



Corporate 2022



Welcome to Dubbo

RSL



The Dubbo RSL Events Centre is renowned for being a first choice venue for your next Corporate Event.

Planning your event should be easy and stress free, whether it be an Intimate get together amongst colleagues a seminar or conference, the Dubbo RSL Event Centre have versatile facilities suited to all event types.

The Dubbo RSL is easily accessible and located in the CBD with direct daily flights from Sydney and return, direct flights Newcastle, Melbourne, Brisbane and Canberra. Dubbo RSL Motel is situated directly opposite the Club and boasts 34 luxury rooms, we also offer complimentary on-site parking in our multi storey carpark.

Our expert Events team is on hand to help you create the ideal event and to interpret your exact requirements so that you don't have to worry about a thing.

Our goal is to create a memorable and enjoyable experience for you and your team.

Thank you for this opportunity to work with you. We are delighted to be able to assist you in any way possible and I look forward to speaking to you personally soon.

Sharon Doick

Events Manager

“Dubbo's Leading Event Centre”

About us

Meet in Style... at the Dubbo RSL Club Resort, conference centre, is located in the heart of the CBD. Our professional standards will guarantee a smooth running conference, in a relaxed atmosphere. Listed below, you will find our conference venues and facilities available.

Conference Services

- Conference/corporate dinners (including theme nights)
- Wheelchair access to all venues
- Audio/Visual technical support available (must be pre-arranged) POA
- Free Wi Fi

We can offer you the whole package including:

- Top class facilities
- New technologies
- Superb food
- Entertainment
- 4 star accommodation at affordable rates
- Tiered level parking
- CBD location



The Dubbo RSL Club Resort Events team are highly experienced, and are dedicated to make your meeting a success.

- Business Seminars
- Conferences
- Meetings

Our Venues

Auditorium

The largest of our rooms, the Auditorium has the Capability to cater for dinners of up to 450 guests or Theatre Style 700 guests. The Auditorium features a Stage or Mezzanine level , and a fully operational bar in the room.

Starlite

The Starlite rooms can seat up to 110 guests for dinner and proven to be the ideal venue a conference venue or many a celebration. This room features removable Wall which enable the area to be increased or decreased in size to suit the events need. Other features include a fully operational bar in the foyer area, dance floor and dimmed lighting. The Starlite rooms can be divided into 3 separate rooms ideal for Conference breakout rooms.

Rooftop Terrace

The international Award winning Rooftop Terrace boasts its own retractable roof which can open up to see the starry night sky. The Rooftop Terrace is the perfect venue for a relaxed casual get together or celebration with friends and family . .

Theatrette

Captivate your audience with the only tiered seating conference room in Dubbo. The conference Theatrette is an ideal plenary room for your conference seating 342. The Conference Theatrette features a fully appointed stage of the art sound and stage production lighting, cinema scope screen and multi media projector, dressing room and wheelchair lift to stage..

Jacaranda Room

The ideal venue for smaller intimate weddings or dinners, cocktail parties and business seminars. Featuring a beautiful bay window with natural lighting , private bar , dance floor and a mezzanine level.

One 7 Eight

Let your guests experience the height of style and sophistication. One 7 Eight is available to hire for corporate business lunches or breakfast meetings (subject to availability) , the Alfresco Balcony overlooks Dubbo's busy CBD.

Round Room

Featuring a magnificent dome ceiling the perfect venue for pre dinner drinks and canapes also the ideal spot for conference registration or expo area

Equipment

Checklist

Data projector and screen	\$150.00
Microphone PA	Complimentary
Lectern	Complimentary
Lapel Microphone	\$25.00
Screen	\$50.00
Sony data projector/Theatrette	\$180.00
Cinema Screen	\$50.00
Laptop	\$50.00
Whiteboard and markers	\$20.00
Pin board	\$15.00
Flip chart	\$15.00
Laser pointer	\$22.00
Wireless internet	Complimentary
Pens and paper	\$2.50 per person
Photocopies	\$0.20 per copy

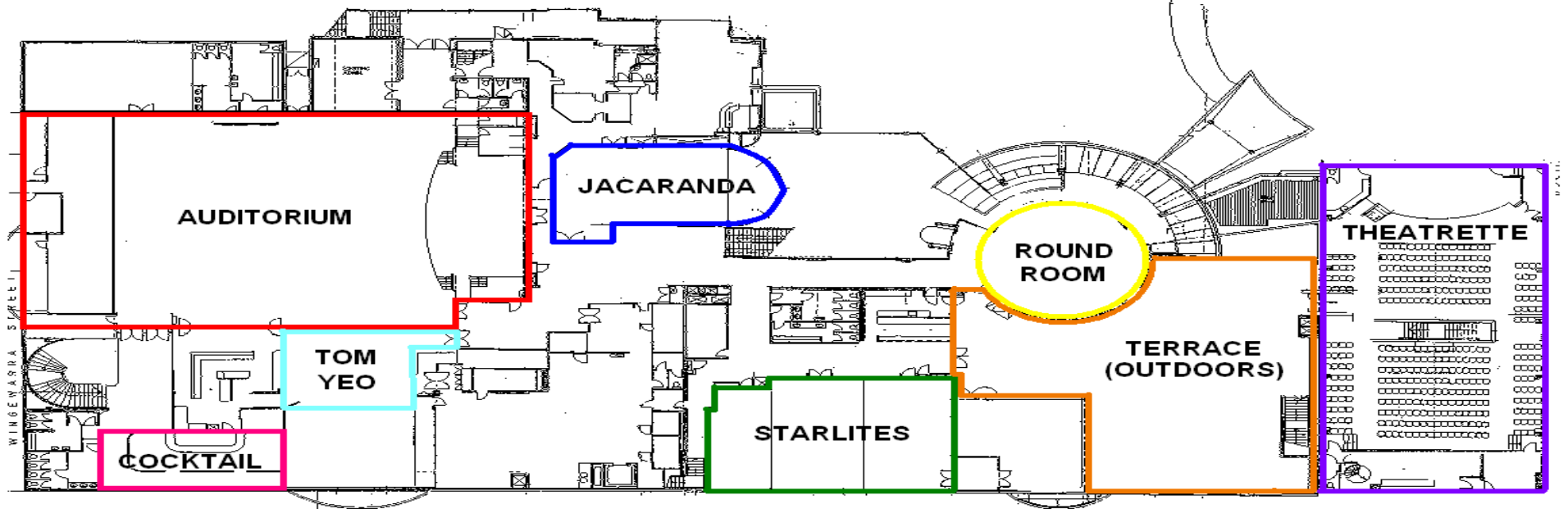


More Options

- **Conference Audio Recordings—POA**
- **Hybrid / Virtual Event Options—POA**
- **Conference Room /Stage Lighting—POA**
- **Room Styling / Theming—POA**

Room Name	Theatre Style	Classroom Style	U - Shape	Cabaret Style	Room Hire
Auditorium Full	700	400	-	192	\$460.00
Auditorium Half	250	150	-	100	\$270.00
Jacaranda	80	50	30	30	\$200.00
Starlite Room 1	20	20 Boardroom Style	-	-	\$160.00
Starlite Room 2	40	20	25	-	\$180.00
Starlite Room 3	40	20	25	-	\$180.00
Starlites Total	150	100	40	78	\$330.00
Two Starlite Rooms	80	50	30	48	\$280.00
Rooftop Terrace	-	-	-	-	\$330.00
178 Small Side	30	16	20	-	\$170.00
178 Big Side	50	50	30	-	\$190.00
Theatrette	342			-	\$490.00 Full Day \$250.00 Half Day
Boardroom	-	12-15 Boardroom Style	-	-	\$190.00
The Club Lounge				30 Cocktail Style	\$150.00
		*Subject to change			

Floor Plan Level one



Sustainability

The Dubbo RSL Club Resort is dedicated to make sustainability part of everything we do.

Dubbo RSL Club Resort was awarded the winner of Club NSW Award for Excellence 2012, for Innovation in Environmental sustainability.

Environmental initiatives include:

- Rain water harvesting
- Solar panels installed at the Club and RSL Motel
- Heat reclaim system for indoor pool at the Health Club
- Energy efficient lighting
- Staff training in sustainability
- Return and Earn Turning Bottles and Cans into helping hands with Vinnies means waste diverted from Landfill

Breakfast Menu



Plated Breakfast

(Choose 2, served alternately)

- Corn Fritters with guacamole, bacon and roasted tomato
- Chipolatas, smoked bacon, eggs and sautéed mushrooms
- Eggs Benedict
- Eggs, avocado and baby spinach on Turkish bread
- Pancakes, Whipped Cream, Berries, Maple Syrup

Tea, Coffee and Juice Station

\$19.50 per person

Continental Breakfast

- Honey Yoghurt with muesli and mixed berries
- Selection of Danishes, muffins and croissants
- Banana Bread
- Toast– Assortment of breads and condiments
- Assorted Cereals

Tea, Coffee and Juice Station

\$14.50 per person

Buffet Breakfast

- Scrambled Eggs
- Sausages and Bacon
- Roasted Tomatoes and mushrooms
- Hash browns
- Toast, Spreads and Condiments
- Assorted Cereals

Tea, Coffee and Juice Station

\$19.50 per person

Morning & Afternoon Tea

Menus



Tea and Coffee on arrival

\$4.00 per person

Menu A

Assorted Biscuits with Tea & Coffee Station

\$7.00 per person

Menu B

Freshly Baked Assorted Scones with Tea & Coffee Station

\$8.00 per person

Menu C

Fresh Seasonal Fruit Platter with Tea & Coffee Station

\$8.50 per person

Menu D

Mixed Muffins & Lamingtons with Tea & Coffee Station

\$9.50 per person

Menu E

Selection of Cake & Slices with Tea & Coffee Station

\$9.00 per person

Menu F

Cheese & Antipasto Platter with Tea & Coffee Station

\$13.00 per person



Menu G

Ham & Cheese Croissants with Tea & Coffee Station

\$11.00 per person

Menu H

Brownie Board with Tea & Coffee Station

\$9.50 per person



Menu I

Bacon & Egg Rolls with Tea & Coffee Station

\$11.00 per person

Menu J

Toasted Focaccia Melts with Tea & Coffee Station

\$11.50 per person



Bottled Mt Franklin Water 600ml

\$4.00 per person

Lunch Menus

Menu 1

ASSORTED SANDWICHES & HOT FOOD SELECTION

4 Sandwich triangles per person & a Variety of Hot Food with Tea, Coffee and Variety of Juices

\$16.50 per person

Menu 2

GOURMET TORTILLA WRAPS AND CAKE & SLICES

Assorted Gourmet Tortilla Wraps and Cake & Slices with Tea, Coffee and Variety of Juices

\$18.00 per person

Menu 3

GOURMET BAGUETTES & ROLLS - ASSORTED WITH FILLINGS AND A FRUIT PLATTER

Assorted gourmet baguettes, rolls and fillings and a Fruit Platter
with Tea, Coffee and Variety of Juices

\$18.50 per person

Menu 4

SEAFOOD BASKETS AND A FRUIT PLATTER

Variety of seafood and hot chips, Fruit Platter with Tea , Coffee and Variety of juices

\$19.00 per person



Menu 5 - Salad Packs (Minimum of 30 people)

Variety of Salads—Thai Beef, Chicken Caesar, Greek Lamb, Prawn & Rice Noodle, Whole Fruits
Bottled juice with Tea and Coffee Station

\$21.00 per person

Menu 6 - Cold Buffet (Minimum of 20 people)

Double Smoked ham Platter, Deli Meat Platter, Chicken Platter, Tossed Salad, Creamy Potato Salad, Damper Roll and fruit platter Bottled juice with Tea and Coffee Station

\$24.00 per person

Menu 7 - Hot Buffet (Minimum of 20 people)

Chef's Selection of Two Hot Dishes, Steamed Rice, Tossed Salad, Coleslaw, Damper Roll and Fruit Platter Bottled Juice with Tea and Coffee Station

\$25.00 per person

Menu 8 - BBQ Buffet (Minimum of 20 people)

Scotch Fillet Steak, Marinated Chicken Steak, Gourmet Sausages, Tossed Salad, Creamy Potato Salad, Damper Roll and fruit platter Bottled juice with Tea and Coffee Station

\$25.00 per person

Lunch menu - 'Additions'

Baskets of whole fruit	\$3.00 per person
Can of soft drinks	\$3.50 per Can
Assorted Ice Creams	\$3.50 per person
Assorted Muffins	\$4.00 per person
Fruit Platter	\$6.00 per person
Hot finger food	\$6.00 per person
Cheese and biscuits	\$7.00 per person
Bottled Juice	\$4.00 per Bottle



Grazing Boxes

includes:

- Selection of Deli Meats
 - Variety of Hard & Soft Cheeses
 - Dry & Fresh Seasonal Fruit
 - Nuts , Dips, Bread and Crackers
 - Served with Tea , Coffee & Variety of Juices
- \$24.00 per person**



Day

Packages

SUMMER DAY PACKAGE

Tea and coffee, on arrival

Morning Tea

Mixed Muffins and Danishes
with tea and coffee station

Lunch

Fish & Chip Cones and Fruit Platter with tea coffee
station and Bottled Juice

Afternoon Tea

Selection of Ice creams
with tea and coffee station

\$30.00 per person

WINTER DAY PACKAGE

Tea and coffee, on arrival

Morning Tea

Assorted Scones with tea and coffee station

Lunch

Soup of the day, with fresh damper roll , Hot food
with tea, coffee and Bottled Juice

Afternoon Tea

Selection of cakes and slices
with tea and coffee station

\$30.00 per person

Grazing Table

Gourmet Cheeses

Heyson blue, Binnorie brie, Maffra mature cheddar & marinated Persian feta

Italian Cured Meats

Sliced Danish salami & Parma ham

Veggies & Antipasto

Marinated & chargrilled eggplant, marinated artichoke, capsicum & semi dried tomatoes
Poached shiraz spiced Corella pears
Cornichons & balsamic onions
Marinated whole olives

Breads | Crackers | Dips

Artisan bread & lavish crackers
Hummus & sumac dip, aged balsamic & extra virgin olive oil



Coffee Time



We are introducing our own coffee cart . You can order your Take away coffee through us and our experienced Barista will make your coffee right there.

Hot Beverages (Large)

Cappuccino
Long Black
Latte

Mocha
Flat White
Tea

Cold Beverages

Iced coffee
Iced Mocha
Iced Chocolate

*Prices

\$5.50 for all Hot Beverages

\$6.50 for all cold beverages

**** Conditions Apply**

2022 Conference Booking Form

Please print and fill in all details, sign Booking Form and your Terms of Conditions sheet, forward them back to our Event Centre 3 weeks prior to your event, Email functions@dubborisl.com.au
Final attendance numbers are required 5 working days prior to your event.

Function's meeting name: _____

Function room: _____

Function date: _____ Presenter's arrival time: _____

Guest's arrival time: _____ Departure time: _____

Contact person at the function: _____

Numbers attending : _____ Are you a Club member: /Number _____

Is early access required before 8am: If so, please print names of people that need early access and access time required

Financial Billing Details

Company/Group Name: _____

Attention: _____ Purchase order no: _____

Address: _____

City/Town: _____ State: _____ Postcode: _____

Phone Number: _____

Email: _____

Venue Requirements

Room Set Up

U Shape

Theatre Style

Boardroom

Classroom Style

Cabaret Style

Skirted registration table

Head table for _____

Resource table

Equipment

Mic/Lectern (Comp)

Screen Only (\$50)

Multi media projector/Screen (\$150)

Laptop (\$50.00)

White board (\$20)

Flipchart (\$15)

Pens and Note Pads (2.50 pp)

TV/DVD (\$40.00)

Lapel Microphone (\$25.00)

Sony projector and screen
(Theatrette only) \$180.00

Extras (POA)



2022 Conference Booking Form Continued

Catering Requirements:

Please indicate Menu A - I for Morning and Afternoon Tea. Menu 1 - 9 or Lunch menu 'Add On' selection.
Or winter /summer Day Package. Please fill in times for catering.

Day 1		Day 2		Day 3		Menu	Cost per Person
Time		Time		Time		Breakfast	\$
Menu		Menu		Menu			
Time		Time		Time		Tea/Coffee on Arrival	\$
Menu		Menu		Menu			
Time		Time		Time		Morning Tea	\$
Menu		Menu		Menu			
Time		Time		Time		Lunch	\$
Menu		Menu		Menu		Additions -	
Time		Time		Time		Afternoon Tea	\$
Menu		Menu		Menu			
Time		Time		Time		Supper	\$
Menu		Menu		Menu			

Any special dietary requirements _____

Is bar service require Yes ___ No ___ Dry Till _____ Please sign and date form
\$ _____

(Draught beer , wine and soft drinks)

A \$66.00 fee for bar steward applies 3 hours.

Client Verification _____
Dated _____

Terms and Conditions

Payment Policy

Definite numbers should be established **five (5)** working days prior to your function. In the event that the agreed number of guests do not attend, the full agreed amount will still apply on the food component. No refunds will be given. Should the number of guests exceed the agreed number, the cost of additional meals/catering must be paid on the day of the function. Payment arrangements may be made prior to your function, otherwise your account must be settled **five (5)** working days prior to your function. Acceptable forms of payment include cash, credit card, bank cheque, EFTPOS or direct debit.

Cancellation Policy

Confirmation of booking is required within **ten (10)** days of the initial booking. A deposit is required for functions in the Auditorium and Conference Theatre. The amount required as a deposit will be advised at the time of the booking. Bookings cancelled with less than **two (2)** weeks notice may be subject to a cancellation fee at the Club's discretion. Cancellations must be notified in writing.

Sundays and Public Holidays

Functions held on Sundays and public holidays, will be subject to a 15% surcharge on the total catering account.

Food and Beverage Policy

Dubbo RSL Club Resort is a fully licensed venue. Company policy **does not** allow patrons to bring liquor or food onto the premises. Any food not consumed, remains the property of the Club. In accordance with responsible service of alcohol guidelines, the Dubbo RSL Club Resort, reserves the right to refuse service to any intoxicated or under age guests.

Signing into the Dubbo RSL Club Resort

By NSW State Government law, all visitors to the Dubbo RSL Club Resort, are required to show identification or their current Dubbo RSL Club Resort membership card. If a visitor to the Club lives within a 5 kilometre radius of the Club, they must be signed in by a current Financial Dubbo RSL Club Resort member or the guest will be asked to sign our guest register, which only allows you to use the designated function area.

Dubbo RSL Club Patron Conduct

The Board of Directors, management and staff of the Dubbo RSL Club have a Duty of Care to all patrons of their wellbeing and safety whilst on Dubbo RSL Club lands in addition to complying with relevant legislated state and federal government laws.

Taking into account legislated laws such as the responsible service of alcohol and the Dubbo RSL Club's patron Duty of Care, if a patron who is attending a function is deemed by the Dubbo RSL Club Management to exhibit conduct which can be considered to be unbecoming or unacceptable, that patron will be asked to leave Dubbo RSL Club licenced premises. In the event of a patron refusing to leave the Dubbo RSL Club licenced premises, matters will be immediately referred to the police.

Terms and Conditions

Damage

The organiser of the function is responsible for any damage or breakages caused by their guests. The cost of any damage, etc will be charged to your invoice. Nothing is be nailed, screwed, stapled or adhered to any wall, door or other surface or part of the Dubbo RSL Club Resort. The Dubbo RSL Club Resort will not be held responsible for items brought into the Club by clients or their guests.

Contractors and Sub-Contractors

Contractors and Sub Contractors appointed by the client or indeed by Dubbo RSL Club Resort, on behalf of the client, must at all times abide by the Dubbo RSL Club Resort's regulations and any instructions given by the Club's Management whilst on the Club's premises. All outsourced Contractors and Sub Contractors, must have their own Public Liability Insurance. Contract Security must also supply a copy of their Security Guard License Number, RSA Certificate and Public Liability Insurance.

Catering Details

We can offer you a comprehensive choice of menus, ranging from morning tea and lunch menus, through to elegant dinner menus. Vegetarian and allergy free options can be catering for with prior notice. Menus are to be submitted along with your booking form **three (3) weeks** prior to your function.

Entertainment

We are pleased to advise you a list of entertainment, that may be suitable for your event. Please be advised it is a condition of this booking that any entertainment engaged by you, the Dubbo RSL Club Resort reserves full artistic control, especially noise control over the entertainment. The Dubbo RSL Club Resort has a responsibility under Work, Health and safety and the general wellbeing of patrons within the Dubbo RSL Club Resort and its immediate neighbourhood.

Emergency Evacuation

In the event of any emergency evacuation of the premises, you will be notified and accompanied by our Emergency Evacuation Wardens. The assembly point for evacuations is situated at the southern end of the Dubbo RSL Club Resort's car park and the central courtyard.

Covid 19

A current copy of Dubbo RSL covid safety plan can be supplied on request. Dubbo RSL strictly complies and enforces NSW Health orders and restrictions at any given time. Room Capacities are subject to change dependant on restrictions at the time.

I have read all the Terms and Conditions and agree to comply with all of the abovementioned requirements.

Signature of function patron _____

