



CONFERENCE PACKAGE



183 Cranbourne Road, Frankston

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functions@frankstonrsl.com.au |
www.frankstonrsl.com.au

VENUE INFORMATION

With two contemporary rooms accommodating from 20 to 250 delegates, we will certainly be able to help plan your next conference, workshop, meeting or training session.

We have sophisticated AV technology incorporating retractable projector screens, integrated lighting and sound, wireless internet access, roaming microphones and much more. What makes the Frankston RSL different is that we offer all of this to you at no extra cost.

Our rooms offer maximum flexibility in your choice of layout, sure to suit your requirements. Simpson II has its own outdoor smoking area and private bathroom facilities.

You can choose from a broad range of menu options to suit your budget and function type, and of course special dietary requirements are catered for. If your guests wish to stay on after your conference/training, we would happily book a table for them in our stylish Four Seasons Bistro or Cracked Pepper Restaurant.

With ample car parking on site for 300 cars, your delegates will have no trouble parking.

For more information, please call Michelle on 9783 2288. Alternatively, you can email Michelle at functions@frankstonrsl.com.au.



ROOM HIRE*	Mon – Thu (day)	Mon - Thu (night)	Fri/Sat	Sun
Full Simpson	\$350	\$400	\$450	\$550
Simpson I (min 8op)	\$300	\$350	\$400	\$450
Simpson II	\$250	\$250	\$300	\$350

(Frankston RSL members will receive 20% off all room hire prices)

*Room hire rates are based on functions with catering packages included

*POA for functions booked on a public holiday

ROOM CAPACITY	Theatre	U-shape	Classroom
Full Simpson	250	-	-
Simpson I	150	30	70
Simpson II	70	24	48



CONFERENCE MENU

Below are some examples of our catering options for your conference. However, we are very happy to personalize menus to suit you and your guests.

UPON ARRIVAL

- freshly brewed coffee and tea selection box (available for duration of your conference)

MORNING TEA

\$7.50 per person

Choose from either of the following:

- scones with jam and cream (1 large)
- mini muffins (2)



LIGHT LUNCH

\$10.50 per person

Chef selection sandwiches (4 ribbons)

Fruit platter



SUBSTANTIAL LUNCH

\$19.50 per person

Chef selection sandwiches (4 ribbons per person)

Mixed selection hot food - select 4 options (1 pieces of each per person)

- spring rolls
- sausage rolls
- chilli and ginger prawns
- Moroccan lamb triangles
- savory quiches
- spinach and feta triangles
- vegetarian rice paper rolls

Fruit platter

Jugs of soft drink



AFTERNOON TEA

\$7.50 per person

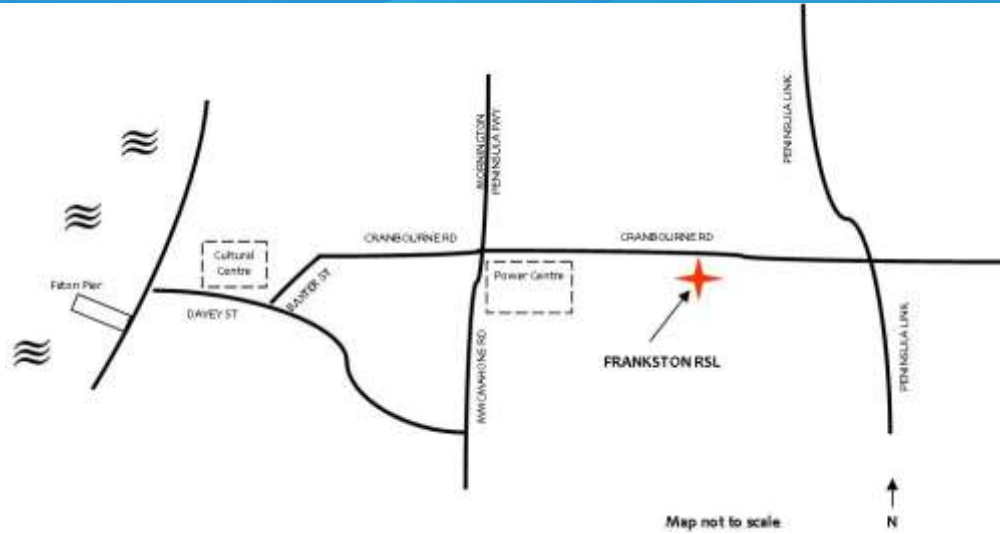
Choose from either of the following:

- selection mixed danishes (2)
- mixed selection cakes (3)

10% surcharge applies on Sundays and Public Holidays



LOCATION



HOW TO FIND US

By Car: The Frankston RSL is located 2km from the center of Frankston. If you are coming from the Frankston Freeway, turn left at the end of the Freeway onto Cranbourne Road before the Power Centre. Travel up Cranbourne Rd and we will be on your right. If coming from Peninsula Link, take the Cranbourne Road exit and turn right onto Cranbourne Road. Travel down the hill and we will be on your left after the McDonalds intersection.

By Train: The closest train station to the Frankston RSL is Frankston Station. From there you would need to take a taxi or bus to reach us (see below).

By Bus: There is a bus stop right outside the Frankston RSL for routes 789, 790, 791. These travel to and from the center of Frankston.

By Taxi: Taxis can be hailed outside Frankston Station at any time of day. When leaving our club, our receptionist or staff would be more than happy to call a taxi for your trip home.



Frankston RSL
183 Cranbourne Road, Frankston
Phone: 9783 2288
Fax: 9781 2701
Functions Coordinator
Michelle Gleeson
functions@frankstonrsl.com.au
Melway reference: 102 J4



TERMS & CONDITIONS

SELECTING A MENU

An enticing array of cuisine has been created to provide you with a range of menu options to tantalize everyone's taste. Our Executive Chef has created options that are made of the upmost quality products and flavor. If you are looking for something a little different we are happy to customize a menu to suit your own personal requirements.

MENU

To ensure that we can cater for your function efficiently, it is essential that all menu details be finalised 14 days prior to your function. If you require dietary requirements for more than 10% of your group, you will incur a surcharge.

CATERING

No food or beverages may be brought onto the premises of the Frankston RSL with the exception of celebration cakes and lolly buffets.

PRICE VARIATION

Every endeavor is made to maintain the original prices quoted, however these may be subject to change. This will be done in full consultation with relevant prices. Please allow for a price increase of 10% if quoted more than 12 months prior to function date.

TENTATIVE BOOKINGS

All tentative bookings will be held for 7 working days. After this time you will be contacted and the booking date will be released or re-negotiated.

EVENT DEPOSIT

To book for a function you will need to pay for hire of the room within 7 days of your tentative booking. If your deposit is not received within this time, your tentative booking will automatically revert to a vacancy. Deposits are non-refundable if event is cancelled.

PAYMENT

All social functions are to be paid in full 14 days prior to function date. Corporate function accounts are to be settled on conclusion of function via invoice, if not earlier as arranged. Payment by bank, personal or company cheques, cash, Visa or MasterCard will be accepted. All cheques should be made payable to Frankston RSL Sub Branch Inc.

RE-LOCATION

The Club reserves the right to re-locate function space for any unforeseen circumstances, you will be notified of this should the need arise as soon as possible.

FINAL NUMBERS

For organisational purposes, we require the approximate number of guests at the time of booking. To ensure maximum efficiency, final numbers must be confirmed **14 days prior to the function**. Final payment for catering and any beverage packages must be made at this time. Please note that the final numbers of confirmed guests is the number you will be invoiced for. Any changes made within 48 hours of your function will incur a 10% surcharge of your catering costs.

ADDITIONAL EVENT DETAILS

All menu and beverage details are due 14 days prior to the event. Any other event details such as styling or decorations of any form are at the discretion of the manager and must be approved in advance. Delivery of all signage, sets entertainment, audio-visual equipment, decorations & running sheets must be previously arranged and confirmed with the Function Coordinator.



TERMS & CONDITIONS

CANCELLATIONS

In the event of a confirmed booking being cancelled more than 30 days prior to the event, 100% of the catering fee will be refunded, however deposits are non-refundable. Cancellations made within 30 days of the event will be charged 100% of the catering fee.

SECURITY

Security is mandatory at birthday celebrations and some other types of functions. In the event you are required to have security, we will provide this for you at a cost to you of \$175. Security will be at the discretion of the venue.

NOISE LEVELS

Industry Regulations are in place with regards to noise levels, music and entertainment. Management reserves the right to lower noise levels should it result in disturbing other club patrons or surrounding areas.

INDEMNITY & DAMAGES

The client will acknowledge responsibility for the conduct of guests and agree to indemnify the Frankston RSL Sub-Branch Inc. for any loss or damage to property during the event in addition to loss of merchandise or articles left in the club. The Frankston RSL Sub-Branch Inc. accepts no responsibility for any loss or damaged equipment. You are also responsible for any loss or damage to equipment hired on your behalf. All clients are reminded that they must vacate the premises within half an hour of the specified finishing time.

INSURANCE

The Frankston RSL Sub-Branch Inc. does not accept responsibility for damage or loss of merchandise during or after the function. The client organiser is to arrange insurance of their own accord.

LICENSING REQUIREMENTS

All guests must sign into the club upon arrival at Reception (unless they are current members). All guests must comply with Registered Clubs Association Act governing the club's licensing conditions. No persons under the age of eighteen years of age are permitted in licensed areas without the supervision of a parent or legal guardian. No persons under eighteen years of age are permitted in gaming area at any time.

RESPONSIBLE SERVING OF ALCOHOL

Frankston RSL promotes and practices a Responsible Serving of Alcohol. Our policy prohibits us to supply alcohol to intoxicated patrons. Service of Alcohol is at the discretion of the bar attendants, management and security. It is the policy of this venue not to allow intoxication, underage drinking or violent or quarrelsome behavior. The Frankston RSL does not allow yard glasses or shots at celebration parties.

POLITICAL EVENTS

In accordance with Victoria Branch Rules Part 3: Purposes and Powers of the Branch 3.1(h) it states: "ensure the Branch is non-sectarian, and in relation to party politics, a non-partisan association."

A political group may use the facilities when acknowledging services provided by the community, however, not to put a political point or use for electioneering.

