



2025 FUNCTION PACKAGES

Caloundra RSL Services Club
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Sunshine Coast Function Centre
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FUNCTION ROOMS

The Sunshine Coast Function Centre, located in picturesque Caloundra on the Sunshine Coast, makes a perfect venue for any event.

Caloundra offers world-class accommodations, restaurants, pristine beaches, and team-building activities within walking distance of the function center.

This modern facility is located 30 minutes from Maroochydore Airport and an hour from Brisbane, making it an ideal venue for small and large events.

We can help you turn your ideas into reality with the help of our experienced team and dedicated event manager.

Caloundra RSL proudly operates the Sunshine Coast Function Centre.

Capacity

<u>Room</u>	<u>Banquet</u>	<u>Cocktail</u>
Diamond	380	700
Sapphire	170	350
Emerald	170	350
Emerald West	40	50
Emerald East	50	80
Sub Branch	NA	120
Aura	50	60
Lower Viva	90	200
VCL	40	50



FUNCTION ROOMS

The **Diamond Room** is our largest and most versatile space, featuring a 15-meter-wide elevated stage, bar and foyer area, making it the centerpiece of the Sunshine Coast Function Centre.

The Diamond Room features a private entrance, making it ideal for conferences, prestigious gala events and corporate trade shows.

The Diamond Room can be separated into 3 smaller spaces as follows:

The **Sapphire Room** accommodates intimate gatherings of up to 200 guests. It is equipped with three large projectors, a 15-meter-wide elevated stage and bar. Additionally, it offers street access and a loading dock for convenience.

The Emerald Room is ideal for smaller gatherings accommodating up to 200 guests, making it an excellent choice for breakout sessions or intimate events. This space can be divided into two sections: **Emerald West** and **Emerald East**.

The **Training Room** is suitable for gatherings of up to 30 guests and is equipped with a large screen television, whiteboards and a kitchenette.

The **Boardroom** is designed to host a maximum of 14 guests in a private setting. It is equipped with a television, whiteboards and a kitchenette.

The **Office** is a recently refurbished workspace featuring a private meeting room, desks, printing facilities, USB charging stations and complimentary Wi-Fi. It is ideal for corporate visitors seeking a productive environment whilst working in the Sunshine Coast area.

The **Sub Branch Lounge** offers an exclusive area ideal for casual gatherings and cocktail parties. Accommodating for up to 150 guests, it includes a private bar and various amenities.

FUNCTION ROOMS

The **Aura** function space is the perfect area for an intimate social function located off our main Bistro. Banquet or cocktail style for up to 60 guests is ideal for this space.

If it's something a little different you are looking for its **Lower Viva**. Whether it's a full table service sit down function or cocktail style, Lower Viva is light and bright is truly a function space with a difference.

The Victoria Cross Lounge (VCL) is the smallest of our function areas, with seating for up to 40 guests as a banquet function and up to 60 for a small cocktail style.



Emerald Room West - Conference



Sapphire Room - Banquet



Diamond Room - Trade Show



Diamond Room - Theatre Style

SEATED FUNCTION MENU

2 Course - \$65.00 per head | 3 Course - \$75.00 per head

Please select 2 options from entree, main and / or dessert, to be served on an alternate basis

Entree

Poached chicken with ginger, mint and rice noodle salad (GF)
Smoked salmon salad with pickled ginger, avocado, soba noodles & sesame dressing
Charred prawn tart with mango and chilli salsa (GFO)
Mascarpone & blue cheese tartlet with red onion jam (V)
Pumpkin, avocado and charred corn tacos (V/GF)

Main

Crispy skin barramundi with salsa verde & grilled lemon cheek (GF)
Tasmanian salmon with lemon and caper beurre blanc (GF)
Pocketed chicken breast with semi-dried tomato, camembert and hollandaise sauce (GF)
Fillet mignon with creamy mash and wild mushroom jus (GF)
Maple braised pork loin with apple and cider jus
Chilli caramel pork belly with coconut rice and asian greens (GF)
Beetroot wellington with mushroom and walnut pesto (V/GF)

Dessert

Sticky date pudding with caramel sauce & vanilla bean ice cream
Lemon meringue tart with fresh fruit and cream
Petite pavlova with fruit salad and cream (GF)
Baileys and white chocolate cheesecake with white chocolate ganache
Goosey chocolate fondant with strawberries and cream
Baked NY cheesecake with fresh berries and creme anglaise
Warm chocolate brownie with berries and coconut ice cream (V/GF)

2 Course Roast Option - \$28.00 per head

Chefs choice roast meat with roasted vegetable and gravy, served with your choice of dessert from the above options.

Classic Buffet - \$47.00 per head

A selection of the following served buffet style:

Main - 2 x salads / chefs roast / cold chicken pieces / roast potato / seasonal greens / 1 x main dish / 1 X vegetarian dish & condiments

Dessert - Pavlova / sticky date pudding / chocolate brownie / fruit salad & cheesecake

Premium Buffet - \$110.00 per head

As above, plus:

Fresh prawns / fresh and kilpatrick oysters / 1 x additional main dish & 1 x additional salad

Please note:

Buffet style service is self serve for guests

PLATTER MENU

All platter pricing is based on individual platters

Tradie - \$100.00

Mini dagwood dogs, dim sims, spring rolls, garlic chicken balls, seasoned wedges, tomato & bbq sauce

Captains Catch - \$125.00

Prawn twisters, battered fish bites, tempura scallops, crumbed calamari, prawn cutlets, chips, tartare and fresh lemon

Fresh Seafood Platter - MP

Oysters, prawns, bugs with tartare sauce, cocktail sauce and fresh lemon

Calamari Platter - \$110.00

Salt & pepper squid, crumbed calamari rings, chilli squid strips, kaffir lime aioli & fresh lemon

Karaage Chicken Platter - \$95.00

Crispy karaage chicken pieces with kewpie mayo, pickled ginger and wakame

The Chookie - \$115.00

BBQ chicken wings, garlic chicken balls, chicken crackles, sweet chilli chicken tenders, chicken chippies, sweet chilli aioli & smokey bbq sauce

Taste of Asia - \$115.00

Vegetable spring rolls, karaage chicken pieces, pork and prawn gyoza, beef rendang curry puffs, satay chicken skewers, prawn crackles, sweet soy and satay sauce

Vego - \$115.00

Porcini truffle arancini, gourmet rolls, spinach and ricotta patizzi, popcorn cauliflower, broccoli and cheese bites, sweet chilli and aioli

Signature Sliders - \$100.00

Angus beef cheeseburger sliders or pulled pork and apple slaw sliders

Gluten & Dairy Free - \$145.00

Italian tomato arancini balls, savory gourmet rolls, falafel bites, spring rolls, potato wedges, sweet chilli sauce and mango chutney

Vegan - \$120.00

Pumpkin arancini balls, onion rings, popcorn cauliflower, spring rolls, savory gourmet rolls, potato wedges, tomato sauce and plum sauce

PLATTER MENU

All platter pricing is based on individual platters

Sandwich Platter - \$95.00 / \$110.00 Gluten Free

Selection of fresh made 4 point sandwiches

Scones - \$80.00

Warm house made plain and date scones served with whipped cream and strawberry jam

Pastries - \$115.00

Assorted freshly baked Danish pastries

Croissants Sweet - \$100.00

Fresh croissants served with jam and butter

Croissants Savoury - \$130.00

Fresh croissants with ham and cheese

Sweet Treats - \$100.00

Assorted mini cakes and slices served high tea style

Slice Platter - \$100.00

Assorted slices and cakes (Gluten Free available upon request)

Fruit Platter - \$95.00 medium / \$125.00 large

Selection of fresh seasonal fruit

Cheese Board - \$100.00 medium / \$130.00 large

Vintage cheddar, brie, Danish blue & feta with quince paste, assorted nuts, fresh and dried fruits and crackers

Antipasti - \$95.00 med / \$135.00 large

Salami, leg ham, prosciutto, char grilled pumpkin, capsicum, eggplant, semi dried tomato, olives, pesto and assorted cheeses and water crackers

Antipasti with Cheese- \$110.00 med / \$150.00 large

As above with the addition of selected cheeses

Crudites - \$80.00 med / \$95.00 large

Fresh seasonal vegetables including carrot batons, asparagus, broccoli florets, green beans, capsicum and cherry tomato with beetroot hummus and assorted crackers

CANAPE PACKAGES

Canape packages are served by Function Staff to guests.

Classic Canape Package

30 minutes service - 2 Options \$22 per person

60 minutes service - 4 Options \$32 per person

Options:

- Spring Rolls
- Caramilised Onion Tartlets
- Bruschetta
- Prosciutto Wrapped Rockmelon
- Salt and Pepper Calamari
- Crumbed Camembert
- Arancini Balls
- Satay Chicken Skewers
- Assorted Quiches

OPTIONAL EXTRAS

Beverage Packs

Available upon request

Equipment Hire

<u>Item</u>	<u>Cost</u>
Dance Floor	\$280.00
Flipchart	\$25.00
Large Screen TV	\$150.00
AV Production	POA
2 Meter Picket Fence	\$20.00
1 Meter Picket Fence	\$10.00
Artificial Turf (2mx5m)	\$30.00
A4 Photocopy / Printing	\$0.40 per copy
Laptop Hire	\$100.00 per day
Linen Napkins	\$1.20 each
Security	POA

Photo Booth

You may provide your own Photo Booth. Booth specifications are to be given to the Event Coordinator at least 4 weeks before function date.

TERMS & CONDITIONS

1. **BOOKING AND DEPOSIT** - A tentative booking will be held for five (5) days from the enquiry date. Bookings will be considered confirmed once a signed copy of the Terms & Conditions and full deposit is received. If either deposit or form is not received, we reserve the right to cancel the booking and allocate the space to another client. A deposit of \$1000.00 is required for the Sunshine Coast Function Centre or an equivalent amount for room hire in other venues.
2. **BOOKING SCHEDULE** - Function details
 - * Initial non-refundable deposit to secure date
 - * 21 days prior - food and beverage choices to be confirmed along with an indication of numbers
 - * 10 days prior - final numbers to be advised along with dietary requirements. The final payment will be processed.
 - * All accounts **MUST** be paid in full before the beginning of the function.
3. **CANCELLATION POLICY** - Cancellations must be made in writing. Conditions apply:
 - * Notice <30 days before the function - the deposit will be refunded in full
 - * Notice 14-30 days before the function - 50% of deposit will be forfeited
 - * Notice 13-8 days before the function - 100% of the deposit is forfeited
 - * Notice 7 days or less - all payments forfeited
4. **DIETARY REQUIREMENTS** - All dietary requirements are to be advised 10 days before the event. If a dietary requirement is advised on the day of the event, an additional charge will be applicable. Under no circumstances is food to be brought into the SCFC or any area within the RSL Services Club.
5. **RESPONSIBILITY** - Caloundra RSL will not accept any responsibility for loss or damage to the client's property before, during or after the function. This includes items sent, delivered or stored by Caloundra RSL and those provided by a third party.
6. **PROPERTY DAMAGE** - Organisers will be financially responsible for any damages or loss to the club caused by attendees of the function. All gifts and personal items are to be collected on the conclusion of your function unless previously agreed upon. Decorations are permitted; however, no glitter, confetti or rice is allowed on the premises and decorations may not be fixed to the walls. Wax candles are not permitted due to fire safety. Decorations must be removed at the function conclusion, failure to do so will result in additional cleaning costs being passed on. Smoke machines, candles and burning of any materials are **NOT** permitted and if an alarm is activated, all expenses will be passed onto the event organiser.
7. **SECURITY** - Birthday celebrations vents may be required to have security present for the entirety of the event at the organiser's expense, with a ratio of 1 guard per 100 guests. The Caloundra RSL will arrange and pre-charge the security hire cost. Caloundra RSL will only accept 18th birthday parties at the discretion of the function manager. The Sub Branch lounge has a requirement that security be present at all functions within the lounge area due to irreplaceable memorabilia located in the room. Caloundra RSL staff must have full access to all venues at all times.

Caloundra RSL Services Club practices responsible service of alcohol

TERMS & CONDITIONS

8. ALCOHOL & SMOKING POLICY - Guests must adhere to the Liquor Act 1992. The Caloundra RSL supports the responsible service of alcohol. Management reserves the right to exclude or remove any person from the function or club. The Caloundra RSL must be notified of minors attending a function. Minors must be accompanied by their parent or guardian at all times and will be required to wear a wristband for easy detection by club staff. Smoking including vaping is only permitted in Designated Outdoor Smoking Areas (DOSAs). Please check with staff for DOSA locations. Please ensure that cigarettes are placed in the ashtrays provided. There is to be NO alcohol brought onto the premises. Failure to adhere to this condition will lead to immediate expulsion.

9. MUSIC & ENTERTAINMENT - Devices used through our audio system must keep sound levels to an acceptable limit at the discretion of management. Cordless microphones and other audio-visual & and multimedia can be discussed with our functions manager before the event. Projectors and screens are provided in some rooms as part of the room hire. Although all reasonable care will be taken to ensure audio equipment is compatible, Caloundra RSL is not responsible for ensuring compatibility with third-party equipment.

10. DRESS REGULATIONS - Guests are required to maintain a neat and tidy, ensuring that their attire is not offensive to others. Headwear is not permitted unless prior approval from Management. Additionally, shoes must be worn at all times.

11. PHOTOGRAPHS - Caloundra RSL reserves the right to photograph any room setup for marketing purposes. If you do not wish for photographs to be taken, please notify the RSL in writing before the event.

12. AGREEMENT - Caloundra RSL reserves the right to cancel any booking if management deems that the organisers are not actively showing a duty of care. A signed copy of this agreement is required on confirmation of booking. No food or beverages are to be brought onto the premises, with the only exception being a celebratory cake.

Room Name:_____ Room Cost:_____

I, the undersigned, confirm that I have read and accept the terms and conditions for all happenings at the scheduled event.

Company Name:_____

Name:_____

Function Date:_____

Day:_____

Signature:_____

Date:_____