



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 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

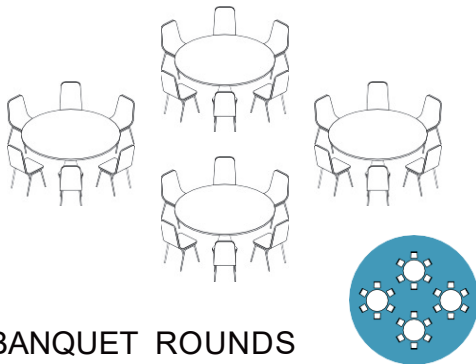
Using a large wide table for typically between 12 and 14 delegates. This is often seen as quite adversarial in nature as all guests are essentially facing one another. This layout is not typically used where there is a presenter and is often in used in smaller meeting spaces.

Hollow Square

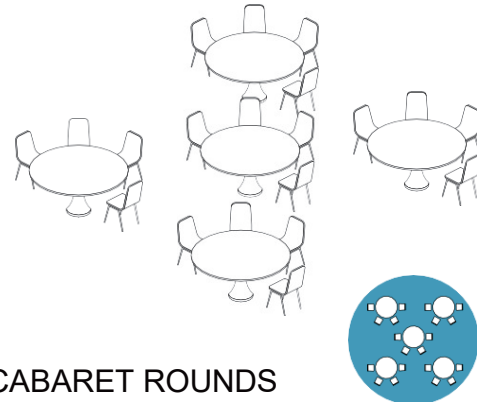
Similar to 'Boardroom' the tables are arranged in a square (or rectangle) leaving the centre open. The chairs are then placed around the outside. This format can be used for up to 20 guests though some consideration should be given to guests hearing one another. Again, this layout is not typically used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



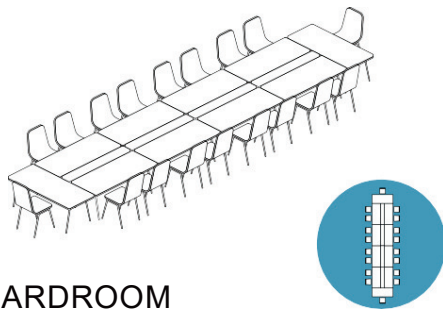
Room configurations



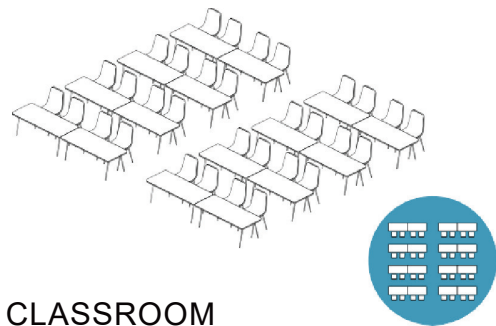
BANQUET ROUNDS



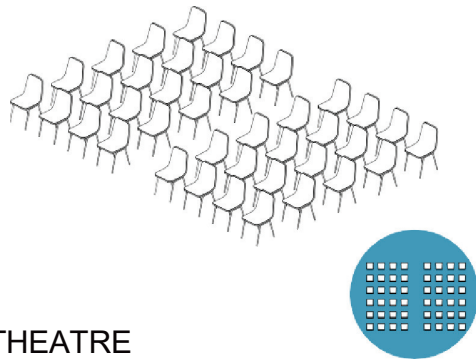
CABARET ROUNDS



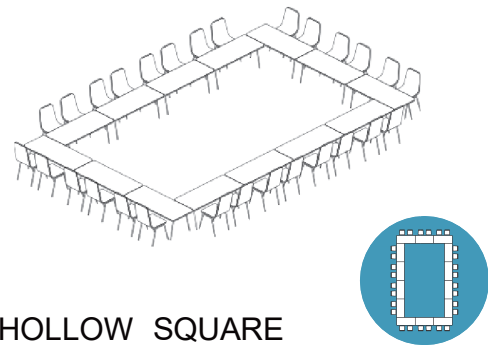
BOARDROOM



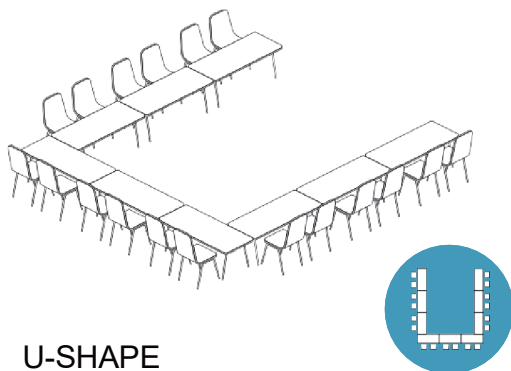
CLASSROOM



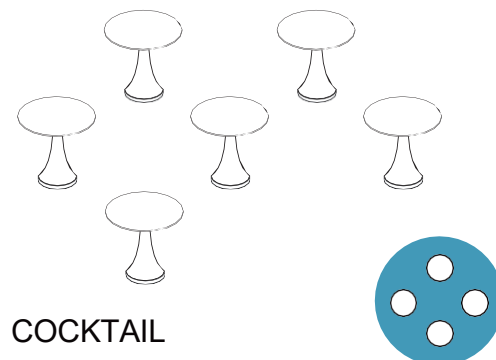
THEATRE



HOLLOW SQUARE



U-SHAPE



COCKTAIL






Menu Options

Our Enigma rooms have a variety of food and beverage packages that can be added to your bookings. We can also customize to suit your requirements.

Set Menu Options

Beverage Options

Please visit our website at www.richmondclub.com.au for full menus available from Villaggio & Goji Restaurants.





Set Menu Options

OPTION 1

Entrée

Garlic Bites, Bruschetta & Mediterranean Salad

Mains

Choice of 2 pastas (unlimited)

OR

Choice of 4 pizzas (unlimited)

\$40.00
per person
Kids \$25

OPTION 2

Entrée

Garlic Bites, Bruschetta & Mediterranean Salad & Antipasto

Mains

Pizza & Pasta

Choice of 2 pastas (unlimited)

Choice of 4 pizzas (unlimited)

\$55.00
per person
Kids \$35

*Kids prices are for under the age of 10

Set Menu Options

OPTION 3

Entrée

Garlic Bites, Bruschetta & Mediterranean Salad, Antipasto,
Salt & Pepper Calamari & BBQ Chicken Wings

Main

Pizza & Pasta
Choice of 2 pastas (unlimited)
Choice of 4 pizzas (unlimited)



\$65.00
per person
Kids \$45

OPTION 4

Entrée

Garlic Bites, Bruschetta & Mediterranean Salad, Antipasto,
Salt & Pepper Calamari & BBQ Chicken Wings

Main

Pasta & Meat Platter
Choice of 2 pastas (unlimited)
AND
Grilled lamb, Kafta and Chicken
On a bed of roasted potatoes



\$75.00
per person
Kids \$40

*Kids prices are for under the age of 10

Celebration of Life

Please contact our Functions Team at functions@richmondclub.com.au to discuss menu items.



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 PACKAGES AVAILABLE

Beer | Wine | Soft Drink

Cocktails

Tea & Coffee | Station



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 or e-mailed to 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

Please Call to confirm before direct eft transfer 4578-1144 and ask to speak with Functions.

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.



Enigma

ROOMS &
CONFERENCE CENTRE

CONTACT

Phone: (02) 4578 1144

Email: functions@richmondclub.com.au

Website: richmondclub.com.au

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

Instagram: [@richmondclubgroup](https://www.instagram.com/richmondclubgroup)

Address: 6 East Market St. Richmond. NSW. 2753

Office Hours: Monday – Friday 9am – 5pm