



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 world class facilities that can host any event - from a small management meeting to any major event.





OUR CHEF



From Scotland to Spain and 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 now brings that heat and passion into the kitchen. His rich 30 years' experience shows through beautiful, flavourful and unpretentious food with a focus on local ingredients.

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! You can trust that you are in impeccable hands when it comes to the catering of your event.





UPTON ROOM

The Upton Room exudes character, charm and high ceilings and can host up to 200 guests.

The Upton Room is an extremely flexible and functional space for private dining, social and corporate events.

Catering for between 40 to 200 people in a variety of different set-ups the Upton is an outstanding all-around facility. With access through a comfortable foyer area the Upton Room is accessible from both the main reception and basement car park.

All menus are available in this room, we can cater your event as a formal sit-down meal, help yourself buffet, cocktail party, or corporate event.

We have a variety of room set-ups to suit your requirements.

ROOM HIRE UPTON

HALF DAY (1-4 HOURS)	\$500	FULL DAY (5-8 HOURS)	\$800
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If you require a smaller breakout space this versatile space can become 2 compact spaces to suit your needs.

ROOM HIRE UPTON 1 OR 2

HALF DAY (1-4 HOURS)	\$250	FULL DAY (5-8 HOURS)	\$400
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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, access via elevator, private restrooms and area suitable for between 30 -80 guests. The deck is a premier choice for a myriad of occasions.

\$2500 MINIMUM SPEND





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.

Perfect for work functions, team building & birthday parties.

OUR SOCIAL LAWN BOWLS PACKAGE STARTS FROM \$20 PER PERSON AND INCLUDES:

- 2-HOUR SESSION
- GREEN FEES
- COACHING
- BOWLS HIRE

MINIMUM OF 10 PAX

MAXIMUM OF 60 PAX





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 and selection of your choosing. This can be reviewed as your function progresses and increased if desired.

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.

EVENT INCLUSIONS

- Room set to your required specifications
- Complimentary on-site parking
- Dedicated & experienced staff
- White linen tablecloths
- White linen napkins
- Lectern & hand-held microphone
- Access to inhouse PA system
- Access to AV equipment – TV, laptop
- Complimentary Wi- Fi
- Simple centrepieces
- Table numbers
- Whiteboard
- Easel stands
- Private Bar
- Private Amenities

EVENT EXTRAS

We have a fantastic relationship with an event company if you wish to organise any further decorations, balloons, centre pieces, floral arrangements, chair covers or anything your heart desires to boost your function.

TERMS & CONDITIONS

Guest check-in:

All guests who are not RSL members must sign in at the reception.

Booking confirmation:

Box Hill RSL will hold a tentative booking for up to 7 business days. If the booking is not confirmed within this period, it may be cancelled without prior notice.

Deposit and cancellation policy:

- A deposit is required to confirm your booking and may be forfeited in the event of cancellation.
- Cancellations made more than 30 days before the event will receive a full refund.
- Cancellations made between 14 and 30 days before the event will receive a 50% refund.
- Cancellations made within 14 days of the event will result in the forfeiture of the deposit.

Payment:

A \$500 deposit is required on confirmation of booking. Full payment for catering is required 7 days in advance. All remaining costs are to be paid on conclusion of the event. This includes any monies owing for food or beverage. A 15% surcharge applies to bookings made on public holidays.

Final details:

Final guest numbers, catering selections, and dietary requirements must be provided 14 business days before the event. This number cannot be reduced, but additional guests may be accommodated at extra charge. It is the client's responsibility to inform us of any special dietary requirements or allergies.

Catering:

Box Hill RSL reserves the right to change menus and pricing without any prior notice. While we endeavour to fulfill all pre-arranged menus if for any reason a product cannot be sourced the menu can be changed without prior notice. 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 are required to obtain the consent, in writing from Box Hill RSL prior to the event.

Room access:

Early access to the function room before your event must be arranged with the function & events manager. 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.

Deliveries and equipment:

All deliveries must be coordinated with the Function and Events Manager and made at the agreed date and time, with clear and proper labelling of the event name and date.

Equipment and property brought to the venue must be removed immediately after the event unless prior arrangements have been made with management. Any items left behind may be removed or discarded by Box Hill RSL at its discretion, without liability.

Responsible service of alcohol (RSA):

Our staff are trained in the responsible service of alcohol and may refuse to serve alcohol to anyone who appears intoxicated. We do not serve alcohol to minors under 18 years of age. By booking with Box Hill RSL, you authorise us to enforce these laws and agree to indemnify Box Hill RSL against any consequences related to the enforcement of these regulations.

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

Security:

Management reserves the right to contract security for any event they see fit. The cost to the client is \$50.00 per hour with minimum of 4 hours. Security is mandatory for all 21st birthday parties.

Cleaning:

Room hire includes general cleaning of the function room. 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, blue tack or pins. Box Hill RSL prohibits the following: throwing confetti, glitter, poppers, streamers, or rice anywhere in or about the premises.

Dress Code:

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.

Music:

Box Hill RSL reserves the right to control the volume of music being played inside the venue. You are welcome to provide a DJ, band etc for your event however there is to be no amplified music on the deck due to noise restrictions.

Weather:

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.

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

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.

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 deemed necessary reserves the right to cancel any booking.



BOX HILL RSL

bookings@boxhillrsl.com.au

26-28 Nelson Road, Box Hill VIC 3128

P (03) 9867 6700 | W boxhillrsl.com.au

ASSOCIATION REG NO: A0057903U

