



Norfolk Parade Matraville NSW 2036  
P: 02 9311 1993 F: 02 9661 4023  
enquiry@matravillersl.com.au  
matravillersl.com.au

## Function Agreement

I, (Full Name) \_\_\_\_\_ of

\_\_\_\_\_ Membership # \_\_\_\_\_

have thoroughly read and understand the Terms and Conditions as set out in the Matraville RSL Club Function Guide and agree to abide by them in full.

I wish to confirm my booking of (Please Tick)

James Matra Room    Board Room    Barbeque Area    Auditorium

on the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_

for approximately \_\_\_\_\_ (number of guests).

Payment in full 2 Days before Function

Type of Function (e.g.Christening, Wedding) \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Please return completed agreement to: - Functions  
Matraville RSL Club  
Norfolk Parade  
Matraville NSW 2036

# MatravilleRSL

Sub-Branch Club Limited



# FUNCTION & WAKE INFORMATION BOOKLET

# Function Areas

## JAMES MATRA ROOM

The James Matra Room is located on our first floor. The room is perfectly suited to Wedding Receptions, Christenings, Engagement Parties, Christmas Parties, Childrens Parties & Corporate Functions. The room offers the facilities of a fully stocked bar, jukebox, dance floor, and Audio-Visual Equipment. The first floor is accessible by Elevator for those not able to use the stairs. Children are only permitted in the Function Area on the first floor. Seating Capacity is 80 people.

## BOARD ROOM

The Board Room is located on our first floor. The Area is perfect for Corporate Meetings or Staff Training. The room offers an Oval Shaped Board Table, Plasma Television, DVD/VCR Player, White Board & Audio Recording Facilities. Seating Capacity is 14 people

## BARBEQUE AREA

The Barbeque Area is located near our Tennis Courts at the rear of the property. The Area is perfect for Christmas Parties & Corporate Functions. There is a self service Barbeque where you can cook our own food or have it cooked by our staff. A Kitchenette and Rest Room Facilities are available. Seating Capacity is 50 people

## Auditorium

May be booked for Functions

**Prices are subject to change without prior notice.**

Prices include GST

## *Terms & Conditions*

To secure your booking The Club requires a non-refundable Room Hire Confirmation/Booking Fee, a signed Booking Agreement form. In the event you fail to notify The Club of proceeding with the booking by way of a signed Booking Agreement and Confirmation Fee, The Club shall assume you do not wish to proceed with your function and commence to re-book the date.

2 weeks prior to the function date, we require **you** to contact the Club and make an appointment to confirm your final arrangements. At this interview we require:  
Menu selection,  
Beverage selection,  
Additional extras e.g. Audio, Visual equipment etc.

In the event you fail to proceed at this point, The Club shall assume you wish not to proceed with your function and commence to re-book the date.

\*NB: This is the amount of guests you pay for. It may be increased but NOT decreased.

2 day prior to the function date, we require: Payment in full  
Additional fees are applicable to extended time. We ask that guests begin to leave the venue within the times agreed upon for your function.

The venue set-up includes all tables, chairs, crockery, cutlery and glassware.  
Table linen is extra for The James Matra Function Room

Clients will be responsible to ensure the orderly behaviour of their guests and The Club reserves the right to intervene where it sees fit. As part of the Responsible Service of Alcohol Law, The Club reserves the right to refuse service to anyone suspected of being intoxicated.

The Client assumes responsibility for any and all damage caused during the function by any of their guests or any other person attending the function in any part of The Club.

Due to Liquor Licencing Laws we do not allow food or beverages to be brought on to The Club premises for consumption, with the exception of celebration cakes.

**ALL PRICES WITHIN THIS FUNCTION PACKAGE ARE NOT NEGOTIABLE**

# **Room Hire Charges - 2015**

## **Beverage Price List**

### **Full Strength Beer**

Jug	\$14.80
Schooner	\$ 5.10
Middy	\$ 4.60
Stubby	\$ 5.30
Crown Lager	\$ 6.40

### **Low Alcohol Beer**

Schooner	\$ 4.90
Middy	\$ 4.30

### **Spirits (includes additive)**

Johnny Walker Red Scotch	\$ 7.00
Jim Beam Bourbon	\$ 7.00
Jack Daniels	\$ 7.90
Southern Comfort	\$ 7.60
Vodka	\$ 7.00
Ouzo	\$ 6.90
Gin	\$ 7.00
Bacardi	\$ 7.10
Midori	\$ 7.70
Malibu	\$ 7.20

### **House Wine**

Glass	\$ 4.20
-------	---------

### **Soft Drink**

Jug	\$ 11.60
Schooner	\$ 3.80

### **JAMES MATRA ROOM**

Hire Fee (1 - 5 Hours) Over 30 People Including Bar Person	\$400
Hire Fee (1 - 5 Hours) Under 30 People No Bar Person	\$280
Additional Waiter	\$100

### **ADDITIONAL ITEMS**

Microphone	Complimentary
White Board & Markers	Complimentary
Data Projector	Complimentary
Screen	Complimentary
Jukebox	Complimentary
DVD Player	Complimentary
Linen Hire	\$5 Per Person
Chair Covers	\$7 Per Chair
Portable CD Player	\$20
Dance Floor	\$50
Balloon Arrangements	Available On Request
Floral Arrangements	Available On Request

### **BOARD ROOM**

Hire Fee (1 - 5 Hours)	\$80
Additional Time	\$20 PerHour

### **BARBEQUE AREA**

Hire Fee (5 Hours)	\$100
Tennis Courts available	\$ 20 PerHour

### **AUDITORIUM AREA**

An area in The Auditorium may be sectioned off for any Function.

Hire Fee (1 - 5 Hours) Over 30 People Including Bar Person	\$320
Hire Fee (1 - 5 Hours) Under 30 People No Bar Person	\$200
Additional Waiter	\$100

## **Morning Tea or Light Lunch**

*Coffee, Tea and Biscuits*

*\$5.00 Per Head*

*Coffee, Tea and Sandwiches.*

*\$6.50 Per Head*

*Coffee, Tea and Fruit Platter.*

*\$7.00 Per Head*

## **COCKTAIL RECEPTION**

*Menu 1 – \$15.00 per person*

*7 Varieties*

*Menu 2 – \$16.00 per person*

*9 Varieties*

*Menu 3 – \$19.00 per person*

*11 Varieties*

**Choice of your flavour in hot selection:**

**Salt and Pepper Squid**

**Vegetarian Mini Spring Rolls**

**Cajun Chicken Drumsticks**

**Mini Quiches**

**Sausage Rolls**

**Deep Fried Dim Sims**

**Curry Meatballs**

**Mini Pizzas**

**Fish Cocktails**

**Cocktail Samosas**

**Mini Party Pies**

**Satay Chicken Skewers**

**Spinach and Cheese Triangles**

**Crumbed Calamari Rings**

**Crumbed Prawn Cutlet**

**Tandoori Beef Skewers**

**Vegetarian Money Bags**

**Deep Fried Cabbage Pork Gyoza**

**Vietnamese Spring Rolls**

**Assorted Sandwiches**

**Chicken Nuggets**

**Garlic Bread**

**Potato Wedges**

## **BUFFET MENU 1**

**\$25 PER PERSON**

**Salad Bar**

**Coleslaw**

**Pasta Salad with Pesto**

**Garden Salad**

**Mains**

**Roast Beef and Roast Pork and Roast Lamb**

**Roast Pumpkin Roast Potatoes**

**Seasonal Vegetables Selection of Fresh Bread and Rolls**

**Desserts**

**Assortment of Gateaux**

**Freshly Sliced Seasonal Fruit**

**Coffee and Tea**

## **BUFFET MENU 2**

**\$26 PER PERSON--Choice of 2 Hot Dishes**

**\$33 PER PERSON--Choice of 3 Hot Dishes**

**Salad Bar**

**Coleslaw**

**Pasta Salad with Pesto**

**Garden Salad**

**Potato Salad**

**Mains**

**Honey Chicken**

**Chicken and Mushrooms in Cream Sauce**

**Pork Rib with Peking Sauce**

**Beef Stroganoff**

**Mongolian Beef**

**Satay Chicken**

**Sweet and Sour Pork**

**Steamed Pacific Dory with Ginger Shallot**

**Grilled Chicken Breast with**

**Beef in Red Wine Sauce**

**Steamed Rice Seasonal Vegetables Selection of Fresh Bread and Rolls**

**Desserts**

**Assortment of Gateaux**

**Freshly Sliced Seasonal Fruit**

**Coffee and Tea**