

CONFERENCE





Royal South Yarra Lawn Tennis Club is one of Melbourne’s oldest historic private member clubs, recently redeveloped and refurbished throughout, with meeting and event spaces available to the public.

Offering food, beverage and service of five star standard with striking contemporary décor and modern facilities, Royal South Yarra Lawn Tennis Club has flexible function spaces to accommodate your next event.

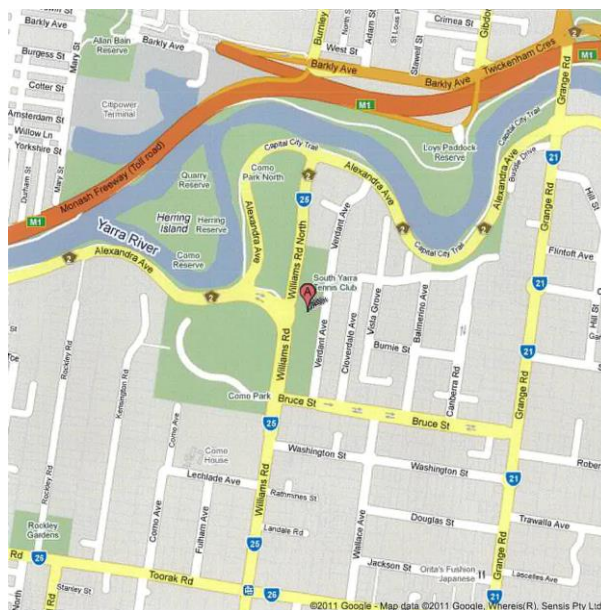
The Como Room & Norman Brookes Room on level 2 of our clubhouse share the vast Western Terrace and are perfect for your next conference, cocktail party, lunch or dinner event. Both these spaces overlook Como Park with magnificent views of the city skyline.

Level 3 provides two function spaces: our Committee Room and Library. These rooms are ideal for those intimate occasions, small meetings and boardroom events.

Our highly professional functions department will tailor an event to meet your requirements with very competitive prices, exceptional standards of food and beverage and a keen eye for detail.

Representing all that is Melbourne style, Royal South Yarra Lawn Tennis Club is the perfect venue for your next event, located in the heart of the tree-lined streets of Toorak, only 4km from the CBD.

Maximum Numbers	Banquet Reception	Cocktail Reception
Como Room	180 guests	250+ guests
Norman Brookes Room	90 guests	150 guests
The Library	32 guests	40 guests
Committee Room	20 guests	



Car Parking: All day free on-street parking available on Williams Road North



## **Superior Package**

### **Day packages inclusive of:**

Iced water  
Table mints  
Note pads & pens  
Lectern & Microphone – if required

\$80.00pp full day (minimum of 25 guests)  
\$50.00pp half day (minimum of 25 guests)

### **Arrival**

Brewed coffee refreshed all day  
A selection of Teadrop teas  
Emma & Toms orange juice  
\*Espresso coffees @ \$4.80ea

### **Morning tea break (select two items)**

Pain au chocolate with warm nutella dipping sauce  
Assorted mini muffins  
Warm fresh Italian donuts  
Mini ham & cheese croissants  
Bacon & egg finger sandwiches  
Fresh chunky seasonal fruits  
House baked scones, jam & cream

### **Working lunch (select two items)**

Toasted ciabatta topped with roasted capsicums, rocket & goats curd  
House made pie with potato puree  
Mushroom tart, shaved fennel & parmesan salad  
Vietnamese chicken rice paper rolls & dipping sauce  
Finger sandwiches with assorted fillings

### **Afternoon tea break (select one item)**

Gourmet biscuits  
Lemon meringue in a glass  
Banana & chocolate chip cake  
Traditional profiteroles  
Fresh chunky seasonal fruits



## **Platinum Package**

### **Day packages inclusive of:**

Iced water  
Table mints  
Note pads & pens  
Lectern & Microphone – if required

\$90.00pp full day (minimum of 25 guests)  
\$55.00pp half day (minimum of 25 guests)

### **Arrival**

Brewed coffee refreshed all day  
A selection of Teardrop teas  
Emma & Toms orange juice  
\*Espresso coffees @ \$4.80ea

### **Morning tea break (select two items)**

Pain au chocolate with warm nutella dipping sauce  
Assorted mini muffins  
Warm fresh Italian donuts  
Mini ham & cheese croissants  
Bacon & egg finger sandwiches  
Fresh chunky seasonal fruits  
House baked scones, jam & cream

### **Working lunch (select two items)**

Traditional boiled bagel, creamed cheese & Melbourne  
pantry smoked salmon  
House made pie with potato puree  
Thai beef salad  
Vietnamese chicken rice paper rolls & dipping sauce  
Baguette with leg ham, semi dried tomato, avocado,  
lettuce & mayonnaise  
Fish & chips served in a cone with citrus mayonnaise

### **Afternoon tea break (select one item)**

Spanish churros with hot raspberry & chocolate dipping sauces  
Lemon meringue in a glass  
Banana & chocolate chip cake  
Chocolate brownie  
Fresh chunky seasonal fruits



## **Additional Extras for Day Packages**

### **Break out treats**

- \$4.50 Red frogs bowl
- \$4.50 Assorted M & M's bowl
- \$2.20 Mars bars, Snickers, Cherry Ripe each
- \$2.75 Red Rock Deli chips per packet
- \$5.00 Antipodes sparkling mineral water (500ml)
- \$7.50 Capi sparkling mineral water (750ml)
- \$4.50 Emma & Toms selected juices (330ml)

### **Post conference drinks**

- \$25.00pp
- Chefs selection of canapés, premium beer & wines for a half hour duration.

### **Equipment hire**

- \$50 - Flipchart with paper & markers
- \$55 - Whiteboard & markers
- \$150 - Screen & Data Projector
- \$220 - Laptop
- Complimentary Lectern & Microphone
- Quote Required for Dance Floor

### **Room hire**

If catering is not required or in limited quantities, then the following room hire charges will apply. The value of any contracted food or beverage purchases will be deducted from the room cost.

Room	Half Day	Full Day
Como Room	\$1500	\$2000
Norman Brookes Room	\$1000	\$1500
The Library	\$500	\$750
Committee Room	\$500	\$750



## Event information / Terms / Conditions

### **Tentative Bookings**

Tentative bookings must be confirmed as soon as possible and will be held for a maximum 7 days. If confirmation is not received in this time, we may release the venue without notice. In the event that a tentatively booked venue is requested, we will contact the original client for confirmation. A venue may be released if tentative bookings cannot be confirmed.

### **Confirmation**

A deposit is required at the time of confirmation for all function bookings. The deposit required is subject to the nature of your function and will be advised at the time of booking

### **Cancellations**

Cancellations of functions and events by the client must be advised in writing. If the event is cancelled with more than 30 days' notice, deposits may be refunded only if the function room is resold. When bookings are cancelled within 30 days of the event, 50% of the deposit may be refunded should the room be subsequently resold. The full deposit may be retained for cancellation notice of 14 days or less.

### **Menu**

Please confirm your event requirements, menu and beverage selection at least 5 days prior to the event. Short notice bookings may be accommodated subject to availability. Special dietary requirements must be provided to the Club 5 days prior to the event. The Club will endeavour to accommodate requests for special meals for guests with food allergies or intolerances; however we cannot guarantee complete allergy free meals due to the potential of trace allergens in the working environment and supplied ingredients. Personal preferences cannot be individually catered for.

### **Final Attendance**

A guaranteed minimum number of guests attending the event, along with agreed seating plans are required three (3) full working days prior to the event. Charges will be based on the number of people attending the function or the confirmed minimum number, whichever is the greater.

### **Surcharges**

A surcharge of 15% is payable for events held on public holidays.

**Payments made by Amex and Diners will attract a 3% surcharge.**

### **Payment**

Unless special arrangements have been made prior all catering, entertainment, equipment, bar and other associated costs are to be paid at the conclusion of the function. Cheque payments at the conclusion of the function will only be accepted with prior approval of the Club

### **Client Responsibility**

It is your responsibility to ensure that all attendees behave in an orderly manner during the event. Guests are expected to comply with the behavioural codes of the Club and licensing laws, such as Responsible Service of Alcohol, under which the Club operates. Any damage to premises, persons or equipment as a result of disorderly conduct by guests at the event is the responsibility of the client. All care, but no responsibility will be taken in respect to damage or loss of goods left on the premises prior to, during or after the event. Appropriate insurance cover should be made at the discretion of the client.

### **GST**

All prices quoted and contracted are inclusive of goods and services taxes.

### **Responsible service**

Under the Responsible Service of Alcohol Act, management and staff reserve the right to refuse service of alcoholic beverages to patrons and private function guests, where it deems necessary. Management also reserves the right to request proof of age identification to any patron or private function guests.



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