



**Woronora River RSL
& Citizens Club**

The River Room

Room Hire Information

118 Prince Edward Park Road, Woronora NSW 2232

T: 02 9521 2341 | F: 02 9545 3695 | E: woronor@bigpond.net.au

woronorariverrsl.com.au

The River Room is available for all functions – birthdays, celebrations, gatherings, wakes and seminars.

Room inspections are welcome during Club Trading Hours – please ask bar staff to direct you to the River Room.

For further enquiries - please contact the office on 02 9521 2341

The River Room

This room features a private bar (*excluding* tap beer), dance floor, stage, screen projector, tables and chairs.

Function Hire: No charge. However a refundable holding bond of \$200 is required within 7 days of the making the booking. Cancellations will not be refunded within 5 days of event.

Corporate Hire: ½ day (up to 4 hours) \$50
Full Day \$100 (up to 8 hours) – includes coffee, tea and biscuits

Capacity: Buffet seated: 100
Theatre style: 100
Board / 'U' Shape: 50

Available: Monday Tuesday 2pm* – 8pm
Wednesday Thursday Sunday 11am* – 10pm
Friday and Saturday 11am* - midnight
** an earlier start time may be available upon request*

Equipment available

microphones, data projector, screen and sound system. *Note:* own laptop to be supplied.

Courtesy Bus is available for collection and drop off in accordance with the club rules. All pick up and drop off bookings are required to be made in advance.

TERMS AND CONDITIONS

Decorations / Entertainment / Fancy Dress

- ◆ You may wish to decorate the room according to your theme. However, you will be responsible for the removal of any decorations. *Please note:* no tape of any kind to be used to stick decorations on walls - BluTack only is permitted.
- ◆ The club can provide (white) paper tablecloths upon request
- ◆ No open flame candles/decorations permitted.
- ◆ Entertainment is permitted however strippers or any other form of Adult Entertainment are not permitted.
- ◆ The club reserves the right to monitor the volume of any entertainment and may request that the volume be lowered so not to disturb guests dining in the restaurant or neighbouring properties.
- ◆ Fancy dress is permitted however we do require notice of the theme when booking. This is due to club dress regulations and therefore some themes may not be permitted.
- ◆ No offensive clothing or decorations are permitted.

18th and 21st Birthday Celebrations

- ◆ A bond of \$200 is payable for all 18th and 21st Birthday Celebrations which is returned within 10 working days of the function if there is no damage to club property, should there have been no damage to club property.
- ◆ Security Guards are required for all 18th and 21st Birthday Functions. One security guard is required for every 50 guests (i.e. 1-49 guests, one security guard; 50-99 guests two security guards) is required. We can arrange security on your behalf and costs for this will be charged to you.
- ◆ Parents and/or Legal Guardians are required to be present for the duration of the event.
- ◆ Bond and Security payments are required 7 days prior to the event.
- ◆ A Guest List must be produced 48 hours prior to the function commencing so that the guard can monitor the people entering/exiting your function and to ensure no uninvited guests enter.
- ◆ The security guard will also place bands onto the wrists of any guests aged 18 years or over. This allows under 18's to attend your function and assists staff to monitor their responsible service of alcohol.

Food and Beverage

- ◆ All functions *must* have catering provided.
- ◆ Catering bookings are available through the club restaurant. Self-catering is permitted however no kitchen facilities are available. A Bain Marie may be available upon request.
- ◆ Cutlery and napkins provided only if club restaurant catering is booked.
- ◆ No external beverages (including soft drinks) may be brought into the club.
- ◆ Celebration cakes are permitted.

Beverage Options

Cash Bar

A cash bar situation enables your guests to purchase their own drinks at club prices throughout the event.

Dry Till

An alternative is running a tab on the bar to your specified limit that covers the drinks that you choose.

Your guests will be provided with wrist bands identifiable to bar staff.

Our staff are able to give you an update on the tally throughout the function upon request

At any stage during the function you are able to increase or decrease the limit in place. We will also run a cash till, so that your guests are able to purchase drinks not covered on your tab.

Payment of the beverage account will be taken by Woronora RSL bar staff at the conclusion of the function. *Cash payment only.* A valid driver's licence will be required to be provided to bar staff prior to the dry still commencing as a holding security of payment.

Please note the bar will close 15 minutes prior to club closing time.

Club Entry Details

- ◆ The host/organiser of the function will be required (if not already) to become a member of Woronora RSL & Citizens Club. This is a legal requirement and will ensure that your guests are signed in accordingly.
- ◆ Children (anyone under 18 years of age) will be required to be escorted to the toilets with an adult.

Confirmation

- ◆ Tentative bookings must be confirmed within 7 working days of the initial booking. After which the booking will lapse.
- ◆ Final payment is to be received 7 days prior to the event. Deposits are non-refundable within 5 days of the event date.

Insurance and Damages

- ◆ Woronora RSL Club will take all necessary care, but accepts no responsibility for damage or loss of items before, during and after a function.
- ◆ Organisers are responsible for any damage sustained to their property and to the property of Woronora RSL Club.

Responsible Service of Alcohol

- ◆ Woronora RSL Club endeavours to provide its members and guests with superior customer service. It is important to Woronora RSL Club that your function receives these qualities and that it will therefore be looked back on with fond memories. In accordance with the *Registered Clubs Act 1976*, Woronora RSL Club is very supportive and pro-active when enforcing Responsible Service of Alcohol laws. All patrons attending your function should be aware of this and that upon entry of the Club they agree to Woronora RSL Club's policies and procedures when handling Responsible Service of Alcohol issues.
- ◆ Patrons are encouraged to enjoy themselves and celebrate at functions, but are reminded that they are required to adhere with Woronora RSL Club's rules and regulations regarding orderly and acceptable behaviour as guests of the Club. Any guests found to be intoxicated or acting unruly will be asked to leave the function.
- ◆ Please note, persons under the age of 18 by law are not permitted to consume alcohol on the premises. Any persons aged under 18 caught consuming alcohol will be asked to leave the function immediately and are subject to fines (as is their guardian) issued by the NSW Police starting at \$550.00.