



# *Seminars*

At the Moe RSL

63-67 Albert Street Moe 3825 + Tel: (03) 5127 1007

Email: [banjos@moersl.com.au](mailto:banjos@moersl.com.au)

[www.moersl.com.au](http://www.moersl.com.au)

### **Tea, Coffee and Hot Chocolate:**

Self served with crockery, milk & sugar \$3.00 per person

### **Morning Tea -**

- Sweet Biscuits \$1.00 per person
- Sweet Biscuits and Fruit Cake \$2.00 per person
- Scones served with Jam and cream \$4.50 per person
- Dips Platter \$20.00 per platter  
(selection of vegetable sticks, house made dips & crackers)
- Fruit Platter \$25.00 per platter
- Cakes and Slices \$6.00 per person

**Cold Selection:** (all house made) \$14.50 per person

Gourmet sandwiches and wraps: selection of white and multigrain with a variety of fillings

**Hot and Cold selection:** \$18.50 per person

Includes gourmet sandwiches and wraps plus choose 6 of the options below:

- Party Pies
- Sausage rolls
- Mini Quiches
- Mini Dim Sims
- Chicken Tenders
- Vegetable Spring Rolls
- Pasties
- Mozzarella Cheese sticks
- Mini chorizo and cheese pizzas

### **Beverages:**

Juice - Orange and Apple \$10.00 per jug

Soft Drink \$10.00 per jug

(Diet Pepsi, Solo, Lemonade, Pepsi, Raspberry, Mineral Water or Soda Water)

**Equipment Hire:**

• Projector and screen	\$35.00
• Projector screen only	\$10.00
• Laptop speakers	\$10.00
• Whiteboard and markers	\$10.00
• Flip chart	\$10.00
• Lectern/ roving microphone	\$10.00
• Wireless internet	Free
• Photocopying	\$0.20c

**Room Hire:** \$35.00 per hour up to 5 hours  
\$200.00 all day room hire

**Booking Deposit required within 14 days of confirmation as Bookings are not held without a deposit.**

The Moe RSL reserves the right to cancel the booking and re-book the date and room after 14 days without the deposit being paid.

Deposits are an acknowledgement of the booking details as per your quote and of your agreement to abide by the Moe RSL Sub-Branch Terms & Conditions.

All requirements of the Liquor Control Act & the local Liquor Accord will be **strictly enforced** by the Moe RSL & its Staff.

Confirmations of numbers for catering purposes are due 7 business days prior to your Function.

Payment can be made by cash, credit card or Invoice.

Thank you for allowing the Moe RSL to quote for your Function.

**Moe RSL EFT Banking Details:**

Bank: Westpac Banking Corporation Moe

Name: Moe RSL Sub-Branch Inc.

BSB: 033 128

Account Number: 630969

ABN: 51 965 667 895

# **TERMS AND CONDITIONS**

The Moe RSL Sub-Branch is committed to ensuring that your event is a great success. We will be flexible wherever possible, attentive to your needs & offer professional advice.

1. A minimum deposit to the value of the Room Hire/set up fee is required within 14 days to secure your booking. Bookings are not held without deposits. The Moe RSL reserves the right to cancel the booking, rebook the date and venue if deposit has not been paid within 14 days.
2. An Administration Fee of 50% of Deposit will be forfeited if the Function is cancelled less than 30 days prior to the Function date.
3. The client shall confirm final numbers of guests no later than 7 days prior to the Function. This number will be considered final and the minimum charged for the confirmed Function.
4. Special dietary and vegetarian meals can be catered for but must be confirmed at the time of confirmation. Children's menus are available on request.
5. Licensed clubs are unable to permit clients to provide their own Food or Beverage (Food Safety Act)
6. All requirements of the Liquor Control Act & the Local Liquor Accord will be strictly enforced by the Moe RSL. Any liquor found in the possession of any guests will be removed, held by the Club and returned when the guest leaves the Venue.
7. The Moe RSL shall not be responsible for the loss of, or damage to, property left on the premises prior to, during or after a Function. The client accepts responsibility for any damage to the premises or fittings or equipment caused by the client's guests prior to, during or after the Function.
8. The host is required to conduct the Function in an orderly manner and in compliance with the requirements of the Club.
9. Special Effects - Smoke machines and/or pyrotechnics cannot be operated without prior authority from the Function Coordinator. This is due to the effect on the smoke detectors/alarm system. Notice in writing is required upon booking for approval. Should the Fire Brigade respond to an alarm set off by the use of special effects, the client will be liable for any charges incurred by the Club.
10. Confetti/Table scatters are not permitted in the Club. A cleaning cost for two hours will be charged if confetti/scatters are found.
11. Security - Particular events may require specific security arrangements with costs charged accordingly.
12. The Moe RSL requires full payment for Functions 7 days prior to the event or unless otherwise arranged with Management. If Beverage on consumption is requested, then payment is required at the conclusion of the Function.
13. Prices are subject to change due to unforeseen circumstances.
14. All prices are inclusive of GST.
15. Moe RSL Club Entry - Please remind your guests that entry to the Club is subject to the Club rules. Children must be accompanied by a responsible adult at all times

**I/WE ACKNOWLEDGE THAT I/WE HAVE READ AND AGREE TO THE ABOVE TERMS AND CONDITIONS DETAILED BY THE MANAGEMENT OF MOE RSL SUB BRANCH INC.**

**Name**\_\_\_\_\_ **Signed**\_\_\_\_\_ **Date**\_\_\_\_/\_\_\_\_/\_\_\_\_  
**Signed By:** \_\_\_\_\_ **Courtney-Lee Woolan, Function Coordinator**