



Function Information Pack

Ryde Ex Services Memorial and Community Club Limited

Enquiries: functions@clubrydex.com.au

Welcome...

Thank you for considering Club RydeX for your event.

Within this information pack you can find useful details about room hire rates, equipment hire, catering and beverage packages, as well as the rooms available to you and their capabilities and capacities.

At Club RydeX we can cater to corporate needs from small meetings, up to larger gatherings of 180 people or personal private needs for any kind of gathering or celebration.

Being only 15 Minutes from Macquarie Park down Lane Cove Road, or 25 minutes from the city, Club RydeX is a great venue for corporate meetings, training sessions and events. We also have ample parking in our outdoors and underground car parks for over 100 vehicles. Our underground car park also has lift access for those larger events or in bad weather.

We would like to make this process as simple and easy for you as possible, so if there is any more information you need, please do not hesitate to contact us at functions@clubrydex.com.au, or via telephone on (02) 9807 3344. Our website also has further information at www.clubrydex.com.au.

Ashley Allen
Club RydeX
Functions Coordinator.

Club RydeX
724 Victoria Road Ryde NSW 2112 | PO BOX 255 Ryde 1680
Ph (02) 9807 3344 | Fax (02) 9809 5042
ABN: 85001 057 585
www.clubrydex.com.au

Room Hire Rates

Enquiries: functions@clubrydex.com.au

ROOM HIRE

The Auditorium	\$330 (\$66/hr)	180 seated
The Phoenix Room	\$385 (\$77/hr)	140 seated
The McKinnon Room	\$220 (\$44/hr)	30 seated
The Terrace	\$100 (no hr rate)	50 cocktail
The Board Room	\$165 (\$33/hr)	14 seated

- Normal Room Hire is for half day or up to five (5) hours and includes GST and bar staff. Hourly room hire can be arranged for meetings, training and small gatherings.
- Full-day bookings are calculated by the hour.
- Paper/Nylon tablecloths & napkins are included in the room hire.
- Linen tablecloths & napkins are charged at \$10 per table.
- No sticky tape, confetti, glitter or anything similar is to be used in the Phoenix Room.
- Club RydeX Members receive discounted rates on room hire.

18th and 21st

BIRTHDAYS \$700 Bond – Required for all 18th and 21st Birthdays.

Bond is refundable one (1) week after the event if the room & surrounds are left in good order.

Bond is **non-refundable** if any damage is caused as a result of the event (by invited or non-invited guests).

SECURITY

Security guards are required at all 18th and 21st birthdays.
2 guards are required for 5.5 hours @\$90/hr for both.
Total minimum security cost = \$495 (GST incl.)

PAYMENT OPTIONS

We accept cash, cheque, direct transfers, EFTPOS .

Our Rooms

We are happy to arrange our function rooms in any configuration that you need, whether it be for a meeting, training, dinner, social mixer or any other form of event. Please speak to our functions coordinator about how many guests you expect and we will advise on your options.

The Phoenix Room

Capacity: 120 Seated / 140 Cocktail



This is our most popular functions space, for good reason! This room is quite new, having been built in 2006, and was designed to maximise the view of the beautiful surrounds of our impeccably maintained bowling greens, with huge floor to ceiling glass walls on either side of the room. The Phoenix Room is great for any kind of function from meetings, to presentations, birthdays, reunions, engagement parties and wedding receptions. There is a kitchen, a full bar, projector and screen, audio setup, bathroom facilities, access to outdoor seating and smoking areas, new carpets and disabled access within the room and it is all air conditioned.

The Auditorium

Capacity: 150 Seated / 180 Cocktail



A great space for performances, trivia nights, formal dinners, dances, birthdays and corporate seminars, the auditorium at Club RydeX has a real retro vibe, but it has all of the facilities you could possibly need. There is a stage and a huge dance floor, with a baby grand piano that is regularly tuned and kept in good condition for you to use. There is a lighting rig, projector and very large screen for TV/Foxtel/DVD/Laptop connectivity, audio system, microphone capability, bar, air conditioning, bathroom facilities and even a disco ball.

The McKinnon Room

Capacity: 25 Seated / 40 Lecture



A slightly smaller room, the McKinnon room is suitable for medium sized meetings of up to 40 people, smaller dinners for up to 25 people, community gatherings, rehearsals and small get-togethers. The McKinnon room is fully air conditioned and has disabled access

The Terrace

Capacity: 50 / Cocktail

If you are looking for a space that is exclusive to your party but still a part of the fun, we can rope off a VIP section of our Terrace for your party. With beautiful views over Homebush and the best view of sunsets in Ryde, it is a lovely space year-round with outdoor air conditioning and a fantastic vibe. There is a \$100 room hire fee that applies plus a staffing cost to ensure that we maintain the best standards of service to all our customers during your event. You can have platters of food, or even a BBQ menu or buffet set up on the Terrace and party the night away! We also have televisions outside and a pool table for your entertainment.



The Board Room

Capacity: 14 Seated

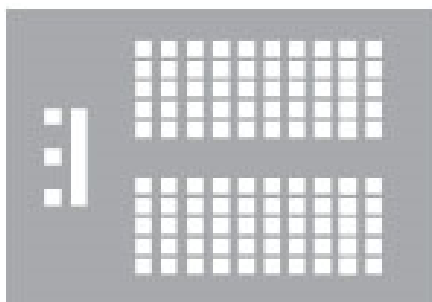


A small room designed for meetings and interviews or small seminars, the board room is perfect for corporate and community meetings. A professional space, the boardroom holds a lovely large table and comfortable seating for your longer meetings, as well as a television for laptop connectivity, air conditioning, disabled access and plenty of privacy.

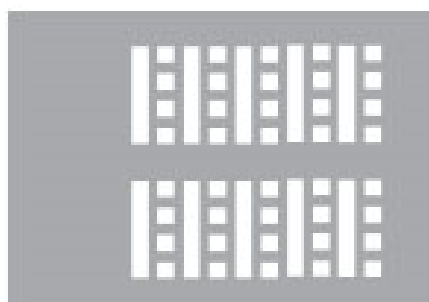
Room Layouts

The following room layouts are our most popular styles and the maximum capacity of each room in that style. We can also cater for formal layouts with head tables and custom layouts if you require something specific for your event.

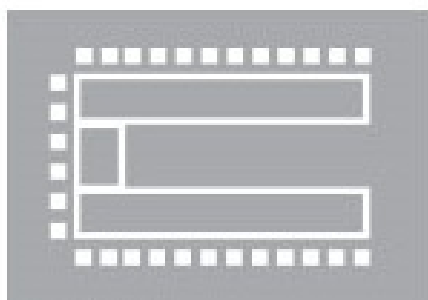
Room	Phoenix	Auditorium	McKinnon	Board Room
Theatre	160	180	30	Not suited
Classroom	48	52	20	Not suited
Boardroom	24	24	16	14
U-Shaped	28	28	Not suited	Not suited
Formal	64	84	Not suited	Not suited
Cocktail (standing)	180	200	40	Not suited



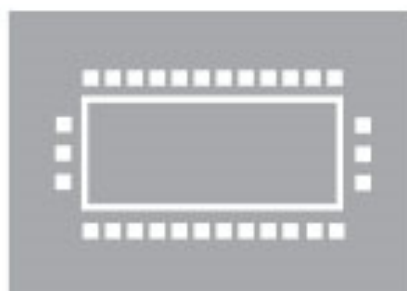
Theatre



Classroom



U-shape



Boardroom



Equipment Hire

Club RydeX has technical facilities in almost all rooms that are available for hire. We have televisions, projectors, screens and microphones, as well as whiteboards and lecterns. We can also provide music services through Mobydisc who provide either a DJ or a jukebox, whatever you prefer! Please see below for our equipment and hire rate

Equipment	Rooms	Price (incl. GST)
Projector & Screen	Phoenix, Auditorium	\$55
Microphone	Phoenix, Auditorium	\$33
Lectern	All	\$44
Whiteboard & Markers	All	\$33
Mobydisc Music Services	Phoenix, Auditorium	Custom pricing. Please enquire about your needs for a quote.
Courtesy Bus	All	\$55/hr



Catering Menu

Canapé Selections

Light Package

\$16 per person

Minimum of 40 guests

Otherwise a surcharge of \$3.00 per person apply

Assorted Sandwich Platter

Selection of 4 Hot Items

Please choose 4 items from the following

Mini Party Pies

Mini Sausage Rolls

Mini Spring Rolls

Fish Cocktails

Crumbed Calamari Rings

Mini Samosa

Chicken Satay Skewers

Mini Cake Platter

Tea & Coffee

Cocktail Package 1

\$20 per person

Minimum of 40 guests

Otherwise a surcharge of \$3.00 per person apply

Choice of 6 Canapés (including condiments) from below:

Gourmet Sausage Rolls

Fish Cocktails

Mini Meat Pies

Spicy Meat Balls

Moroccan Spiced Lamb Chipolatas

Spinach and Cheese Filo Parcels

Satay or Tandoori Chicken Skewers

Assortment of Savoury Quiches

Vegetable Spring Rolls

Curry Puffs

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Cocktail Package 2

\$27 per person

Minimum of 40 guests

otherwise a surcharge of \$3.00 per person apply

Choice of 6 Canapés (including condiments) from below:

Smoked Salmon Crostini with Cream Cheese

Cherry Tomato & Bocconcini Pizzetta

Lamb & Oregano Skewers

Duck & Shallot Pancakes

Roasted Beef & Cherry Tomato Rosti

Prawn Gow Gee

Grilled Teriyaki Salmon Nigiri

Seared Sea Scallops with Chive Buerre Blanc

Cajun Yoghurt Chicken & Potato Rosti

Torpedo Prawns

Apricot, Sundried Tomato & Mint Chicken Skewer

Crab Meat & Tobikko Pancake

Sweet Canapés

\$5 per piece

Mini Assorted Petite Cakes

Lemon Meringue Tart

Pecan Tart

Lamingtons

Fresh Fruit Salad Spoons

Neenish Tart

Chocolate Swirl

Profiteroles Filled with Cream & Custard and Chocolate Dipped

Freshly Brewed Coffee & Tea

Platter Selections

Sandwich Platter

Large (90 pieces) - \$90

Small (45 pieces) - \$55

Ham, Tomato & Cheese

Chicken & Lettuce

Egg & Lettuce

Turkey, Cranberry & Cheese

Ham & Salad

Salad

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Fruit Platter

Large - \$80

Small - \$50

A variety of fresh seasonal fruits including:

Strawberries

Oranges

Watermelon

Grapes

Kiwi Fruit

Melon

Hot Chef's Platter

Large (100 pieces) 6 choices - \$120

Small (50 pieces) 4 choices - \$70

Mini Meat Pies

Sausage Rolls

Chicken Nuggets

Thai Fish Cakes

Mini Spring Rolls

Samosas

Meatballs

Calamari Rings

Served with condiments

Gourmet Platter

Large (100 pieces) 6 choices - \$140

Small (50 pieces) 4 choices - \$80

Spinach & Cheese Triangles

Chicken Satay Skewers

Prawn Twisters

Fish Cocktails

Tempura Prawns

Deep Fried Dim Sims

Prawn Cutlets

Served with condiments



Full Day Platter Option

Minimum of 20 guests

\$27 per Person

For corporate training, seminar or conference events,
a full day of catering consisting of the following:

Morning Tea

A selection of muffins, cakes and pastries

Lunch

A selection of our hot food, sandwich and sushi platters as per your preferences

Afternoon Tea

Fresh Fruit Platters

Our full day option includes continuous service of tea, coffee and orange juice.

Buffet Selections

Standard Buffet Menu 1

\$35 per Person

Minimum of 40 guests

Otherwise a surcharge of \$5.00 per person apply

Cold Items

Cooked Prawns

Cold Meat Selection

Garden Salad

Potato Salad with Seeded Mustard Dressing

Hot Items

Satay Chicken

Beef & Vegetables with Oyster Sauce

Fried Rice

Seasonal Vegetables

Pasta Boscaiola

Grilled Chicken Breast with Mushroom Sauce

Dessert

Fruit Platter

Mini Cakes

Tea & Coffee

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Buffet Menu 2

\$37 per person

Minimum of 40 guests

Otherwise a surcharge of \$5.00 per person apply

Hot Selection

(Choose 2 roast meats)

Slow Roasted Beef with Dijon Mustard Crust

Oven Roasted and Moisture Infused Pork

BBQ Leg of Lamb with Garlic and Rosemary

with

Baked Chat Potatoes

Seasonal Steamed Vegetables

Cold Selection

Honey Glazed Leg of Lamb

Portuguese Seasoned Chicken Pieces

Greek Salad with Fetta and Kalamata Olives

Caesar Salad with Smokey Bacon, Garlic Croutons and Shaved Parmesan

Pasta Salad Tossed in Light Olive Oil, Basil and Nut Pesto Dressing

Fresh Bread Rolls and Butter

Dessert

Assorted Mini Cakes

Fresh Fruit Platter

Freshly Brewed Coffee and Tea

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Buffet Menu 3

\$38 per person

Minimum of 40 guests

Otherwise a surcharge of \$5.00 per person apply

Cold Items

Cooked Prawns

Cold Meat Selection

Assorted Sushi

Chicken Caesar Salad

Mixed Salad

Hot Items

Chicken with Cashew Nuts

Beef with Black Bean

Curry King Prawns

Pasta Boscaiola

Vegetarian Lasagna

Seasonal Vegetables

Fried Rice

Dessert

Fruit Platter

Mini Cakes

Tea & Coffee



Superior Buffet Menu 4

\$45 per person

Minimum of 40 guests

Otherwise a surcharge of \$5.00 per person apply

Hot Selection

(Choose 2 roast meats)

Twice Cooked Turkey Breast

Slow Roasted Beef with Dijon Mustard Crust

Oven Roasted and Moisture Infused Pork

BBQ Leg of Lamb with Garlic and Rosemary

Vegetarian Lasagne

Thai Green Chicken Curry served with Roasted Cashews
with

Steamed Jasmine Rice

Baked Chat Potatoes

Seasonal Vegetables

Oyster Mornay

Cold Selection

Fresh King Prawns

Smoked Salmon

Honey Glazed Leg of Ham

Greek Salad with Fetta and Kalamata Olives

Caesar Salad with Smokey Bacon, Garlic Croutons and Shaved Parmesan

Pasta Salad Tossed in Light Olive Oil, Basil and Nut Pesto Dressing

Rocket & Pear Salad with Toasted Walnuts and Vinaigrette

Fresh Bread Rolls and Butter

Dessert

Mini Petite Dessert Platters

Fresh Fruit Platter

Cheese Platter

Freshly Brewed Coffee and Tea

Optional Buffet Enhancements

\$5 per guest

(Choose 1 hot seafood item)

Grilled Barramundi Fillets with Basil and Tomato Salsa

Pan Fried Pacific Perch with Lemon Buerre Blanc

Oven Roasted Salmon with Honey Mustard Glaze

Spanish Seafood Marinara served with Fetta and Kalamata Olives

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BBQ Selections

Aussie Barbeque

\$20 per person

Under 12's half price

Minimum of 30 guests

Otherwise a surcharge of \$3.00 per person apply

Bread Rolls
Garlic & Herb Thin Beef Sausages
Garden Salad

Onions
Gravy
Served with condiments

Super Aussie Barbeque

\$24 per person

Bread Rolls
Garlic & Herb Thin Beef Sausages
Scotch Fillet Steak
Garden Salad
Potato Salad
Onions
Gravy

Served with condiments

BBQ Gourmet upgrade

\$28 per person

Super Aussie Barbeque plus Grilled Prawns



Plated Menu Selections

Minimum of 40 guests
Otherwise a surcharge of \$5.00 per person apply

2 Course set menu \$30 per head
3 Course set menu \$40 per head

Choice of Two

Served with bread rolls and butter

Entrées:

Creamy Garlic King Prawns with Jasmine Rice
Caesar Salad with Grilled Chicken
Seafood Chowder
Smoked Salmon Avocado Salad

Mains:

Grilled Chicken Breast, Mashed Sweet Potatoes, Seasonal Vegetables with Mushroom Cream Sauce
Atlantic Salmon, Mashed Potatoes, Seasonal Vegetables with Hollandaise Sauce
New York Cut Sirloin Steak, Mashed Potatoes, Glazed Carrot, Chinese Broccoli with Jus
Grilled Barramundi, Creamy Potatoes, Baby Carrots, Bok Choy with White Wine Sauce

Desserts:

Pavlova with Fresh Fruits and Cream
Tiramisu
Chocolate Mud Cake with Ice Cream
Baked Cheesecake with Berry Coulis
Australian Cheese and Fruit Platter (serves 10 guests)

Finished with Tea and Coffee

Tea & Coffee Station \$3.00 per Person

*** Please advise the staff on any dietary requirements

*** Custom Menus are available on request



Barefoot Bowls

Introduction

Club RydeX offers social bowling for corporate functions, parties and all types of social gatherings. Our greens are well looked after and the Club prides itself on our bowling club's vibrant membership so when you book at the Club you will be playing on A-grade standard greens and surfaces, at a Club where people care about the quality of your experience.

You have many options when choosing a bowling package for your group starting with how many people and what type of bowling games you will be playing, to whether you want to make bowls part of a team meeting or development and training day with lunch and a bowls competition, or finger food platters, BBQ and drinks, teamed with social bowls where you make up the rules. However you want to organise your day, bowls is a great activity for outdoor fun, team building and exercise with minimal physical strain.

Club RydeX is an ideal venue for corporate groups as we are a short drive from the Macquarie Business Park and the Concord business area and to make things easy we can arrange to pick your group up and drop them off at your office when you're done if they are a group of 10 or less.

What you need to do

1. Let us know what kind of occasion you are hosting (birthday, corporate, team building, etc...)
2. Choose your time and date
3. Choose your numbers and games
4. Choose your food and drink options
5. Come along and enjoy the day

Personal Tuition and Equipment

Bowls Coordinators – If you have never played bowls before, that's no problem! We can provide an experienced bowler to show you the ropes of how to play and score, while giving friendly advice along the way.

Equipment – Use of all quality equipment is provided for your function. Unlike other hire equipment, ours is good quality and will help you get a grip on the game a little more easily. We have lawn bowls in various sizes to suit all players.

Choose Your Game

Whether it's a business to business challenge, a competition between different departments, or between employees, we can cater to your needs. We can arrange teams or singles competitions or a combination of both to suit the skill levels of those involved. There are knock-out style games available, we can organise a 'cup' or championship and we also welcome social 'no rules' arrangements even in larger group bookings, the choice is entirely up to you.



Bowling Socially

\$10 per head for 15 or less people This is ideal for small groups who only bowl socially and don't need structure or instruction. This includes green fees and bowls hire.

Group Prices (Larger Functions and Corporate Bookings)

- Up to 20 people **\$15** per person (extra cost for bar staff)
- More than 20 people - **\$15** per person (bar staff included)
- Room hire is included in the price of group bookings.

For more information or to book your event, contact our functions coordinator on 9807 3344 or at functions@clubrydex.com.au



Terms & Conditions of hire

PLEASE READ THE FOLLOWING AND SIGN THE ATTACHED FORM, INDICATING YOUR UNDERSTANDING OF OUR TERMS AND CONDITIONS OF HIRE.

Hirer

The hirer is the person engaging the Club in using the premises to hold a function and is the person responsible for the function and their guests.

All the Clubs function rooms are non-smoking. Smoking areas are available outside for guests who do smoke.

Dress rules do apply and all guests must comply with these rules.

Food and Beverage

All food served at a function must be purchased through the onsite bistro or cafe. In cases where an item is not part of the menu offered (i.e birthday or wedding cakes) and cannot be organised through the Club, arrangements may be made for that item to be brought by the hirer. This is negotiated on a case-by-case basis with management and conditions do apply. Please enquire with the Functions Coordinator if you feel that you require food from outside the premises. If food is found to have been brought onsite without management approval, management reserves the right to request that food to be removed immediately. If a hirer or their guest do not comply, management may decide to terminate a function or ask offending guests to leave the premises.

No beverages whatsoever are to be brought into or to leave the premises of Club RydeX at any time. If alcohol is found to have been brought to a function from outside, management will terminate that function immediately.

Tentative bookings and confirmation of bookings and payments

A deposit of 20% is required to confirm your booking until your deposit is received, your booking is only tentative and should another party request this date and pay their deposit first, they will receive preference for the date.

Club RydeX will endeavour to inform all potential hirers by email/phone when this occurs and will not be responsible for any problems that may occur as a result.

All deposits are required at least 12 weeks before your function date, should you be booking your function with less than 12 weeks' notice, deposit will be required at the time of booking.

Full settlement of accounts is required 48 hours before the commencement of the function.



Cancellation

In the event of a cancellation, 6 or more weeks written notice, or verbal confirmation with Functions Coordinators or Duty Managers must be given to be eligible for a full refund of your deposit/room hire. Notice of 3 – 6 weeks will incur a refund of 50% of deposit, notice of 3 weeks or less and no refund will be given.

This is to ensure we are able to maximise our venue availability for our members and guests. All refunds are available as cash only.

Guaranteed Numbers

Preliminary details should be provided at the time of booking. The Club requires a guarantee of numbers at the very latest seven (7) working days prior to a function. This will be regarded as the minimum number for the catering and charged accordingly and is not negotiable. Club RydeX will not be responsible if the numbers confirmed are not reached or if larger numbers cannot be catered for.

Guest Entry

All guests must bring identification (either a NSW license, a photo card or a passport) and sign the 'function sign-in sheet' upon entry. If guests wish to access the main Club, they must sign in again on the official forms in reception as either a Temporary Member, or a guest of a Member. This is a legal requirement under NSW legislation and is not negotiable.

Prices

Club RydeX reserves the right to alter prices in accordance with Club policy after the time the booking is made. The Club will endeavour to inform all parties concerned however will not be liable if this is not possible.

Time

Access to the room for set up & then pick up of equipment will depend on availability, please discuss this with your function coordinator.

Functions are to cease at Midnight and all music to cease at 11.30pm, unless prior arrangements have been made with management. A charge of \$100 per hour will apply for functions extending after the five hour hire fee.

Insurance

Club RydeX does not take responsibility for any damage, injury or loss of personal items before, during or after a function.

Responsible Service of Alcohol

- Club RydeX staff are obligated to adhere to strict "Responsible Service of Alcohol" practices when providing beverage service to patrons.
- Management reserves the right to refuse service or evict intoxicated or troublesome persons.
- The hirer is responsible for the behaviour of his/her guests.
- Access to the Club after functions that finish at 12am will not be permitted.



Underage/Minors attending functions

Club RydeX has strict rules regarding under age persons at functions and will not tolerate underage drinking at the venue. **The hirer is responsible for the behaviour of their invited or uninvited guests.**

At the discretion of Club Management, functions that have under 18's where alcohol is served may need to wear a coloured bracelet for identification. Upon commencement of the function, security will check guests for proof of age identity & those people being over 18 years of age will be required to wear a bracelet in order to be served.

If a person is found to be underage and drinking at the function or in the Club then that person will immediately be removed from the premises regardless of their connection to the function.

If a person is found to be underage and drinking at the function or in the Club then the manager on duty will have the authority, and it will be up to their discretion, to decide if the function should be terminated early. It is strongly advised that this option will be exercised in the event of underage drinking.

Functions including minors must be attended by an agreed number of accompanying adults. Specifics of this arrangement will be discussed at the time of booking, may incur a cost for security guards, and is at the discretion of management. Other conditions may apply.

Damage and behaviour

Any damage reported to Club property will be assessed and payable by the hirer on the night or within seven days after the cessation of the function. The hirer is responsible for the behaviour of his or her invited or uninvited guests.

A \$700.00 holding bond will be required before some functions as a surety against damage to the Club. This will be decided by management before the function.

If it is deemed that the behaviour of patrons and or damage to property at a function is inappropriate then the manager on duty will have the authority, and it will be up to their discretion, to decide if the function should be terminated early.

Any bond that has been left with the Club will be held until such a time as assessment is made of the damage to club property and the costs incurred. If the damage costs exceed the bond left with the club then the extra costs will be charged to the hirer and payable within seven days.

Club RydeX will use only their own contractors for repair or replacement work and will provide a copy of all invoices for damage of repairs.

Termination of a function

If the manager on duty deems it necessary to terminate a function early then they will need to call the Club Manager, or their representative, for authority to approve the termination of the function and once approval is given the management's decision will be final.



Terms and Conditions

A copy of these terms and conditions is made available to all hirers when booking a function and this agreement will be binding to all people hiring the club for a function.

Dress Regulations

Please help the Ryde Ex Services Club to maintain a clean and friendly Club by adhering to the following dress regulations.

In line with Club policy our dress rules are relaxed for comfortable and easy living styles. Appearance must be clean, neat & tidy at all times. Management decisions shall be final in all matters relating to dress rules.

Please note that bare feet are only allowed when bowling on the greens, thongs and dress singlets are allowed for bowls functions and permitted in the Phoenix Room up until 7pm in the evening.

The following dress is **NOT PERMITTED** at any time in the club.

- Football shorts/stubbies	- Hats worn inside (gentlemen only)
- Offensive T-shirts	- Work overalls or soiled work clothes
- Bare Feet	- Leotards or bike shorts
- Thongs or scuffs	- Offensive personal hygiene
- Singlets (gentlemen only)	- Training apparel
- Swimwear	- Torn or dirty joggers
- Costumes*	- Overly revealing clothing

*Guests are welcome to attend functions in costumes; however they must change into regular clothing before entering the Main Club.



FUNCTION AGREEMENT FORM

Please sign, date and return the terms and conditions agreement to the Functions Coordinator with the deposit/room hire payment to confirm your booking.

I: _____

of address: _____

Home Phone: _____ Work Phone: _____

Mobile: _____

Email: _____

Have read and accept the terms and conditions of hiring the Ryde Ex Services Club Ltd (Subject to DOCA).

Signed: _____

Date: __/__/__

Date of Function: __/__/__

Club Representative _____

Date: __/__/__