent behaviour caused by function guests.

The following sources of information are available:

- [www.dms.dpc.vic.gov.au](http://www.dms.dpc.vic.gov.au)
- Liquor Control Reform Act 1998
- Tobacco Act 1987