



CARDINIA CLUB CORPORATE PACK

Let us take the stress out of your next event!
Choose one of the catering options and
let us do the hard work for you



CARDINIA CLUB

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WWW.CARDINIACLUB.COM.AU

BOARDROOM HIRE

Need a space to hold a meeting, give a presentation or even hold a small seminar? The Cardinia Club boardroom offers a professional space with all the state of the art technology including plasma television with linked data input, permanent laptop, tea and coffee making facilities and more. You can also order fantastic function platters from the Cardinia Club kitchen to keep your delegates on top of their game. Or give your meeting that individual touch by providing your guests with a choice from our delicious Chives Bistro menu. We can arrange a table in the bistro so you can take a break or, have the meals delivered directly to you in the boardroom for a working lunch.

Cardinia Club Boardroom is available for corporate or private hire.

Our boardroom can accommodate up to 18 people boardroom style or theatre style on request.

ROOM AVAILABILITY

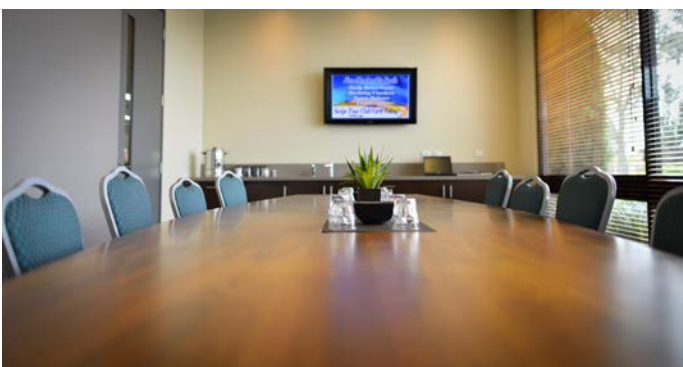
7 days a week
8am onwards

BOARDROOM FACILITIES AVAILABLE

- White Board
- Plasma Television
- Internet
- DVD
- Projector
- Free Wi-Fi

ROOM HIRE CHARGES

4 Hours	\$80.00
All Day (8 Hours)	\$120.00



FUNCTION PLATTERS

ASSORTED SANDWICHES (CATERS FOR 10 GUESTS) \$45.00

Shaved Ham, tomato & Cheese
Roast Beef & chutney
Herb Chicken & Pesto
Sliced Garden Vegetables & Sliced Cheese
Assorted Wraps

ASSORTED CHEESE & FRUIT PLATTER (CATERS FOR 10 GUESTS) \$95.00

Watermelon	Grapes
Pineapple - Seasonal	Kiwi
Oranges	Strawberries
Cheddar Cheese Cubes	Brie Cheese Slices
Camembert Slices	

FRESH FRUIT PLATTER (CATERS FOR 10 GUESTS) \$75.00

Watermelon	Kiwi
Pineapple - Seasonal	Cantaloupe Melon
Oranges	Grapes
Strawberries	

ANTIPASTO PLATTER (CATERS FOR 10 GUESTS) \$75.00

Olives	Semidried Tomatoes
Cubed Cheddar Cheese	Crudités of Celery
Crudités of Green Onion	Dill Pickle
Boiled Egg	Herb Chicken
Tuna Chunks	

BOOKING AGREEMENT

Client Name: _____
Contact Name: _____
Address: _____
_____ Post code: _____
Phone: (W) _____ (M) _____
email: _____
Date: _____ Start Time: _____ End Time: _____
Event Type: _____ No: of guests: _____

Boardroom Use:

- Boardroom Set-up

Catering Selection

- Sandwich Platter - \$45 No. _____
- Cheese & Fruit Platter - \$95 No. _____
- Antipasto Platter - \$75 No. _____
- Fresh Fruit Platter - \$75 No. _____
- Cocktail Prawns with Brandy sauce - \$65 No. _____

Beverages

- On Function Account
- Bar Service

I, the named client agree to my credit card being held as security and if necessary debited in the event of an outstanding amount not paid on the day or night of the function.

Card No: _____

Exp: _____ Sec No: _____

- Final food and beverages must be confirmed 7 days prior to the day on which the function is to be held.
- A minimum number of guests must be confirmed 7 days prior to the day on which the function is to be held.
- Booking cancelled less than 24 hours prior to an event will be charged at the full rate.
- I have read, understood and agree to the conditions attached.

Signed on behalf "Cardinia Club"

Signed by the client

Signature _____

Signature _____

Name _____

Name _____

Date _____

Date _____

TERMS & CONDITIONS

VENUE COPY

Conditions of Application

These Terms and Conditions together with the Booking Agreement contain the whole contract between The Cardinia Club and the client. No variation of them shall be binding on The Cardinia Club unless agreed to by The Cardinia Club in writing and signed by The Cardinia Club.

Cancellation

If the client has made a Booking, the client may cancel the booking (notified to The Cardinia Club during normal business working hours), but where the Client: Cancels a booking 24 hours or less prior to the day on which the function is to be held, the client shall be charged the full rate.

Confirmation

- Final details must be confirmed 7 working days prior to the day on which the function is to be held.
- A minimum number of guests must be confirmed 7 working days prior to the day on which the function is to be held.
- In the event that final details and number of guests are not confirmed in accordance with the above Terms and Conditions, The Cardinia Club may terminate any and all contracts and agreements with the client.

Price

- All prices are current at the time of quote and are subject to revision by The Cardinia Club prior to signing the Booking Agreement. Prices will remain the same – bar tabs or on consumption and will be charged according to the current non member bar prices with in the venue.
- All prices are inclusive of any goods and services tax, consumption tax, or similar value added tax.

Consumption of Food and Beverages

No food or beverages of any kind will be permitted to be brought into or taken out of the venue by the client, guests or other persons attending the function unless by prior arrangement with The Cardinia Club.

TERMS & CONDITIONS

VENUE COPY

Damages

The client is financially responsible for any damage that is sustained to the venue or any other property owned by or in the care and custody of the venue or theft of some which is caused by the client or any guest or other persons attending the function.

Security

The Cardinia Club reserves the right to exclude or eject any or all guests or other person from the function and venue without liability.

Supply of Alcoholic Beverages

The Cardinia Club reserves the right to refuse the supply of alcoholic beverages to any guest or persons attending the function or otherwise the venue at its sole discretion without liability.

Liability

If The Cardinia Club has reason to believe that the function will affect The Cardinia Club or its clients, business, security or reputation, the Club has the right to cancel the function without liability and terminate any and all contracts and agreements with the client.

Changes

Structural and interior design changes may occur from time to time within the venue; these changes will give no cause for cancellation or discount of a booked function.

Function Duration

Commencement time for functions is 8am, 7 Days a week. All functions must be finalized/paid in full half an hour before venue closing, unless otherwise approved by The Cardinia Club.

Kitchen Operating Times

The kitchen operating times for the production of food is until 9pm. The delivery of food can be extended with at least 1 hours notice during the function or unless otherwise approved by The Cardinia Club.

Venue Sign-In

Due to liquor licencing laws all Visitors/Guests over the age of 18 must sign in to the Club with a suitable form of identification at the "Sign-in" Booths. Please retain your receipt as proof of entry. Sign In Booths are located at the Gaming Room Entrance & Rear Entrance near the TAB

RESPONSIBLE SERVING OF ALCOHOL

VENUE COPY

Thank you for considering our establishment for your function.

Our venue is committed to the responsible serving of alcohol because we:

- Aim to provide a safe and friendly environment for our guests and staff
- Want to abide by our legal obligation under the Liquor Control Act 1998

All our staff are trained in the Responsible Serving of Alcohol (RSA). We seek the co-operation of patrons to assist us in achieving our aim to provide the best possible experience for you and your guests.

Therefore, we adopt the following RSA practices for functions:

- Whilst the final decision in respect to RSA issues will at all times be the responsibility of the venue, we require you to nominate a responsible person to assist our staff with any issues regarding liquor service at your function.
- Minors will be required to be identified, and will not be served alcohol during the function.
- All glasses containing alcoholic beverages will not be topped up.
- We reserve the right to stop the supply of alcohol to the function guests, or any particular guest/s if it becomes apparent at any time (even prior to scheduled finish) that the guests are intoxicated
- We reserve the right to close down the function if the behaviour of the guests becomes unacceptable.
- Guest who are intoxicated will not be served any alcohol and will be required to leave the premises.
- All guests are encouraged to ensure they have safe transport from the function.
- Staff will offer to call a taxi for any guest/s they consider should not be driving.

We respect our neighbours, and encourage our customers to leave the premises in a manner that does not disturb the amenity of the area.

We know that you will agree with the sentiments of this policy, and it is understood when you book your function. Your co-ordination with the objective set out above is a term of the contract between the client and the establishment. We will not be liable for any loss experienced by you or your guests by the implementation of any of the elements of this policy.

Again, we thank you for considering our establishment for your function

Manager Initial _____

Customer Initial _____