

Function Information Pack

Ryde Ex Services Memorial and Community Club Limited

Enquiries: functions@clubrydex.com.au

Welcome....

Thank you for considering Club Ryde 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 Ryde 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 Ryde is a great venue for corporate meetings, training sessions and events. We also have ample parking in our outdoor 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.

Angela Reynolds

Club Ryde

Functions Coordinator.

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 Board Room	\$165 (33/hr)	14 seated

- Normal Room Hire is for half a 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 and 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 Ryde Members receive discounted rates on room hire.
- We do not do 18th Birthday Parties.

21st

BIRTHDAYS \$700 Bond – Required for all 21st Birthdays and other functions at managements discretion.

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 21st birthdays.
2 guards are required for 5.5 hours @ \$100/hr for both.
Total minimum security cost = \$550 (GST incl.)

PAYMENT OPTIONS We accept cash, direct transfers and Debit or credit card payments.

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 you 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 set up, 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 dances, birthdays and corporate seminars, the auditorium at Club Ryde 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, large screen for TV/Foxtel/DVD/Laptop connectivity, audio system, microphone capability, bar, air conditioning and bathroom facilities.

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 Board Room

Capacity: 14 Seated

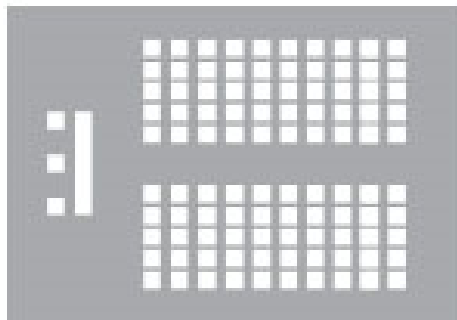


A small room designed for meetings and interviews or small seminars, the board room is perfect for corporate and community meetings. A professional space, the boardroom holds a lovely large table and comfortable seating for your longer meetings, as well as a television for laptop connectivity, air conditioning,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

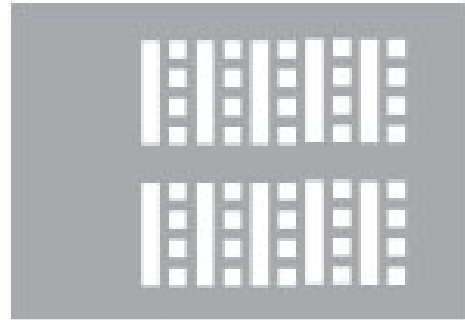
Room Layouts

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.

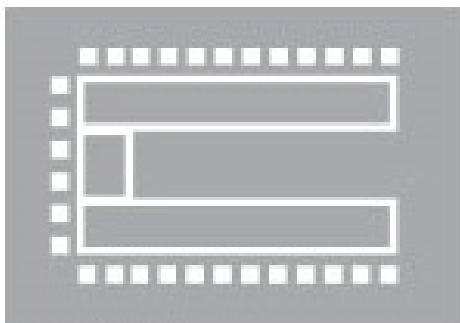
Room	Phoenix	Auditorium	McKinnon	Board Room
Theatre	160	180	30	Not Suited
Classroom	48	52	20	Not Suited
Boardroom	24	24	16	14
U - Shaped	28	28	Not Suited	Not Suited
Formal	64	84	Not Suited	Not Suited
Cocktail (standing)	180	200	40	Not Suited



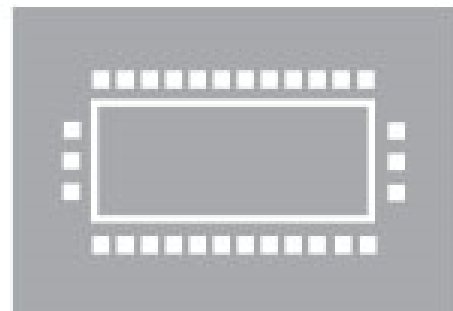
Theatre



Classroom



U – Shape



Boardroom

Equipment Hire

Club Ryde 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 your preference. Please see below for our equipment and hire rate.

Equipment	Rooms	Price (INCL. GST)
Projector & Screen	Phoenix	\$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.		

You may also arrange your own DJ/Jukebox or Photo booth however a current Certificate of Currency from the service provider must be received by us prior to the event.

Catering Menu

Canapé Selections

Light Package

\$16 per person

Minimum of 40 guests

Otherwise a surcharge of \$3.00 per person will be applied

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 40 guests

Otherwise a surcharge of \$3.00 per person will be applied

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

Cocktail Package 2

\$27 per person

Minimum of 40 guests

Otherwise a surcharge of \$3.00 per person will be applied

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 person

Mixed Assorted

Mini Assorted Petite Cakes

Lemon Meringue Tart

Pecan Tart

Lamingtons

Fresh Fruit Salad Spoons

Neenish Tart

Chocolate Swirl

Profiteroles filled with Cream and Custard and Chocolate Dipped

Freshly Brewed Tea & Coffee

Platter Selections

Sandwich Platter

Mixed Assorted

Large (90 pieces) - \$90

Small (45 pieces) - \$55

Ham, Tomato & Cheese

Chicken & Lettuce

Egg & Lettuce

Turkey, Cranberry & Cheese

Ham & Salad

Salad

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 hot food and sandwich platters as 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

Buffet Menu 2

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 Ham

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

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
Curried King Prawns
Pasta Boscaiola
Vegetarian Lasagne
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 Curry served with Roasted Cashews

with

Steamed Jasmine Rice

Baked Chat Potatoes

Seasonal Vegetables

Oyster Mornay

Cold Selections

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 Rolls and Butter

Dessert

Mini Petite Dessert Platters

Fresh Fruit Platter

Cheese Platter

Freshly Brewed Coffee and Tea

Optional Buffet Enhancements

\$5.00 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

BBQ Selections

Aussie Barbecue

\$20 per Person
Under 12's half price
Minimum of 30 guests
Otherwise a surcharge of \$3.00 per person applies

Bread Rolls
Garlic & Herb Thin Beef Sausages
Garden Salad

Onions
Gravy
Served with condiments

Super Aussie Barbecue

\$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 Barbecue plus Grilled Prawns

Plated Menu Selections

Minimum of 40 guests

(Otherwise a surcharge of \$5.00 per person applies)

2 Course set menu \$30 per head

3 Course set menu \$40 per head

Served with bread rolls and butter

Entrées:

Creamy Garlic King Prawns with Jasmine Rice
Caesar Salad with Grilled Chicken
Seafood Chowder
Smoked 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 and Coffee Station - \$3.00 per person

***** Please advise the staff on any dietary requirements**

***** Custom Menus are available on request**

Barefoot Bowls

\$15 per person – 2 hours

Introduction

Club Ryde offers social bowling for corporate functions, parties and all types of social gatherings. Our greens are well maintained and the Club prides itself on our bowling club's vibrant membership. When you book at the Club you will be playing on A-grade 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. From how many people and what types 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, a 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 strain.

Club Ryde is an ideal venue for corporate groups as we are a short drive from the Macquarie Business Park and the Concord business area.

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. Advise your numbers
4. Advise if you require catering
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 and experiences 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, and we can organise a 'cup' or championship.

For Corporate Packages please contact our Function Co-ordinator 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 Club's function rooms are non-smoking. Smoking areas are available outside for guests who do smoke.

Dress rules to 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 café. In cases where an item is not part of the menu offered, e.g. birthday or wedding cakes, and cannot be organised through the Club, arrangements may be made for that item to be brought in 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 be removed immediately. If a hirer or their guests 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 Ryde at any time. Management will terminate the function immediately if alcohol is found to have been brought from outside.

Tentative bookings and confirmation of bookings and payments

The cost of the room hire shall act as your deposit and is required to confirm your booking. Until your deposit is received, your booking is tentative and should another party request this date and pay their deposit first, they will receive preference for the date.

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

All deposits are required at time of booking of your function date.

Full settlement of the account is required Seven Business days before the commencement of the function.

Cancellation

In the event of a cancellation, 6 or more week's written notice to Club Ryde must be given to be eligible for a full refund of any monies paid. Notice of 3-6 weeks will incur a refund of 50% of any monies paid. If you provide notice of 3 weeks or less, 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) business days prior to a function. This will be regarded as the minimum number for the catering and charged according. This number is not negotiable. Club Ryde 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 (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 the guest of a Member. This is a legal requirement under NSW legislation and is not negotiable.

Prices

Club Ryde 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 and then pick up of equipment will depend on availability. Please discuss this with the Functions Coordinator.

Functions are to cease at Midnight in line with our license requirements and all music to cease at 11:45pm.

Insurance

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

Responsible Service of Alcohol

- Club Ryde 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 and/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 Ryde has strict rules regarding underage 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 require guests to wear coloured bracelets for identification. Upon commencement of the functions, security will check guests for proof of age identification and those people of 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 the Manager on duty will have the authority to terminate the function.

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

Damage and Behaviour

Any damage to Club property will be assessed and payable by the hirer on the night or within seven days after the cessation of the function. As above, 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 of 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 Ryde 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. 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 the Club policy our dress rules are relaxed for comfortable and easy living styles. Appearance must be clean, neat and 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 are 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: _____

Membership Number: _____

Have read and accept the terms and conditions of hiring the Ryde Ex Services Club LTD.

Signed: _____ Date: __/__/__

Date of Function __/__/__

Club Representative: _____ Date: __/__/__