

HENDERSON RSA FUNCTION APPLICATION FORM



Henderson Returned & Services Assn. Inc.

Welcome to the Henderson RSA. We provide fully air-conditioned facilities and a warm friendly atmosphere to host your functions. Available, free of cost, is a modern Q-System audio visual experience that will provide you with everything you need for your event including free Wi-Fi, Nightlife, Crowd DJ and Bluetooth music, four microphones, a laser projector and a retractable motorised screen.

If you wish to use these systems, then please contact the Club Manager well in advance to ensure it can be set up to your requirements. While we try to ensure that all the systems and facilities are working correctly and despite our best efforts, on occasions there can be some technical issues that our staff can't resolve on the day. We take no liability as we offer these services at no cost to our customers.

Function Information

Date required:

Purpose of Function:

Date booking was taken:

Booking Taken By: Tony Atkinson 021927552

Function Organiser's Name:

Mobile Phone Number:

Email address:

Member:

Membership No:

Area of Clubrooms required: TBC

Room Hire Fee: \$270.00

Set up requirements: TBC

Henderson RSA Bank Account: 02-0152-0006284-00

Set up time required:

Start time of Function:

Finish time of Function:

Approx. Number of People attending:

Catering Requirements

Catering Manager Contact Number: TBC

Numbers must be confirmed one week prior to the event; the final balance will be based on the confirmed numbers, and this must be paid at the completion of the event.

Dietary Requirements:

Menu/Meal Requirements: Please request an event/Function menu from the Manager.

Price Per Head or One-Off Food Cost: Please request an event/Function menu from the Manager.

Food Timing:

Tablecloths to be provided by the customer: Yes/No

Bar Requirements

Bar Tab: Yes/No Tab Requirements – if any

Henderson RSA operates under a 'Club Licence'. This means that only Members, Affiliate Members and their Guests are entitled to be sold or supplied alcohol. Please liaise with the Club Manager regarding this matter.

Function organisers will need to either be a member of the club or affiliate member of the club and be prepared to accompany their guests or apply for a Special Licence.

A guest list will be provided for the member to sign the guests in for the function.

If a Special License fee is required you will be advised, based on the number of people attending the function.

Room Hire and Special License Fee are non-refundable.

NB – There is a stand down period of 20 working days for Special Licence

Special Arrangements:

Food: Our Catering Staff can cater for your special occasion – Prices available on request. Charging is based on confirmed numbers.

Note: Under no circumstances may food be brought on to the premises.

Beverages: Bar Tabs – Please consult with the Club Manager prior to the function or any one of our friendly and obliging team on the day if you wish to set up a bar tab.

NO personal alcohol or non-alcoholic drinks are to be brought onto premises for consumption. This would contradict our Club Licence.

Bar Tabs must be paid for on the night.

Entertainment: Please discuss your entertainment requirements with the Club Manager. We have a full audio-visual system in place that can cater for most of your entertainment needs including nightlife music jukebox and crowd dj; karaoke and big screen; Air Server and Music Streaming access for personal playlists, videos, conferencing etc.

You are welcome to provide your own entertainment Bands/Disco etc. Noise level must not exceed club limits – the bar staff will inform you if the noise level is exceeded. Again, please liaise with the Manager or one of his team. Use of our equipment (audio visual system, big screen, microphone etc.) will need to be organised at least 3weeks before your day. Ensure you have set time aside for this. Please note all entertainment must be appropriate.

Children: Club Policy is for all children (under 13 years) to vacate the premises by 8.30 p.m. Special dispensation is required for Children (suitably supervised) to stay longer if required.

Henderson RSA Rules:

1. Bar Closing Hours – Friday 11.00 pm & Saturday 9.00 pm, unless prearranged for later. Premises MUST be vacated shortly after.
2. Intoxication is an offence, and anyone intoxicated will be asked to leave or will be removed from the premises. Please ensure your guests are aware of our smoking area on the deck only.
3. NO personal alcohol or non-alcoholic drinks to be brought onto the premises for consumption, including the surrounding car parks.
4. Dress Code – To be neat and tidy, shirts MUST have a collar, No Hats, Beanies or Caps. No patches or gang insignias. No Clothing with offensive words or designs and no jandals.
5. No inappropriate entertainment allowed in the Henderson RSA.
6. If a member or affiliate member applies for this function, he/she is responsible for all their guests.
7. Unauthorized person/s will not be permitted on the premises.
8. No glitter, confetti, or similar products, to be used inside or outside of the premises.
9. No smoke machines or similar items to be used inside or outside the premises – these can cause fire alarms to be set off. If this is the case, you will be charged at full cost of \$1000.00 plus call out fee \$200.

Clean Up

Following the function, it is the responsibility of the hirer to ensure the function room is cleared, tidied and in the same format it was when you arrived. All glassware and plates MUST be returned to the Bar or Kitchen area to be cleaned. Audio visual equipment is to be returned to the bar and all decorations removed from the walls and ceiling.

A Duty Manager will be present on all occasions to ensure our dress and behaviour standards are observed and that no undue interruption for your function occurs.

All children are to be always supervised and must not be outside the clubrooms without supervision.

Please note: Patrons are not to park in the Pioneer Plaza Carpark before 5:00pm as they may be towed away.

Customer Signature is confirmation that they agree to all the Rules and Menu Requirements and costs.

I agree with the terms and conditions as stated.

Date:

Applicants signature:

Club Manager's Name: Tony Atkinson

Signed:

