



COVID SAFE EVENTS

Thank you for considering Club Rivers for your upcoming event. At Club Rivers we're here to make your function as comfortable and safe as possible for you and your guests.

Inline with Government regulations, and in consultation with our industry body, we are delighted to announce we are now taking meeting and function bookings at our venue. Club Rivers have developed a COVID-Safe strategy to cater for meetings and events.

Our policy is to be as flexible and as accommodating as possible, and should you need to adjust or cancel a function booking due to COVID-19, we will do everything we can to ensure a smooth transition for you, including refunding deposits paid.

COVID-SAFE EVENT SPACES

The safety of our staff, you and your guests, is and always will be, of the utmost importance to us. The following options for your next event have been designed to deliver peace of mind, whilst ensuring the safety and wellbeing of your guests and the broader community.

COVID-Safe Event Requirements:*

- Table sizes are limited to current capacities
- **All guests are required to be fully vaccinated and sign in at entry**
- Anyone who is unwell must be excluded from attending the event.
- Room capacity is 1 per 2sqm.

CLUB RIVERS measures currently in place:

- All Staff have completed Australian Government Dept. of health online training in infectious disease
- Regular training of best workplace practices with implementation of additional measures on COVID safe house policy
- All venues registered as COVID-19 Safe businesses
- Consistent monitoring of State Government health regulations

We look forward to the opportunity to host your events at Club Rivers.

PRICING STRUCTURE FOR FUNCTION ROOMS & FEATURES

LILY ROOM	Lily Function Room Hire 5 Hours; including 1 x Bar Staff * (up to 35pax)	\$100
OASIS ROOM	Oasis Function Room Hire 5 Hours; including 1 x Bar Staff* (up to 35 pax)	\$100
LILY & OASIS	Lilly & Oasis Function Room Hire 5 Hours; including 1 x Bar Staff* (up to 80 pax)	\$200

Extra Costs NOT included in the Function Room Hire

Bar Staff	Monday – Friday; Based on 5 hours	\$125
	Saturday – Sunday; Based on 5 hours	\$150
Security Guard	Based on 5 hours (for 21st Birthday s only)	\$300

ROOM FACILITIES AND EQUIPMENT

Lectern	Microphone	55" LED Television (HDMI input)
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COCKTAIL MENU

5 choices \$22.50 per person

7 choices \$28.00 per person

Vegetarian Spring Rolls with Sweet Chilli Sauce
Crumbed Calamari with Tartare Sauce
Mini chicken Skewers with Smoked Chilli Aioli
Mini Beef Pies with Tomato Sauce
Mini Sausage Rolls with Tomato Sauce
Panko Crumbed Prawns with Tartare
Fish Cocktails with Tartare
Vegetarian Samosas with Sweet Chilli
Buffalo Wings with Ranch Dipping Sauce
Mini lamb Souvlaki with Tzatziki
Spinach & Cheese Triangles
Mini Tomato & Basil Bruschetta

WAKE MENU

\$22.50 per person

Assorted sandwiches
Vegetarian Spring rolls
Mini Chicken Skewers
Fish Cocktails
Mini Beef Pies
Spinach & Cheese Triangles
Tea & Coffee

**menu items may contain traces of gluten & nuts*



TERMS AND CONDITIONS

AGREEMENT

This agreement is made between Club Rivers and the 'client'. In the event that this agreement is signed in the name of a company, partnership, agency, firm, club or similar society, the person signing represents to Club Rivers that they have full authority to sign such a contract. If the person is not authorised, they will personally be liable for the performance of this contract. Any reference to the 'Manager' will refer to the person nominated by Club Rivers in all matters relating to the event.

CLUB MEMBERSHIP

To hold a function here at Club Rivers, you must be a financial member of the Club.

BOOKINGS AND BOND PAYMENTS

Confirmation by way of a \$250.00 security bond is required to secure the date and time of your function. Your bond payment acts as security against damages, breakages and excessive cleaning. It is not a deposit and may not be used as part payment for food or drinks. Refund of the said amount will be made by cash or cheque within seven (7) days after the date of the function. If a function is cancelled within fourteen (14) days of the date of the function, you will lose 50% of the bond paid, and if a function is cancelled within seven (7) days, you will lose 100% of the bond paid. If damage has occurred as a result from the function the bond will be kept to pay for the repair/s.

PAYMENT, FINAL NUMBERS AND CONFIRMATION OF PACKAGES

Menu packages must be confirmed seven (7) days prior to the function date. Final payment for catering is to be paid seven (7) days prior to the event. Payment can be made by cash or card. The final number accepted will be the number provided seven (7) days before the function date and will confirm the minimum number to be charged. After this date increases will be accepted but no decreases in numbers. The confirmed number of guests MUST be catered for.

ALCOHOL & DECORUM

Club Rivers practices and promotes the Responsible Service of Alcohol. Minors, intoxicated Persons, and those persons whose behaviour is considered by Management as disorderly will be refused beverage service and asked to leave the licensed premises. It is your responsibility, as the event organiser to ensure orderly conduct of your guests, especially when leaving the licensed premises at night. Management reserves the right to terminate the function, without refund of any monies, should such behaviour present a problem to guests, staff, club members or neighbours. Club Rivers is the licensee of the premises and controls the supply and all revenue from the sale of alcoholic beverages. No alcohol is permitted to be brought onto the licensed premises. The Club's Responsible Service of Alcohol is available to you upon request. The Responsible Service of Alcohol Policy form will need to be signed off by the event organiser seven (7) days prior to the function (Please see attached). Club Rivers actively promotes the responsible service of alcohol and therefore prohibits the service of shots, doubles and beverages in any utensil that is not a standard drinking glass e.g. yard glasses, extra-large cocktail glasses etc.

DAMAGE, BREAKAGE OR LOSS OF PROPERTY

You are responsible for the safekeeping of personal belongings, merchandise and gifts. Club Rivers will not accept responsibility for the loss of or damage to any such property, before or after the function. You are responsible for any damage to the building, facilities and furnishings on the property; and for loss however arising, as a result of any action by your guests or contractor, (decorators, musicians, etc.). Please ensure contractors are aware of this. Should the premises be left in an unacceptable state, a cleaning fee may be charged and/or your security deposit will be forfeited.

CANDLES & ROOM DECORATIONS

Open flame candles are NOT permitted on Club premises. You must seek approval by the function manager before sticking or fixing decorations to the club walls, windows or doors.

FOOD & BEVERAGE

We have a strict policy that all food and beverage be supplied by Club Rivers. Food or beverages, not supplied by Club Rivers are not to be brought onto or consumed on our licensed premises. Any person(s) not complying with our liquor licence or applicable regulations will not be permitted to remain in attendance at an event.

CAKEAGE

A cakeage fee of \$1 per person will be applicable should you bring in your own cake.

BEVERAGE BAR TABS AND DRY TILLS

Bar prices will be charged at function prices. Club Rivers CRewards Membership Loyalty Program benefits are excluded from private function bookings. Bar Tab must be pre-paid prior to the function taking place. Any unused funds will be refunded with the security bond.

TERMS AND CONDITIONS CON'T

TIMES & DEPARTURE FROM PREMISES

We ask that you advise your guests to consider the local residents and leave the club and parking area as quietly as possible.

LICENSING LAW

A final guest list of all those attending the function is required seven (7) days prior to the function. All guests must sign-in at reception before entering the function. This is a requirement of the licensing laws and must be strictly adhered too. Please note; guests may be required to sign-in at reception at the conclusion of your function in order to utilise other Club facilities.

SECURITY

It is a requirement of Club Rivers that security is present for the duration of the 21st birthday event. This service will be organised by the Club and the costs will be payable by the client directly to Club Rivers, along with the room hire and beverage costs. (Security costs start from \$300, depending on total number of guests).

SPECIAL REQUIREMENTS

To ensure special requests can be accommodated we ask that you inform the function manager of the request seven (7) days prior to holding the function. Where possible Club Rivers will endeavour to do their best to fulfil your requirements.

CLUB RIVERS 'RESPONSIBLE SERVICE OF ALCOHOL' HOUSE POLICY FORM

Club Rivers' Directors, Management and all employees are committed to the Responsible Service of Alcohol. Club Rivers Responsible Service of Alcohol (RSA) policy aims to prevent underage drinking, intoxication, violent or disruptive behaviour and drink driving. Club Rivers is an active member of the Hurstville and St George combined Liquor Accord which meets to promote and improve safety within the community and prevent alcohol related anti-social behaviour, offences and violence.

Club Rivers has adopted the following house policy as a framework for the Responsible Service of Alcohol. This includes, but not limited to;

- Club Rivers will refuse entry to anyone who is believed to be under the influence of alcohol or illicit drugs.
- Liquor service will be refused to underage people. Club employees require patrons suspected as minors to present Proof of Age and or other approved forms of identification before providing service.
- Any patron found on the premises that is considered to be approaching the point of intoxication will be refused service of alcohol and asked to leave the premises.
- Anyone showing indecent, violent or quarrelsome conduct will be asked to leave the premises.
- Club Rivers implements the policy of having extra security and or RSA marshals rostered on for 21st Birthday events to monitor alcohol consumption, intoxication levels and avoid any disturbance to the public and or our neighbours.
- Club Rivers ensures all employees hold a current RSA certification and are trained in the responsible service of alcohol. This is to ensure they understand their duty of care towards our patrons and their responsibilities to ensure we remain compliant under the liquor act.
- Alcohol will not be promoted in a way that encourages minors to seek to purchase or consume alcohol on our premises. Any minor that approaches a bar or is found in a restricted area, will be removed and returned to a child friendly part of the club.
- The Club will not support any promotional practice that encourages the excessive consumption of alcohol, or, the rapid consumption of alcohol such as yard glasses.
- Club Rivers does not serve doubles or shots, all spirits must be served with a mixer.
- Member and or visitors can be banned or have their membership suspended for any
- ongoing Responsible Service of Alcohol occurrences, or major breaches of club policy.
- Club Rivers ensures that any products declared by the governing authorities as undesirable are not sold or promoted on our Clubs premises.



BOOKING FORM

Client Name:	Membership Number:
Email Address:	Phone Number:
Type of function: (e.g. wedding, birthday)	confirmed no. of guests:
Function Date:	Function Start Time:
Menu selection: (Must be confirmed at least 7 days before the event date)	
Special requirements:	

PLEASE NOTE:

Confirmation of your booking requires a \$250.00 security bond to secure the date and time of your function. Your bond payment acts as security against damages, breakages and excessive cleaning. It is not a deposit and may not be used as part payment for food or drinks. Refund of the said amount will be made by cash or cheque within seven (7) days after the date of the function (assuming there are no damages to Club property or premises).

ACCEPTANCE OF TERMS AND CONDITIONS:

I hereby confirm that I have read and understood the terms and conditions of booking a function and the responsible service of alcohol policy at Club Rivers and have attached my security bond of \$250.00.

I understand that if I cancel my booking within fourteen (14) days of the date of the function that I will lose 50% of the bond paid, and if I cancel my booking within seven (7) days I will lose 100% of the bond paid.

Clients Name:	Clients Signature:
Date:	Club Rivers Manager:

PAYMENT OPTIONS: We accept credit card (via phone), cash or EFT.

EFT NOMINATION PLEASE QUOTE NAME & EVENT DATE

COMPANY DETAILS: RIVERWOOD LEGION & COMMUNITY CLUB

ADDRESS: 32 Littleton Street Riverwood NSW 2210 **ABN:** 80 000 411 923

BANKING DETAILS:

BANK: COMMONWEALTH BANK **BSB:** 062-000 **ACCOUNT NO:** 17204372

ACCOUNT NAME: RIVERWOOD LEGION & COMMUNITY CLUB

REMITTANCE ADVICE DETAILS:

EMAIL: meagan@clubrivers.com.au **PHONE:** 02 9533 3144