



THE ROYAL EXCHANGE OF SYDNEY

ESTABLISHED IN 1851

FUNCTION AND EVENT PACKAGES

Thank you for your enquiry regarding a function with us here at the Royal Exchange of Sydney. Please find to follow our current function packages and booking conditions.

At The Royal Exchange of Sydney, we can cater to all manner of events, from board meetings with no catering, canapé events through to sit down formal events. Please note you do not need to be a member to hold a function at The Royal Exchange of Sydney. The following gives an indication of the numbers we can cater for. Most of our functions are held in the main dining room with the front bar area also available for use.

ROOM CAPACITY

Board Meeting Tables:	30 people
Theatre Style Event:	75 people
Sit Down Dinner:	Up to 70 people
Canapé Style:	30 – 130 people (using the bar and terrace of the club)

Due to seasonality, menu items are subject to change. One month prior to your event, current menu options will be made available for your final approval.

To help your function run smoothly and without interruption, it is highly recommended to either select a beverage package, or pre-order your wine.

If you are not a member there is a \$550 room hire fee, if you are a member there is no room hire fee. Please note that membership is \$330 so we highly recommend joining.

There may be additional costs for room set up depending on what is required.

If you have any questions, or would like to inspect our function space, please call Peter on 02 9247 4374 or email: manager@royalexchange.com.au to arrange a suitable time for you.

Peter & our function team looks forward to helping you make your future event a huge success.



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Menu: \$19.00 per person

Savories Menu

Select five of the following for all guests:

Mini bruschetta with confit tomato, goat's cheese and baby basil

Mushroom and parmesan arancini with aioli

Thai salad of prawns, pineapple and salmon roe in a spoon

Lemon grass fishcakes with chili dipping sauce

Caramelised onion, Pumpkin and goat's cheese tart with rosemary

Chicken tikka skewers with mango and coriander dip

Lemon and parsley crumbed prawns, roasted garlic mayonnaise

Salt and pepper calamari with lime and coriander aioli

Additional canapés are available at a supplement of \$4.00 per canapé



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ROVING ENTRÉE MENU

Menu: \$26.00 per person

Select four from Section A and two from Section B for all guests:

SECTION A:

Wagyu meatballs with a tomato chutney

Mini bruschetta with confit tomato, goat's cheese and baby basil

Corn Fritters with tomato chutney

Thai salad of prawns, pineapple and salmon roe in a spoon

Caramelised pumpkin and goat's cheese tart with roasted red capsicum pesto

Mushroom and parmesan arancini with aioli

Bocconcini, melon and basil wrapped in prosciutto

Vegetarian rice paper rolls with a Vietnamese style dressing.



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ROVING ENTRÉE MENU (cont'd)

Menu: \$26.00 per person

Select four from Section A and two from Section B for all guests:

SECTION B:

Lemon grass fishcakes with chili dipping sauce caramelised onion,

Pumpkin and goat's cheese tart with rosemary Chicken tikka

Chicken skewers with mango and coriander dip

Lemon and parsley crumbed prawns, roasted garlic mayonnaise

Gourmet party pies with special tomato relish

Salt and pepper calamari with lime and coriander aioli

Additional canapés are available at a supplement of \$5.00 per canapé



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COCKTAIL MENU

Menu Option: \$39.00 per person

(Select 6 canapés from the below which includes 1½ of each canapé per person)

Tempura prawns with sweet chili sauce

Caramelised pumpkin and goat's cheese tart with balsamic reduction

Wagyu meatballs with a tomato chutney

Mini bruschetta with confit tomato, goat's cheese and baby basil

Honeydew and rock melon wrapped in prosciutto

Salt and pepper calamari with lime and coriander aioli

Mini beef burgers with tomato chutney

Vegetarian spring rolls with a sweet chili dipping sauce

Chicken tikka skewers with mango and coriander dip

Additional canapés are available at a supplement of \$5.00 per canapé



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COCKTAIL MENU

*If you would like to extend any of your cocktail parties,
please add one or two of the following
(one for \$10.00 per person or two for \$18 per person):*

Beef casserole with oyster sauce in a noodle box

Caramelised Pumpkin and chicken risotto in a noodle box

Battered fish fillets with chips in a cone

Szechuan beef with choy sum and fried rice in a noodle box



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SIT DOWN EVENTS

*Two courses for \$65 (Entrée + Main) or \$58 (Main + Dessert)
or three courses \$78.*

*Please choose 2 dishes from each course for an alternate drop.
Bread for the table is included in these prices.*

Entrées

Grilled haloumi salad, with baby spinach, roasted pumpkins,
citrus honey and mustard dressing

Prosciutto, fig and melon salad with rocket and balsamic reduction

Pan seared scallops, with sage and rocket

Stuffed baby squid with a spicy chorizo, fennel, wild rocket & toasted walnut salad

Mains

Fish of the day grilled with roasted lemon thyme kipfler potatoes,
creamed leek, fennel and grilled asparagus

Chicken supreme breast with sweet potato, baby spinach, green beans & a harissa sauce

Roasted beef fillet with creamy mash, parsley baby carrots, confit of shallot & a red wine jus

Roasted pork cutlet with caramelised apple, celeriac puree & seasonal green vegetables

Lamb back strap with sweet potato mash, baby English spinach & steamed greens.

Caramelised pumpkin & sage onion risotto with a white wine cream sauce

All mains are served with Chef's selection of sides



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Desserts

Red wine poached pear served with a vanilla and mascarpone crème

Tarte au chocolate with double cream

Mixed berry summer fruits with amoretti biscuit and a rich chocolate ganache

Assorted Australian and imported cheeses
with fruit, dates, fig paste and water crackers

Extras

Coffee, Tea and Chocolates
\$4.50



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BEVERAGE PACKAGES

*We offer the following beverage packages to simplify things for your event.
All other wines on our wine list are available on request for your event,
or we are happy to work with you to customise your function & source other
beverages that you would like.*

(All prices are per person)

*Inclusive on all packages:
Soft drinks & sparkling mineral water*

Royal Exchange Package

(Includes sparkling, White and Red wines)

Two hours	\$36.00
Three hours	\$42.00
Four hours	\$48.00
Five hours	\$54.00

The Cellar Master Package

*(Your choice or cellar masters selection of wine
based on \$50 -\$60 bottle on wine list)*

Sparkling, White, Red

Two hours	\$44.00
Three hours	\$52.00
Four hours	\$62.00
Five hours	\$70.00

House Spirits	\$9 *
Tap beer	\$7
Bottled Beer	\$9
Soft drinks	\$4

- Denotes from \$ 9



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APPENDIX

Room set up Fee: \$220

Audio visual hire fee including microphone / projector screen / lectern: \$120

Overtime for Function events after 10 pm - \$120 per hour

Additional staff charge for any breakfast event starting before 7.30 am - \$ 220



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FUNCTION AND EVENT TERMS AND CONDITIONS

CONFIRMATION

Confirmed number of guests must be received by 12 noon, 7 business days prior to the function taking place. This will be taken as the final minimum number of guests and the client will be charged accordingly. If the number of guests attending the function falls below this agreed minimum and we have not received in writing notification of a change, the number of stated attendees on the signed contract will be charged. Alternately, if numbers of attendees is greater than numbers advised, then the management reserves the right to charge in accordance with the agreed per person amount.

PAYMENT AND DEPOSITS

A booking is confirmed by signing the registration form and forwarding same along with payment. Payment for functions under \$1,000 is to be received in full ten business days prior.

For functions with an estimated spend between \$1,000 and \$3,000, a \$750 deposit is required a minimum of twenty business days prior.

For any functions over \$3,000, we require a \$1,000 deposit a minimum twenty business days prior. All final bills must be settled when the event concludes.

Please note that your function is not confirmed until the deposit is received.

The deposit will be deducted from final payment. We accept: Cash, Eftpos, Visa, MasterCard and American Express.

Please note that there is a surcharge for credit card payments. American Express is 2.1 % & all other credit cards are 2.1 % of total bill including deposit. This amount will be added to total amount outstanding upon conclusion of your event.

CANCELLATION

Cancellation notice must be given in writing at least 15 business days prior to the function date. Notice of less than 15 business days will result in the deposit being withheld. In the event of any form of entertainment of service having been booked by the Royal Exchange on your behalf, the full fee for these services will be also be charged.

QUOTES AND PRICES

All prices are current at the time of quotation and are subject to revision or change prior to signing the function contract. Menu items and prices are subject to change in the future at the management's discretion.



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MINIMUM FUNCTION CHARGE AND MINIMUM NUMBERS

Breakfast:	Minimum function spend is \$450.00 for a minimum of 10 people
Lunch/Conference:	Minimum function spend is \$1,000.00 for a minimum of 15 people
Dinner:	Minimum function spend is \$2,000.00 for a minimum of 25 people Monday to Thursday Minimum function spend is \$2,500.00 for a minimum of 25 people Friday and Saturday
Canapé Functions:	Minimum function spend is \$1,000.00 for a minimum of 25 people Minimum function spend is \$4,000.00 for a minimum of 50 people Saturday & Sunday exclusive use NB: Extended service charge will apply to canapé functions – see below

Other Room Hire Requests Minimum function spend is \$ 500.00 for a minimum of 10 people.

Please note that large functions with special requirements may have a higher minimum function charge and/or venue hire imposed to cover the associated costs involved (e.g. set-up, hire of extra equipment and structures). Management will advise if this is necessary during the booking process.

EXTENDED SERVICE CHARGE FOR MEETINGS / CONFERENCES / FUNCTIONS

Meetings/conferences that require either an earlier than 10am or later than 5.30 pm start time on a week day will incur a fee of \$75 per hour to cover staffing costs.

FOR CANAPE FUNCTIONS

Canapé functions that continue beyond the agreed/booked times will incur a fee of \$150 per hour to cover staffing costs and extended venue hire. Management reserves the right to conclude service to the function in keeping with club trading hours.

PUBLIC HOLIDAY SURCHARGE

A 20% surcharge will apply to the total function bill on public holidays in keeping with the associated costs of higher staff wages on these days.

RESPONSIBILITY

The Royal Exchange does not accept responsibility for damage to, or loss of, any clients' property left in the premises prior to, during or after a function. The client is responsible for any costs associated with damage incurred to fittings, property or equipment at The Royal Exchange by clients, guests or outside contractors, prior to, during, or after the function. The cost of any such damage is determined by the lower of three quotes The Royal Exchange receives.

RESPONSIBLE SERVICE OF ALCOHOL

The Royal Exchange practices the responsible service of alcohol in accordance with current NSW licensing laws. It should be noted that this policy also applies to all functions and events held on our premises.



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Booking Form – Functions

Please fill out, sign and return this booking form via fax or email with your deposit details to confirm your Function booking.

Email: manager@royalexchange.com.au

Date of Event (DD / MM / YY) _____

Name: _____

Company / Organisation: _____

Address: _____

Mobile: _____ **Email:** _____

Tel (BH): _____ **Tel (AH):** _____ **Fax:** _____

Occasion: _____ **Start Time:** _____ **End Time:** _____

Style of Function: _____

- | | | |
|---|---|--|
| <input type="checkbox"/> Savories' \$19pp | <input type="checkbox"/> Roving Entrée \$26pp | <input type="checkbox"/> Cocktail Option \$39pp |
| <input type="checkbox"/> 2 Course (E & M) \$ 65.00 pp | <input type="checkbox"/> Two Course (M & D) \$ 58.00 pp | <input type="checkbox"/> Three Course \$78.00 pp |
| <input type="checkbox"/> Other \$ | | |

Minimum Number of Guests: _____

Menu Selections: _____



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Dietary Requirements e.g. Vegetarian / Coeliac): _____

Wine and Other Beverage Selections: _____

Any other requirements that you may need for your function: _____

To confirm your booking – please complete this form and return it together with the required deposit. We will be paying our deposit via EFT Cash Eftpos Credit Card

Please note that there is a surcharge for any payment made by credit card. American Express is 2.1 % & all other credit cards is 2.1 % of total amount outstanding.

Credit Card Details (must be supplied with all bookings as security against payment)

Cardholder's Number: _____ Expiry Date: _____

CARDHOLDERS SIGNATURE: _____

Authority: The cardholder authorizes The Royal Exchange of Sydney to use this card to meet any obligations arising under the Terms and Conditions to which this Booking Form is or was attached.

I HAVE BEEN GIVEN A COPY AND HAVE READ AND AGREED TO THE TERMS AND CONDITIONS OF THE HIRING OF THE ROYAL EXCHANGE FOR FUNCTIONS.

SIGNED: _____ DATED: _____



Founded by Act of Parliament in 1851, the Royal Exchange is one of the oldest and most prestigious institutions in New South Wales.

The Sydney Wool Exchange, The Fire Underwriters Association, The Coal Association and the Royal Humane Society of New South Wales can all trace their beginnings to the grand old building at 56 Pitt Street. The chamber of Commerce, founded in 1824, also took up residence in the new Exchange Building.

ESTABLISHED IN 1851

Governor General, Sir William Denison was one of the witnesses of the inaugural telegraphic transmission in 1851 between The Exchange and Liverpool, New South Wales.

In 1853, 4000 of NSW's 50,000 population watched as Governor - General, Sir Charles Fitzroy, laid the foundation stone of the new building on 25th August. This new sandstone building was four storeys high and designed in the Corinthian manner and became a symbol of Sydney's prosperity in the 1850's in the gold rush era.

Another transmission line was soon connected to the South Head Signal Station allowing information to be posted as soon as it became known. From the beginning the Exchange was the centre of commercial activity for the emerging capital and operated as stated in its charter with the objective of "furthering commerce for the benefit of future citizens of Sydney".

The Captains of the great Clipper ships traded their cargoes and transacted business from the floorboards of The Exchange. The skippers of such famous ships as the Cutty Shark, Thermopylae, La Hogue and Brilliant were such frequent visitors that The Exchange affectionately became known as the "Albatross Club".

The share-brokers moved in in 1871 and the Sydney Stock Exchange was born. In 1872, there were 10 share brokers operating. Three years later there were 24. Membership flourished during the Broken Hill boom of 1888 when fortunes were won and lost. By 1896 The Stock Exchange had grown so big it was forced to move to bigger premises at Martin Place.

For 100 years, from 1864 to 1964, auction sales of wool were held at The Exchange. It became the world's biggest wool -selling centre. It was 1882 when the Dining room was lit up by electric light. It would be another 44 years before the Members Room was converted to electric light. This may well have had something to do with the Chairman of the Gaslight Company also being the Chairman of the Royal Exchange.

On 31 December, 1900, the evening of the inauguration of the Commonwealth of Australia, the statue of "Commerce", designed by sculptor James White who also created the Statue of Liberty, on top of the building was unveiled. It stood there until 1964 when the building was demolished. It has now been given pride of place outside the refurbished building looking over Pitt Street.

In 1901, His Majesty King Edward VII bestowed on The Exchange the new title, The Royal Exchange of Sydney.

In 1960 developers acquired shares in the Sydney Exchange Company, which eventually led to the demolition of the historic sandstone building despite a public outcry.



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NOMINATION OF NEW MEMBER

Name of Nominee: _____

Address for Correspondence: Please tick one – Business: Private:

Address: _____ Postcode: _____

Telephone: _____ Email: _____

Mobile: _____ Date of Birth: _____

Preferred Title: _____ Qualifications: _____

Current or Past Clubs: _____

Profession / Industry: _____

Position / Title: _____

Business Name: _____

Business Address: _____

Telephone: _____ Email: _____

Proposer: _____ I have known the nominee for _____ yrs

Signature: _____

Proper's Remarks _____

I certify that the above particulars are correct and subject to all the foregoing.

I hereby apply to be admitted to membership of The Royal Exchange of Sydney. If elected I agree to submit to and be bound by its Articles of Association and rules. I acknowledge my responsibility for Annual Membership Fees of my chosen category below (GST inclusive) payable on receipt of Notification of Acceptance. Corporate Membership by Application.

Date: _____ Signature: _____

ANNUAL CREDIT CARD PAYMENT* PLEASE BILL ME EACH YEAR IN FEBRUARY FOR THE NEXT SUBSCRIPTION

Membership Category Chosen: **Full \$330** **Associate Member \$75**

Amex / Master Card / Visa Card Number: _____ Expiry Date: _____

Cardholders Name: _____ Signature: _____

Member No: _____ Date Accepted: _____

***CONTACT THE Manager at Royal Exchange of Sydney TO AMEND THIS ARRANGEMENT**

This form is to be mailed to: Manager at **The Royal Exchange of Sydney**
Royal Exchange Building, 1 Gresham Street, Sydney 2000 or GPO Box 78 Sydney NSW 2000
Telephone: 02 9247 4374 Fax: 02 9251 1716 Website: www.royalexchange.com.au