



Enigma

ROOMS &  
CONFERENCE CENTRE







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## Enigma Rooms & Conference Centre at Richmond Club

Founded in 1947 by a group of WWII returned servicemen, Richmond Club has grown from humble beginnings, into the leading club and community heart of the Hawkesbury Region. Located an hour's drive west of Sydney CBD and nestled at the foot of the picturesque Blue Mountains in the centre of the historic town of Richmond NSW.

The Richmond Club is serviced by Richmond and Windsor roads and only minutes walking distance from Richmond railway station and buses. We offer ample onsite, adjacent and VIP car parking.

The club hosts the largest function room in the region, yet customisable to smaller spaces to suit your needs. Whether it be a large event or smaller conference we're the place for you.

*Richmond Club, partnered with Alpha Global Catering is more than happy to go above and beyond in helping you host your special event!*

### **WE SPECIALISE IN RANGE OF EVENTS FROM**

Weddings | Birthdays | Baby Showers | Conferences | Charity Events | Graduations  
Corporate Functions | Celebrations Of Life | Bus Groups | & Many More



# Complimentary Services

1. Room Hire – Must be a financial Member.
2. Menu printing
3. Displayed seating chart of your event at entry
4. All crockery, cutlery & glassware
5. Rectangle or round table options
6. Chairs
7. Entertainment stage & stairs
8. Wifi
9. Flip charts & markers
10. Note pads & pens
11. Data projector & screen
12. Cordless microphone & lectern
13. Electronic Whiteboard
14. Static Whiteboard
15. Controlled cooling & heating of The Venue
16. Cleaning of The Venue
17. Personal planning assistance with our Functions Coordinator leading up to your event

## *Other assistance available / Fee for service*

1. Decoration
2. Ticketing
3. Locating entertainers, bands and guest speakers
4. Dancefloor
5. Exhibition space and stands
6. Company banner and theme display
7. Stage set design

# Function Room Capabilities

## Room capacities

Enigma Rooms 1,2 & 3 is a modular room system, where the area can be tailored to suit the size of your event. After something a little more bespoke? We have just the space, Enigma Room 4, a fully self-contained area with dining tables, lounges, bar, wall mounted TV's and its own amenities.

| Rooms                | Bespoke Bar & Dining    | Boardroom        | Cocktail              | Theatre    | Banquet      | Cabaret     |
|----------------------|-------------------------|------------------|-----------------------|------------|--------------|-------------|
|                      | Dining Tables & Lounges | Solid Oval Table | Scattered High Tables | Rows of 24 | Tables of 10 | Tables of 6 |
| Enigma Room 1        |                         |                  | 150                   | 120        | 80           | 48          |
| Enigma Room 2        |                         |                  | 150                   | 120        | 80           | 48          |
| Enigma Room 1 & 2    |                         |                  | 290                   | 264        | 150          | 90          |
| Enigma Room 2 & 3    |                         |                  | 290                   | 264        | 150          | 90          |
| Enigma Room 1, 2 & 3 |                         |                  | 650                   | 504        | 280          | 168         |
| Enigma Room 4        | 80                      |                  | -                     | -          | -            | -           |
| Enigma Room 5        |                         | 14               |                       |            |              |             |

*Capacity limits may be adjusted depending on the style of your event.*

## Cocktail Layout

Cocktail layout implies that a few taller cocktail tables are scattered in the room. This style is recommended for evening pre dinner drinks or light social sessions where mingling, light chat and networking is the aim. A few chairs can liberally be placed around the outer edges of the room, but the primary function of this layout is to keep guests standing and chatting in an informal way.



### *Theatre Layout*

Theatre style is as it sounds, as if you were in a theatre or cinema. There will be an equal number of chairs in rows facing the front of the room. A central aisle is given to allow easy access for delegates as well as conforming to fire regulations for evacuation purposes.

### *Banqueting Layout*


Banquet style is like Cabaret style but there are simply more chairs evenly placed around the round 1.8 metres round table. Banquet style is typically used at lunches and dinners, and generally set for 8 to 10 delegates.

### *Cabaret Layout*

Cabaret style uses more space per guest than any other room layout. Cabaret layout will be a 1.8 metres round table with 6 or 7 chairs just to one side of the table facing forward. Cabaret is a good format to use when presenters require guests to make notes and they need to interact with the audience. Guests will have a clear view of the presenter and any materials being shown on the screen in front of them.

### *Classroom Layout*

Classroom layout again is as it sounds with each delegate having a table in front of them whilst also being in rows. Generally, venues use 1.8 metre trestle tables are used and accommodate either 2 or 3 delegates per table. There are two ways for this to be laid out – either in rows or in a ‘herringbone’ layout which is where the tables are placed at a 35 to 45-degree angle to the front of the room.



### *'U' Shape*

'U' shape is as it sounds – a set of 6 1.8 metre trestle tables set in the shape of the letter 'U', with the open end facing the front of the room with the chairs are placed around the outside of the 'U'. This layout is useful for 18 to 20 guests where a presenter can easily see and engage with the delegates.

### *Boardroom*

Using a large wide table for typically between 12 and 14 delegates. This is often seen as quite adversarial in nature as all guests are essentially facing one another. This layout is not typically used where there is a presenter and is often in used in smaller meeting spaces.

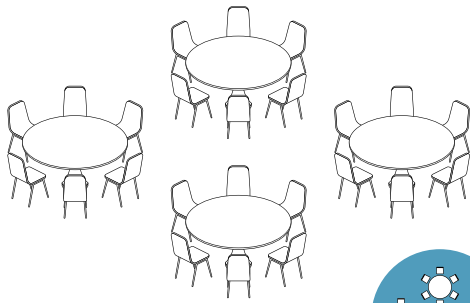
### *Hollow Square*

Similar to 'Boardroom' the tables are arranged in a square (or rectangle) leaving the centre open. The chairs are then placed around the outside. This format can be used for up to 20 guests though some consideration should be given to guests hearing one another. Again, this layout is not typically used where there is a presenter.

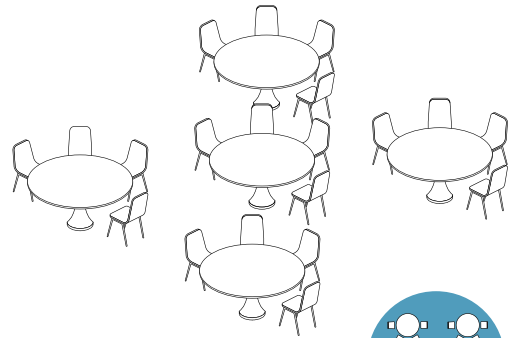
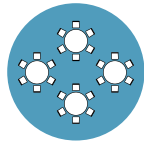




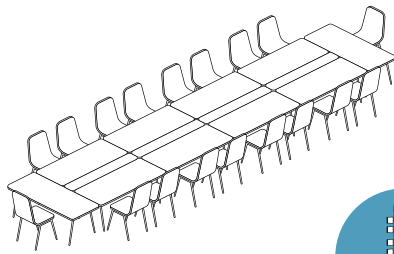
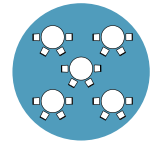
## Room configurations



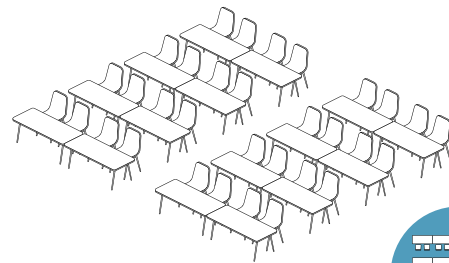
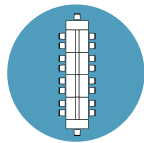
BANQUET ROUNDS



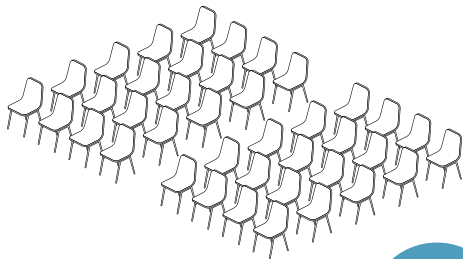
CABARET ROUNDS



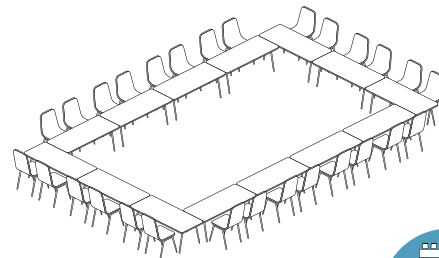
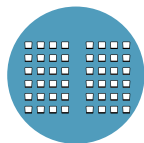
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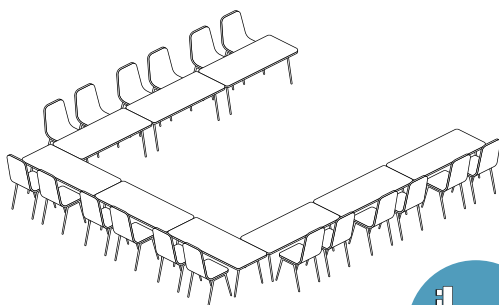
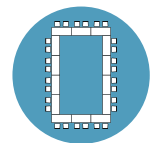
CLASSROOM



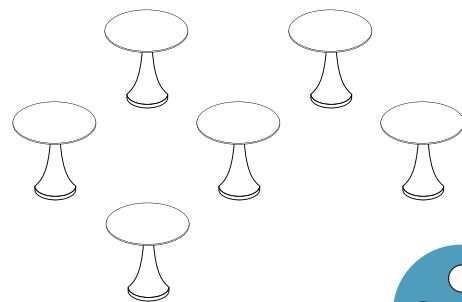
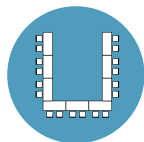
THEATRE



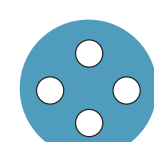
HOLLOW SQUARE



U-SHAPE



COCKTAIL









## Menu Kits

Our Enigma rooms have a variety of food and beverage packages that can be added to your bookings.

**Hot & Cold Carvery**

**Aussie BBQ**

**Pizza & Pasta**

**Set Menu**

**Italian Buffet**

**Celebration of Life**

**Cocktail**

**Finger Food & Platters**

**Beverage**

# Hot & Cold Carvery

*Minimum 40 Adults*

**\$46.00**  
per person

## MENU

Oven fresh bread rolls & butter

### Hot Selection

Select 2 from the below:

Slow Roasted: beef, pork, lamb or ham

Traditional gravy & apple sauce

Roasted potato & pumpkin

Steamed Vegetables

### Salads

Garden salad

Rocket & parmesan salad

Potato salad

Pasta salad

### Desserts

Seasonal fruit platter

Assorted cakes

Tea, coffee station

### Children's Option

Up to 12 years of age \$22.00 per child

# Aussie BBQ Menu

*Minimum 40 Adults*



**\$45.00**  
per person

## MENU

Freshly Bake Bread Rolls & butter

### On The Grill

BBQ Steak

Premium Beef Sausages

Marinated Chicken Breast Tenderloins

Grill Onions

Plus optional Traditional Gravy

### Hot Selection

Select any 2

Creamy Potato Bake

Roasted Potato

Pasta Bake

Roasted Pumpkin

Fried Rice

### Salads

Garden Salad

Pasta Salad

Coleslaw

### Optional Extra

Fresh Tiger prawns, price on request

### Children's Option

Up to 12 years of age

Sausage on a bread roll with sauce - \$10.00 per child

Note: Children under this option are not included in BBQ numbers.

For any special dietary requirements please see your functions coordinator.

Menu is subject to change without notice.

A Chef will be provided at no cost if adult numbers are greater than 50. For functions with less than 50 adults an additional fee of \$200.00 applies.



# Pizza & Pasta Menu

*Minimum 40 Adults*



**\$36.00**  
per person

## MENU

### Starters

Garlic Cheese Pizza

### Pasta

*Select any 2*

Linguini Bolognaise

Linguini Boscaiola

Chicken & Mushroom Rigatoni

Mushroom & Eggplant Rigatoni

Linguini Napolitana

Pasta Bake

### Pizzas

*Select any 2*

BBQ Chicken

BBQ Meatlovers

Supreme

Margarita

Primavera (v)

### Salads

*Select any 2*

Garden

Rocket & Parmesan

Greek

Caesar

**Additional selections can be added at \$5.00 per person**

### Children's Option

Up to 12 years of age \$12.50 per child.

For any special dietary requirements please see your functions coordinator.

Menu is subject to change without prior notice.







# Set Menu

*Minimum 40 Adults | Alternate Serve*

\$50.00 per person | Two Course | Select 2 dishes from any 2 courses

\$60.00 per person | Three Course | Select 2 dishes from each course

## MENU

Oven fresh bread rolls with butter

### Entrée

Oven roasted pork belly with fig Jus & baby herb salad

Traditional prawn cocktail

Beef lasagna

Pumpkin ravioli, sage butter

Sizzling garlic prawns in napolitana sauce served with sour dough bread

### Main

Sous vide chicken breast with sauteed spinach, roasted potato, bacon & chicken jus

Slow roasted eye fillet pepper crusted on mashed potato, creamed spinach,  
confit cherry tomato, pepper sauce, served medium additional \$8

Wild barramundi served with confit cherry tomato, cannoli beans in white wine sauce

Scotch fillet with Dianne sauce served with potato bake & roasted vegetables

Slow roasted lamb shoulder resting on a caponata & chat potato

Steamed John Dory w/ citrus salsa.

Lamb Shanks mash and peas Italian tomato sugo

Seared salmon, chat potatoes, beetroot & chickpea puree

### Dessert

Creme Brule

Strawberry Cheesecake served with fresh strawberries

Creamy vanilla panna cotta with strawberries

Chocolate mud cake & ice cream

### Children Option

Up to 12 years of age

2 course - \$25.00

3 course - \$29.00



# Italian Buffet

*Minimum 40 Adults*



**\$60.00**  
per person

## MENU

Freshly baked bread rolls & butter

### **Antipasto Platter**

Selection of cured meats, cheeses, grilled & marinated vegetables.

### **Salads**

Rocket & parmesan salad

Iceberg & Spanish onion

Bocconcini & fresh tomatoes

### **Hot selection**

Roasted pork leg

Oven roasted Italian sausage

Italian chicken casserole

Veal Mushroom scaloppini

Penne boscaiola

Italian potatoes

Mediterranean vegetables

### **Desserts**

Seasonal fruit platter

Assorted cakes

### **Children Option**

Up to 12 years of age \$30.00 per child

# Celebration of Life

*Minimum 40 Adults / Alternate Serve*

Option 1 | Select 6 items for \$30 Per head

Option 2 | Select 8 items for \$35 Per head

Option 3 | Select 10 items for \$45 Per head

Option 4 | Select 12 items for \$50 Per head

Mini Meat Pies

Mini Sausage Rolls

Vegetable spring rolls

Seasoned Wedges

Assorted Sandwiches

Assorted Nori Rolls

Satay Chicken Skewers

Fish Cocktails

Fried Calamari

Mini Quiche

Vegetables Samosas

Spinach & ricotta Triangles

Chicken Wings

Tempura Prawns

Arancini Assorted

Assorted Cakes









# Cocktail Menu

*Minimum 40 Adults*

\$30.00 per person | Select 6

\$55.00 per person | Select 12

## MENU

### **Cold Selections**

Tomato Bruschetta

Smoked Salmon, creme fraiche croutons

Smoked Ham with ricotta croutons

Assorted olives & dips with bread

Grilled Vegetable wraps

Seasoned roast beef, ricotta & fresh tomato

Antipasto platter with Italian Bread

Goats Cheese & caramelized onion tarts

Old school prawn cocktail

Smoked salmon cream cheese dill tarts

### **Hot Selections**

Cheese & spinach parcels

Assorted pastizzi's

Bowl nachos w/ chili con carne, sour cream, & guacamole

Spicy Chicken Wings with dipping sauce

Prawn skewers

Barramundi Fish Cocktails with tartare sauce

Salt & pepper calamari

Vegetarian spring rolls with dipping sauce

Flame grilled meatballs in a chili / napolitana sauce

Satay or Tandoori chicken skewers

For any special dietary requirements please see your functions coordinator.

Menu is subject to change without prior notice.





# Finger Food & Platters

*Pre Order Only*

## Hot Platters

Pork Ribs 2kg (GF) - \$80.00  
Beef Ribs 2kg - \$80.00  
Crumbed Prawns with Aioli - \$70.00  
Prawn Twisters - \$70.00  
Fish Cocktails - 40 pcs \$60.00  
Chicken Skewers (GF) - 25 pcs \$75.00  
Lamb Skewers (GF) - 25 pcs \$75.00  
Chipolata (GF) - 40 pcs \$80.00  
Spiced Chicken Wings - 40 pcs \$80.00  
Calamari - 40 pcs \$75.00  
Cheese & Spinach Triangles (V) - 36 pcs \$60.00  
Party Pies - 36 pcs \$60.00  
Party Sausage Rolls - 36 pcs \$60.00  
Mini Quiches - 36 pcs \$60.00  
Chicken nuggets \$70  
Frankfurt's \$70  
Vegetarian Spring Rolls (V) - 96 pcs \$75.00

## Salads

Garden Salad - \$40.00  
Pasta Salad - \$40.00  
Potato Salad - \$40.00  
Rocket & Parmesan Salad - \$40.00  
Coleslaw - \$40.00  
Greek Salad - \$50.00

## Other Selections

Assorted Baguettes - 30pcs \$100.00  
Italian Meatballs (GF) - \$50.00  
Napolitana spaghetti \$70  
Mini croissants w/ ham, cheese & tomato - 20pcs \$50.00  
Wedges - \$50.00  
Chicken strips - \$60.00  
Fries - \$50.00



### **Sandwiches, Cakes & Dips**

Assorted Wraps - 35 pcs \$85.00

Assorted Sandwiches - 10 sandwiches \$75.00

Fairy bread \$40

Freshly Baked Danish - 20 pcs \$70.00

Scones with jam & cream - 20 pcs \$70.00

Seasonal fruit platter - \$90.00

Mini Cakes - 20 pcs \$90.00

Cheese Board & Crackers - \$110.00

3 Dips & Pizza Crust - \$50.00

Antipasto Platter - serves 8 people \$110.00

### **Cold Platters**

Fresh Sydney Rock Oysters - Market Price

Fresh Local Tiger Prawns - Market Price

Seafood Platter - Market Price

# Beverage Options

## **GPO**

Guests to purchase own drinks. Your guests pay for their own beverages from the bar.

## **BAR TAB**

Guests can place a specified dollar amount against a bar tab. Running totals are reported to you throughout your function. Once this amount is reached, you may increase your tab or your guests can pay their own way. You can choose to limit what drinks are included on the tab if required

## **BEVERAGE PACKAGE**

**\$45 per person | 3hrs**

**Minimum 40 People**

### *House Beer | Select 2*

Toohey's New

VB

Hahn Light

Great Northern

Carlton Draught

Carlton Dry

### *House Wines | Select 2*

Merlot

Shiraz

Sauvignon Blanc

Pink Moscato

Sparkling Cuvee

Chardonnay

### *Soft Drinks & Juice*

## **Tea & Coffee | Station**

**Minimum of 40 | \$3.20 per head**







# TERMS AND CONDITIONS

## *Enigma Rooms & Conference Centre*

Thank you for considering the Enigma Rooms & Conference Centre as the venue for your upcoming function. Set out below are the responsibilities of both you as the hirer and Enigma as the provider.

### **Booking Enquiries**

- Enquiries for the Enigma Rooms can be directed to Functions Administration via Richmond Club Reception on 02 4578 1144 during business hours, via website [richmondclub.com.au](http://richmondclub.com.au) or e-mailed to [functions@richmondclub.com.au](mailto:functions@richmondclub.com.au)
- Urgent enquiries for functions (i.e. Celebration of Life) can be directed to the Manager on Duty at any time
- You may make a tentative (unconfirmed) booking upon request, this allows you the first opportunity to confirm the booking before other potential bookings
- A tentative booking may become void if confirmation (deposit) is not received within 14 days of the tentative booking

### **Deposits and Confirmation**

- To confirm a booking a deposit of \$300.00 is required
- The Booking Confirmation form is required to be completed by the hirer
- The deposit is considered verification of the booking and will be taken off the final function account

### **Food and Beverage**

- The menu packages, beverage and wine lists are subject to change without notice
- With the exception of celebration cakes, food or beverage of any kind is not permitted to be brought onto or leave the venue premises
- The cutting and serving of celebration cakes by Enigma staff will incur a fee per guest

### **Final Numbers for Catering**

- A guaranteed minimum number of guests attending the function is required three days prior to the event
- Catering will be provided for this number and this will be the minimum number charged irrespective of last minute cancellations
- The number of guests may be increased up to two days prior to the event following consultation with Richmond Club administration

### **Cancellations**

- Deposits may be refunded on cancellation on the provision that:
- Cancellation was made 60 days prior to the confirmed date – 100% refund
- Cancellation was made not less than 30 days prior to the confirmed date – 50% refund



- Cancellation was made not less than 15 days prior to the confirmed event – 25% refund
- Cancellation was made not less than 7 days prior to the event – No refund

### **Dress Regulations & Club Policy**

- It is the responsibility of the function organiser to ensure guests adhere dress regulations
- Appearance must be clean, neat and tidy at all times. Clothing not suitable are caps and hats, males' underwear style singlets, untidy, torn or dirty clothing, work clothing, dirty boots and offensive T-shirts or clothing. Bare feet are not permitted
- Management's decision shall be final in all matters relating to dress

### **Personal Property**

- Enigma Rooms at Richmond Club will take all necessary care, but accept no responsibility for damage or loss of items left at premises prior, during or after functions

### **Damage**

- The organiser is financially responsible for any damage, breakage or excessive cleaning that is deemed a direct result of the function and guests

### **Parking**

- Guests attending an Enigma Room event at Richmond Club may use the members car park facility but do so at their own risk

### **Times**

- Functions wishing to extend beyond the agreed hire period will be subject to an additional charge per hour
- All services including entertainment and beverage shall cease no later than midnight
- All bar facilities will cease 15 minutes before the end of the function
- In the case of an event finishing after the regular closing time of the venue guests are required to leave the premises, including the car park, within 30 minutes of the conclusion of the function

### **Noise**

- Music must not exceed levels that interfere with patrons outside of the function area
- We ask that guests are advised to consider local residents by leaving the club and parking area as quietly as possible

### **Smoke Machines**

- Smoke machines are not permitted in the Enigma Rooms

### **Alcohol and Decorum**

- The Richmond Club abide by state government regulation in regard to the responsible service of alcohol
- Intoxicated persons, minor's and those whose behaviour is considered by management as disorderly will be refused beverage service and may be asked to leave the premises
- Alcohol used as raffle prizes / gifts must be declared to venue management prior to the commencement of the function and not consumed on premises
- Management's decision shall be final in all matters relating to behaviour

### **Minors attending functions**

- Minors attending functions must be accompanied to function areas by a legal guardian or function organiser
- Minors attending the function may not leave the function area unless accompanied by a legal guardian or function organiser
- When deemed suitable by management wrist bands will be issued to guests over 18 upon the provision of acceptable photo identification
- Management reserves the right to end any function where minors are found consuming alcohol.

### **16th, 18th & 21st Birthdays and School Formals**

- Security is mandatory for these functions
- A guest list must be provided to the club prior to commencement of the function
- For every 10 guests in attendance, the organiser must provide one responsible adult to monitor behaviour
- Nominated responsible adults are required to stay in the function area for the duration of the function
- Cloaking facilities are available for presents and must be cloaked by a club staff member upon arrival
- A parent or guardian is required to sign the acknowledgement for the booking

### **Security**

- A security guard must be present for every 50 guests
- Other security may be required at the discretion of Richmond Club Management
- Security personnel will be booked by Richmond Club administration
- The fee of \$250 per security personnel will be added to the function account

### **Payment and Final Numbers**

- Private function accounts are to be paid in full seven days prior to the function date.
- Bar purchases may be charged on a consumption basis with payment required at the end of the function in full
- Payments can be made by cash, bank cheque, personal cheque, EFTPOS, funds transfer and credit card
- A surcharge of 10% per person applies on Sunday & Public Holidays



# BOOKING FORM

## Booking Confirmation And Terms & Conditions Acknowledgement

### Enigma Rooms & Conference Centre

Date of Function:

Type of Function:

Start Time:

Number of Guests:

Name of Organiser:

Contact Number:

Email Address:

How did you hear about The Enigma Rooms?

☐ Club Member

☐ Google

☐ Word of Mouth

☐ Other:

### Payment Options

☐ Cash

☐ Cheque

☐ Direct Deposit

☐ Visa

☐ Mastercard

Card Holders Name:

Card Number:

Expiry:  /  Signature of cardholder:

### Richmond Club Banking Details

**Name:** Enigma Catering PTY LTD  
**BSB:** 062 589  
**A/C:** 111 805 14

Please make cheques out to  
**Enigma Catering PTY LTD**

### Acknowledgment:

I  the organiser  
of a function to be held at Richmond Club / Richmond Golf Club on  
 acknowledge that I have received  
and I understand the Terms and Conditions of Enigma Rooms &  
Conference Centre. I agree that my guests and I will observe the  
rules of the club whilst using the facilities as outlined in the booking  
conditions.



## CONTACT

**Phone:** (02) 4578 1144

**Email:** [functions@richmondclub.com.au](mailto:functions@richmondclub.com.au)

**Website:** [richmondclub.com.au](http://richmondclub.com.au)

**Facebook:** [@richmondclubgroup](https://www.facebook.com/richmondclubgroup)

**Address:** 6 east Market St. Richmond. NSW. 2753

**Office Hours:** Monday – Friday 9am – 5pm