



EST 1920

BOX HILL RSL



Functions & Events



OUR FUNCTIONS & EVENTS

Box Hill RSL is the premier venue for meetings, special events, functions and conferences in the eastern region.

The success of any event is measured not by what's put into it; but by what is taken away from it. At Box Hill RSL, our dedicated event management team takes care of all the details so you can stay focused on your big picture. Box Hill RSL's idyllic natural setting is complemented by a world class conference facility that can host any event - from a small management retreat to a major brand launch.



OUR TOTAL EVENT MANAGEMENT

Backed by a wealth of knowledge and industry contacts, your dedicated functions manager will work with you each step of the way to ensure your event is a resounding success.

We appreciate how challenging it can be to find the perfect function venue to match your event requirements. At Box Hill RSL, our versatile facilities ensure that we can host any event - from a small management retreat to a major brand launch, accommodating up to 150 people at the one time.





OUR FUNCTIONS VENUES

UPTON

Upton exudes character, charm and high ceilings and can host up to 120 guests. The Upton Room is an extremely flexible and functional conference space for private dining and corporate events.

In its primary form, the venue is a 364 square metre, pillar-less space suitable for large groups. It also has the ability to be broken down into two smaller rooms, making it very popular for breakout meetings and team building activities.

Catering for between 30 to 120 delegates in a variety of different set-ups and with state-of-the-art conferencing inclusions, the Upton is an outstanding all around facility. With access through a comfortable foyer area (suitable for registration and secretariat use), the Upton Room is readily accessible from both the main reception and basement car park.

The Upton Room also possesses a large outdoor breakout terrace with excellent views.



UPTON SPECIFICATIONS

ROOM SETUP	UPTON 1	UPTON 2	UPTON 1 & 2
Theatre style	80	30	120
Banquet	70	-	120
Cocktail	80	-	160
Boardroom	-	20	-
U-Shape	40	16	-
Classroom	48	24	-



OUR FUNCTIONS VENUES

THE DECK

Located in an ambient setting surrounded by local flora, the deck is ideal for a social gathering where guests can soak in views of the city scape and park surrounds.

This spectacular area is often used for buffet functions, cocktail functions, or as a private space. Boasting a fully serviced bar facility, male and female restrooms and area suitable for between 30 -80 guests. The deck is a premier choice for a myriad of occasions.





OUR FUNCTIONS VENUES

LAWN BOWLS

Keep the competitive edge and challenge alive with our Bowls social & corporate events.

Your designated Bowls Instructor will begin by providing a short, fun and informative bowls training session. You will learn the correct technique for rolling a lawn bowl, the objective of the game, how to score and what all the various pieces of equipment are for. In addition, your Instructor will arrange your group into teams and a round robin style competition will follow, normally in teams of 3's or 4's to work best.

Our social Lawn Bowls package starts from \$15 per person and includes:

- 90 Minute Session
- Green Fees
- Coaching
- Bowls Hire

A great idea for work functions, team building & birthday parties.

- Minimum of 12 pax
- Maximum of 50 pax





OUR CHEF

AT BOX HILL RSL WE'RE BRINGING NEW THINGS TO THE TABLE...



HEAD CHEF
KEVIN WIGHTMAN

From Scotland to Spain & all over Australia, Box Hill RSL would like to introduce to you our Head Chef, Kevin Wightman! From originally wanting to put out fires as a fireman he's now bring that heat and passion into the kitchen. His rich 30 years experience shows through beautiful, flavorful and unpretentious food with a focus on local ingredients.

Kevin's career took flight when he seized the opportunity to work for the 5-star Swallow Hotel, England as their Sous Chef. This position eventually led him to The McDonalds Hotel, Scotland. Kevin continued to travel the globe working his way to the top holding positions as Executive Sous Chef and then Head Chef for some of the worlds most renowned Hotels and Resorts.

Anyone who knows Kevin will tell you he's known for his flair of elegant presentation and consistency and his goal is to provide the good folk of Box Hill with simple honest food that rates extraordinarily!

Kevin's determination and thirst for a major challenge did not stop there and led him to Box Hill RSL, where he is in charge of The Bistro kitchen, catering for up to 200 guests. His philosophy on food goes back into putting emphasis on using the freshest finest quality of ingredients backed by a lot of hard work to produce a dish that is not only technically precise but has a perfect flavor balance and contrast.

Kevin Wightman, Head Chef of Box Hill RSL Bistro has earned an excellent reputation for his ability to produce exceptional concepts and dishes. His fun-loving nature, good looks and endearing personality makes for an ideal brand ambassador for The Bistro as part of Box Hill RSL.





OUR MENUS

Our chefs strive to provide you with a wide variety of food, made with the freshest, finest ingredients.

Head Chef Kevin Wightman has given the function & events menu a new burst of energy, passion, and inspiration which is evident in the presentation and flavours of our evolving menu. No matter what you're craving, you'll find it - perfect and delicious!

RAISING THE BAR

As you lift your glass to enjoy some of Box Hill RSL's renowned award winning wines, beers, spirits and non-alcoholic refreshments our range of generous beverages will keep the fine times flowing.

At Box Hill RSL we offer you the following:

BAR TAB CONSUMPTION

A bar tab can be set at the beginning of your function with a specified limit or amount in mind that you feel comfortable with spending. This can be reviewed as your function progresses and increased if need be, however we will always ensure you are in full control of the amount throughout the event. At any point you are welcome to turn the bar tab into a cash bar so your guests can purchase their own drinks.

CASH BAR

With our fully stocked bars and beers on tap, your guests will be able to select from a long list of drinks, which they can purchase throughout your function.

A beverage list is available upon request from your functions manager.



FUNCTIONS ROOM HIRE COSTS

UPTON ROOM

HOURS	UPTON 1	UPTON 2	UPTON 1 & 2
Half Day (1-4 Hours)	\$300	\$150	\$350
Full Day (5-8 Hours)	\$500	\$300	\$600

THE DECK

Mid-week

Minimum of 30 guests

\$2,000

Weekends & Public Holidays

Minimum of 50 guests

\$2,500

LIBRARY

HOURS	LIBRARY
Half Day or Full Day	\$75

Availability is restricted by trading hours. Public holidays incur a 70% surcharge on all food ordered.





ROOM HIRE INCLUDES THE FOLLOWING:

- Room set to your specifications as per floor plan
- White linen table cloths
- Lectern and hand held microphone
- Access to in-house PA system
- Head table
- Registration table
- Display table
- Water station
- Extension leads*
- Power board*
- Mints

OPTIONAL EXTRAS CAN BE ARRANGED ON YOUR BEHALF:

- | | |
|-----------------------------------|-------------------|
| • Whiteboard | \$25 |
| • FlipChart | \$25 |
| • Data Projector | \$150 |
| • Projector Screen Only | \$50 |
| • Laptop | \$150 |
| • Helium Balloons | POA |
| • Balloon Centrepieces | POA |
| • Floral Arrangements | POA |
| • White Linen Napkins | \$2.00 each |
| • Chair Covers & Coloured Sash | \$6.50 each |
| • Live Entertainment or DJ | POA |
| • T/C Station | \$2.00 per person |
| • Cake Cutting, served with cream | \$2.00 per person |

**Please note that further equipment can be sourced*



BOOKING INFORMATION

TENTATIVE BOOKINGS

You can make a tentative booking with us for your preferred date and we will endeavour to hold this for you for up to 7 days. Box Hill RSL reserves the right to take a confirmed booking over any tentative booking but we will give you first option to confirm wherever possible.

DEPOSIT & CONFIRMATION

We require a deposit along with the completed booking form to confirm you're booking.

DEPOSIT REFUNDS

For cancellations we share your disappointment if you are unable to proceed with your event. Should your event be cancelled or postponed, please check our terms and conditions which clearly set out how we deal with these.

FINAL NUMBERS & PAYMENT

Box Hill RSL requires notification of your final number of guests attending your event, 10 working days prior to the date. If final numbers fall below the minimum attendance requirement, you will have to pay at the minimum booking rate (unless we agree with you otherwise).

If the numbers are down but above the minimum attendance requirement, we will negotiate with you to minimise extra costs, but you must cover wastage, extra staff and costs etc which would otherwise not have been needed.

Full payment is required 7 working days prior to your event, in cash, bank guaranteed cheque, direct payment (into our account), or by approved credit card. Personal cheques must be received 15 working days prior to your event. Payment must be received in full prior to your event, in order for it to proceed.

VENUE ACCESS

The client has access to the venue 1 hour prior to the commencement of the event and 1 hour after. An additional charge may apply if earlier or later access is required. Box Hill RSL must be notified at least 72 hours prior to the event regarding arrival and load out times of equipment etc.

SECURITY & CLEANING

A security charge and cleaning bond may apply for some events. You will be charged for any out-of-the-ordinary cleaning.



TERMS & CONDITIONS

RSL membership requirements apply for all function bookings. The financial member will be held responsible financially for any theft from, or damage caused to, our venue by their guests, delegates, employees or agents before, during or after the function.

Box Hill RSL dress codes apply to all function areas. Guests may not be permitted to enter the venue if they are not suitably dressed.

Guests attending a function will not be allowed to enter other areas of the RSL, unless they are a financial member. It is expected that all guests leave the venue at the conclusion of the function.

Function guests are required to sign in on the specified function form at reception if they are not an RSL member

Box Hill RSL will hold a tentative booking for three (3) business days. If the booking is not confirmed by the end of this time the booking can be cancelled without notice.

Payment of deposit confirms the booking and will be forfeited in the event of a cancellation.

Final numbers and dietary requirements of function guests will be required ten (10) business days prior to the function. The confirmed number of guests will make up the balanced owed. Once final numbers are given this number cannot be reduced.

Menu & beverage confirmation must be given ten (10) business days prior to the function.

It is the responsibility of client to ensure your functions manager has details of any special dietary requirements or allergies which any guests may have. You must supply all name and table allocation details for each such guest.

Box Hill RSL reserves the right to change menus and pricing without any prior notice.

While we endeavor to fulfill all pre-arranged menus if for any reason a product cannot be sourced the menu can and will be changed without prior notice.

All remaining costs are to be paid at the conclusion of the function unless previously notified. This includes any monies owing for food or beverage.

A 10% surcharge applies to all bookings that are made on a public holiday.

Management reserves the right to contract security for all functions. The cost to the client is \$45.00 per hour with minimum of 4 hours. Security is mandatory for all sporting club events.

Box Hill RSL prohibits the following: throwing confetti, glitter, poppers, streamers, or rice anywhere in or about the premises without prior consent of management.

Box Hill RSL reserves the right to control the volume of music being played inside the venue.

The bringing of food and beverage. All catering will be provided by Box Hill RSL. If you require a special arrangement to be made in relation to food and beverage, you is required to obtain the consent, in writing from Box Hill RSL prior to the event.

Room hire includes general cleaning of function rooms. Should additional cleaning be deemed necessary, charges may apply.

No items are to be attached to walls or ceilings by any means, including sticky tape, masking tape, blu tack or pins.

No advertising materials in relation to a function are to be put into the venue without prior approval from management.

Box Hill RSL management reserves the right to refuse entry, remove any person from the premises or terminate a function prior to the scheduled finishing time without question.

The Box Hill RSL staff are trained in the responsible serving of alcohol, and by law may refuse to serve alcohol to any person/s who seems to be intoxicated. Box Hill RSL prohibits any minors under the age of 18 years to be served or given any alcoholic beverages.

You authorise box hill rsl as your agent, to enforce these laws and must fully support box hill rsl and indemnify Box Hill RSL against any repercussions in attempting to enforce these laws or any alleged failure to so act.

The bar will close 15 minutes prior to the scheduled end time.

Box Hill RSL function rooms cannot be accessed prior to the opening time of the venue (9am Monday - Saturday, 11am on Sunday and 12pm on public holidays)

All deliveries to the RSL must, be agreed with the functions manager prior to the delivery and must be delivered to the venue on the dates and times agreed and clearly and properly marked with the name and date of the event.

All equipment and property brought to the venue must be removed immediately following an event unless previously arranged in writing with management. Any equipment or property not removed, may be removed and/or discarded by box hill rsl at its complete discretion, without any liability.

If you are booking the deck, please understand that it is an outdoor area which is exposed to a degree, of external elements. Therefore, you book this room with full knowledge that the weather on the day of your function may not be what you desired. The venue is not required to move or refund any deposit in the case of inclement weather conditions.

In the event of inability to comply with any of the provisions of this contract by virtue of any cessation or interruption of electricity, gas supplies, industrial disputes, plant or equipment failure, unavailability of food or beverages, inclement weather conditions, other unforeseen contingency or accident, the venue will not be held responsible and if deem necessary reserves the right to cancel any booking.



BOX HILL RSL

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