

## **FUNCTION INFORMATION PACK**

Ryde Ex Services Memorial and Community Club Limited

**Enquiries:** [functions@clubrydex.com.au](mailto:functions@clubrydex.com.au)

*Welcome...*

Thank you for considering Club Ryde for your event.

Within this information pack you can find useful details about room hire rates, equipment hire, catering and beverage packages, as well as the rooms available to you and their capabilities and capacities.

At Club Ryde we can cater to corporate needs from small meetings, up to larger gatherings of 180 people or personal private needs for any kind of gathering or celebration.

Being only 15 Minutes from Macquarie Park down Lane Cove Road, or 25 minutes from the city, Club Ryde is a great venue for corporate meetings, training sessions and events. We also have ample parking in our outdoor and underground car parks for over 100 vehicles. Our underground car park also has lift access for those larger events or in bad weather.

We would like to make this process as simple and easy for you as possible, so if there is any more information you need, please do not hesitate to contact us at [functions@clubrydex.com.au](mailto:functions@clubrydex.com.au), or via telephone on (02) 9807 3344. Our website also has further information at [www.clubryde.com.au](http://www.clubryde.com.au).

**Your Friendly Club Ryde Team**

## ROOM HIRE RATES

Enquiries: [functions@clubrydex.com.au](mailto:functions@clubrydex.com.au)

### ROOM HIRE

The Auditorium	\$350 (\$70/hr)	150 seated
The McKinnon Room	\$250 (\$50/hr)	30 seated
The Board Room	\$200 (\$40/hr)	14 seated

- Normal Room Hire is for half a day or up to five (5) hours and includes GST and bar staff. Hourly room hire can be arranged for meetings, training and small gatherings.
- Full-day bookings are calculated by the hour.
- Paper/nylon tablecloths are charged at \$5 per table.
- Linen tablecloths are charged at \$10 per table.
- No sticky tape, confetti, glitter or anything similar is to be used.
- Club Ryde Members receive a 25% discount on room hire rates (after 12 months qualifying period).
- We do not take bookings for 18th Birthday Parties.

### 21st Birthdays

\$700 Bond – Required for all 21st Birthdays and other functions at managements discretion.

Bond is refundable one (1) week after the event if the room & surrounds are left in good order.

Bond is non-refundable if any damage is caused as a result of the event (by invited or non-invited guests).

Security guards are required at all 21st birthdays.

2 guards are required for 5.5 hours @ \$120/hr for both.

Total minimum security cost = \$660 (GST incl.)

### PAYMENT OPTIONS

Club Ryde accepts Cash, Direct Deposits and Debit or Credit Card payments. All function costs (other than beverages) must be paid in full at least seven (7) days prior to your event.

All beverage costs must be settled on the day at the conclusion of your event.

## OUR ROOMS

### The Auditorium: Capacity: 150 Seated / 180 Cocktail

A great space for performances, trivia nights, formal dances, birthdays and corporate seminars, the auditorium at Club Ryde has a real retro vibe, but it has all of the facilities you could possibly need. There is a stage and a huge dance floor, with a baby grand piano that is regularly tuned and kept in good condition for you to use. There is a lighting rig, large screen for TV/Foxtel/DVD/Laptop connectivity, audio system, microphone capability, bar, air conditioning and bathroom facilities.



## The McKinnon Room: Capacity: 25 Seated / 40 Lecture



A slightly smaller room, the McKinnon room is suitable for medium sized meetings of up to 40 people, smaller dinners for up to 25 people, community gatherings rehearsals and small get-togethers. The McKinnon room is fully air conditioned and has disabled access.

## The Board Room: Capacity: 14 Seated



A small room designed for meetings and interviews or small seminars, the board room is perfect for corporate and community meetings. A professional space, the boardroom holds a lovely large table and comfortable seating for your longer meetings, as well as a television for laptop connectivity, air conditioning, disabled access and plenty of privacy.

## ROOM LAYOUTS

The following room layouts are our most popular styles and the maximum capacity of each room in that style. We can also cater for formal layouts with head tables and custom layouts if you require something specific for your event.

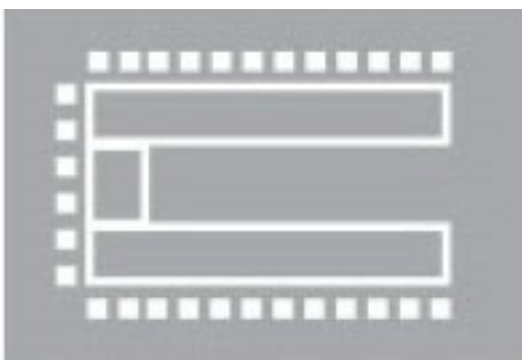
ROOM	AUDITORIUM	MCKINNON	BOARD ROOM
Theatre	150	30	Not Suited
Classroom	52	20	Not Suited
Boardroom	24	16	14
U - Shaped	28	Not Suited	Not Suited
Formal	140	Not Suited	Not Suited
Cocktail (standing)	150+	Not Suited	Not Suited



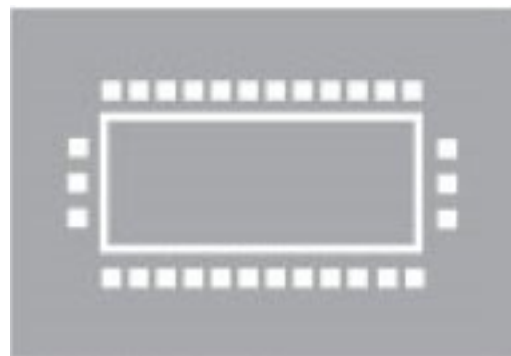
**THEATRE**



**CLASSROOM**



**U - SHAPED**



**BOARDROOM**

## EQUIPMENT HIRE

Club Ryde has technical facilities in almost all rooms that are available for hire. We have televisions, projectors, screens and microphones, as well as whiteboards and lecterns. We can also provide music services through Mobydisc who provide either a DJ or a Jukebox, whatever your preference. Please see below for our equipment and hire rate.

EQUIPMENT	ROOMS	PRICE (INCL. GST)
PROJECTOR & SCREEN	AUDITORIUM	\$55
MICROPHONE	AUDITORIUM	\$15
LECTERN	ALL	\$25
WHITEBOARD & MARKERS	ALL	\$45
MOBYDISC MUSIC SERVICES	AUDITORIUM	CUSTOM PRICING*.

\* PLEASE ENQUIRE ABOUT YOUR NEEDS FOR A QUOTE.

You may also arrange your own DJ/Jukebox or Photo Booth however evidence of a minimum of \$10,000,000 Public Liability Insurance via way of Certificate of Currency must be provided by any external service provider and received by us prior to the event.

## TERMS & CONDITIONS OF HIRE

PLEASE READ THE FOLLOWING AND SIGN THE ATTACHED FORM INDICATING YOUR UNDERSTANDING OF OUR TERMS AND CONDITIONS OF HIRE

### Hirer

The hirer is the person engaging the Club in using the premises to hold a function and is the person responsible for the function and their guests.

All the Club's function rooms are non-smoking. Designated smoking areas are available outside for guests who do smoke.

Dress rules do apply and all guests must comply with these rules.

### Food and Beverage

All food served at a function must be purchased through the onsite caterer. In cases where an item is not part of the menu offered, e.g. birthday or wedding cakes, and cannot be organised through the Club, arrangements may be made for that item to be brought in by the hirer. This is negotiated on a case-by-case basis with management and conditions do apply. Please enquire with the Functions Coordinator if you feel that you require food from outside the premises. If food is found to have been brought onsite without management approval, management reserves the right to request that the food be removed immediately. If a hirer or their guests do not comply, management may decide to terminate a function or ask offending guests to leave the premises. Please also advise prior to your event of any dietary or allergy needs or requirements.

No beverages whatsoever are to be brought into or to leave the premises of Club Ryde at any time.

Management will terminate the function immediately if alcohol is found to have been brought from outside.

### Tentative bookings and confirmation of bookings and payments

The cost of the room hire shall act as your deposit and is required to confirm your booking. Until your deposit is received, your booking is tentative and should another party request this date and pay their deposit first, they will receive preference for that date.

Club Ryde will endeavour to inform all potential hirers by phone/email when this occurs and will not be responsible for any problems or expense that may occur as a result.

All deposits are required at time of booking of your function.

**Full settlement of the account is required Seven Business days before the commencement of the function.**

## Cancellation

In the event of a cancellation, 6 or more week's written notice to Club Ryde must be given to be eligible for a full refund of any monies paid. Notice of 3-6 weeks will incur a refund of 50% of any monies paid. If you provide notice of 3 weeks or less, no refund will be given.

## Guaranteed Numbers

Preliminary details should be provided at the time of booking. The Club requires a guarantee of numbers at the very latest seven (7) business days prior to a function. This will be regarded as the minimum number for the catering and charged according. This number is not negotiable. Club Ryde will not be responsible if the numbers confirmed are not reached or if larger numbers cannot be catered for.

## Guest Entry

All guests must bring identification (a NSW license, a photo card, or a passport) and sign the 'function sign-in sheet' upon entry. If guests wish to access the main Club, they must sign in again on the official forms in reception as either a Temporary Member or the guest of a Member. This is a legal requirement under NSW legislation and is not negotiable.

## Prices

Club Ryde reserves the right to alter prices in accordance with Club policy after the time the booking is made. The Club will endeavour to inform all parties concerned however will not be liable if this is not possible.

## Time

Access to the room for set up and then pick up of equipment will depend on availability. Please discuss this with the Functions Coordinator.

Functions are to cease at Midnight in line with our licensing requirements with all music to cease at 11:45pm.

## Insurance

Club Ryde does not take responsibility for any damage, injury or loss of personal items before, during or after a function.

## Responsible Service of Alcohol

- Club Ryde staff are obligated to adhere to strict "Responsible Service of Alcohol" practices when providing beverage service to patrons.
- Management reserves the right to refuse service and/or evict intoxicated or troublesome persons.
- The hirer is responsible for the behaviour of his/her guests.
- Due to licensing restrictions all functions must conclude at 12am.



## Underage/Minors Attending Functions

Club Ryde has strict rules regarding underage persons at functions and will not tolerate underage drinking at the venue. **The hirer is responsible for the behaviour of their invited or uninvited guests.**

At the discretion of Club Management, functions that have under 18's where alcohol is served may require guests to wear coloured bracelets for identification. Upon commencement of a function, security or staff will check guests for proof of age identification and those people of 18 years of age will be required to wear a bracelet in order to be served.

If a person is found to be underage and drinking at the function or in the Club then the Manager on duty will have the authority to terminate the function.

Functions including minors must be attended by an agreed upon number of accompanying adults.

Specifics of this arrangement will be discussed at the time of booking and may incur a cost for security guards. This is at the discretion of management. Other conditions may apply.

## Damage and Behaviour

Any damage to Club property will be assessed and payable by the hirer on the night or within seven days after the cessation of the function. As above, the hirer is responsible for the behaviour of his or her invited or uninvited guests.

A \$700.00 holding bond will be required before some functions as a surety against damage to the Club. This will be decided by management before the function.

If it is deemed that the behaviour of patrons and or damage to property at a function is inappropriate then the manager on duty will have the authority, and it will be up to their discretion, to decide if the function should be terminated immediately.

Any bond that has been left with the Club will be held until such a time as assessment is made of the damage to club property and the costs incurred. If the damage costs exceed the bond left with the club then the extra costs will be charged to the hirer and payable within seven days.

Club Ryde will use only their own contractors for repair or replacement work and will provide a copy of all invoices for damage of repairs.

Club Ryde considers itself to be a responsible, community minded venue and endeavours to co-exist with our neighbours in a positive way. In the essence of goodwill and for the benefit of our neighbours please ensure that you and your guests leave the venue when requested and do so in a quiet and orderly manner.

## Termination of a Function

If the manager on duty deems it necessary to terminate a function early the hirer shall not be entitled to any refund, will need to settle all accounts and be responsible for any costs involved in making damages good.

## Terms and Conditions

A copy of these terms and conditions is made available to all hirers when booking a function and this agreement will be binding to all people hiring any part of the club for a function.

## Dress Regulations

Please help the Ryde Ex Services Club to maintain a relaxed and friendly Club by adhering to the following dress regulations.

In line with the Club policy our dress rules are relaxed for comfortable and easy living styles.

Appearance must be clean, neat and tidy at all times. Management decisions shall be final in all matters relating to dress rules.

Please note that bare feet are only allowed when bowling on the greens. Thongs and dress singlets are allowed for bowls functions.

The following dress is **NOT PERMITTED** at any time in the club:

• Football shorts/stubbies	• Hats worn inside (gentlemen only)
• Offensive T-shirts	• Work overalls or soiled work clothes
• Bare Feet	• Leotards or bike shorts
• Thongs or scuffs	• Offensive personal hygiene
• Singlets (gentlemen only)	• Training apparel
• Swimwear	• Torn or dirty joggers
• Costumes*	• Overly revealing clothing

\* Guests are welcome to attend functions in fancy dress costumes, with prior management approval and in good taste. If a guest presents to a function dressed in a manner that is deemed inappropriate, they will be asked to change. If the guest fails to do so or refuses they will be evicted. All guests must change into regular clothing before entering the Main Club.

## FUNCTION AGREEMENT FORM

Please sign, date and return the terms and conditions agreement to the Functions Coordinator with the deposit/room hire payment to confirm your booking.

I: \_\_\_\_\_

Of address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

Membership Number: \_\_\_\_\_ (if applicable)

Acknowledge that I have read and accept the terms and conditions of the Ryde Ex-Services Memorial & Community Club Limited in relation to holding my event at the venue:

Signature of Hirer: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Date of Function \_\_\_\_/\_\_\_\_/\_\_\_\_

Club Representative: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_