



Let's meet at

CARDINIA
CLUB



January 2022



Welcome to the Cardinia Club



THE CARDINIA CLUB BE OUR GUEST

Thank you for considering our venue for your upcoming business event.

From seminars, meetings, training sessions and other corporate events, the Cardinia Club is Pakenham's premier venue to host your next event.

Our talented chefs have created a range of menus that will surely impress your guests while our designed Events team will work closely with you to ensure your event is memorable, successful, hassle-free, and delivered with a smile.

GET IN TOUCH

If you have any questions, big or small, please get in touch!
03 5940 6655
events@pakenhamracing.com.au
www.cardiniaclub.com.au

LOCATION

71 Racecourse Road, Pakenham, Victoria, 3810

CONNECT WITH US



The Board Room



AVAILABLE FOR CORPORATE OR PRIVATE HIRE

Our Boardroom can comfortably accommodate up to 12 people.

Access to the Boardroom is available from 8:00am, 7 days a week.

To make a booking or for more information email events@pakenhamracing.com.au

ROOM FEATURES

Whiteboard

Free Wifi

Plasma TV with HDMI input

Built-in table power outlets

Reverse cycle air conditioning

Catering available

ROOM RATES

**Half Day \$120
(up to 4hrs)**

**Full Day \$200
(up to 8hrs)**



The Victory Room

SEMINARS IN STYLE

Our newest addition to the Cardinia Club, the Victory Room, is a completely private function room.

The Victory Room was designed to be multipurpose and is particularly suited to special occasions and corporate events.

It is a blank canvas waiting to be explored with the theme of your choice. The Victory Room is your space to dress and impress.



ROOM FEATURES

Private bar facilities

Wall mounted projector and screen

Multiple TV's

Surround sound

Dimmable lights

Air conditioned

Private bathrooms

The Victory Room incurs a room hire fee of \$500 and includes private bar, wait staff, white or black table linen, desired table set up and service for a (5) five-hour duration.

MINIMUM SPEND

Monday to Thursday - \$1500

Friday to Sunday - \$2500

WHAT IS A MINIMUM SPEND?

Minimum spend is the accumulative spend required by the end of your function. This includes room hire, pre-paid catering and beverage packages and purchases on the day/night (cash bar drinks, additional food etc).

Recommended split - 50/50 food and beverage.

CAPACITY

CLASSROOM	U SHAPE	BANQUET
40	40	120
COCKTAIL		THEATRE
150		150





Menu Choices



Day Delegate package



HALF DAY

\$32 per person

BEVERAGES

Unlimited standard tea, coffee,
and fresh juice

MORNING OR AFTERNOON TEA

Fruit Platter

Fresh, seasonal fruit

Savory

Choice of 1 savory option

Sweet

Choice of 1 sweet option

SEE OVERLEAF
FOR OPTIONS
AND ADD-ONS



FULL DAY

\$60 per person

BEVERAGES

Unlimited standard tea, coffee,
and fresh juice

MORNING BREAK

Savory

Choice of 1 savory option

Sweet

Choice of 1 sweet option

WORKING LUNCH

Entree

Choice of 1 shared entree

Lunch

Selection of 1 meal (Cold, Hot, Salad)

Fruit Platter

Fresh, seasonal fruit

AFTERNOON BREAK

Savory

Choice of 1 savory option

Sweet

Choice of 1 sweet option

Options

THE CHOICE IS YOURS

Your choices for your half day and full day delegate packages are below. Choose from a range of sweet and savoury options for morning and/or afternoon tea as well as options for the full day working lunch and optional add-ons for something a little extra.

SWEET OPTIONS

Assorted platter of muffins & danishes

Assorted platter of cookies & biscuits

Assorted platter of petite cakes

Fresh scones, served with jam & clotted cream

Banana bread, honey, yoghurt

SAVORY OPTIONS

Ham & cheese croissant

Tomato & cheese croissant

Assorted point sandwiches:

Chicken, pork, egg, ham, vegetarian

(4 points per person)

Assorted platter of mini quiches

Platter of mini sausage rolls & party pies

OPTIONAL ADD-ONS

Cheese platter \$7 per person

Charcuterie board \$8 per person

Assorted sandwich platter \$5 per person

(4 points per person)

Assorted pizza slices \$5 per person

(2 slices per person)

WORKING LUNCH OPTIONS

SHARED ENTREE

Choice of 1 shared entree per group

Garlic Pizza

Margherita Pizza

Garlic Bread

COLD/WARM

Chicken, cos lettuce, tomato, onion, tzatziki

Lamb, cos lettuce, tomato, onion, tzatziki

Chicken schnitzel focaccia, chips

BLT, chips

HOT

Beef burger & chips

Fish & chips. salad, lemon wedge, tartare sauce

Pumpkin risotto (GF, VGO)

Chicken curry, steamed rice

SALAD

Caesar Salad (GFO)

Chicken Caesar salad (GFO)

Pulled pork salad

& tahini yoghurt (V, VGO)

Salt & pepper calamari salad (GFO)

Terms & Conditions

TENTATIVE BOOKINGS

A tentative booking will be held for a period of seven (7) days only. If another enquiry is made for the tentative booking date within the seven (7) days, we will endeavour to call you and offer you first choice.

CONFIRMATION / DEPOSIT / PAYMENT

A deposit of \$500 is required to secure your booking. Cheques to be made payable to "Pakenham Racing Club". On receipt of the deposit, your event will be confirmed. All catering details must be confirmed seven (7) days prior to the function. All invoices must be paid prior to the function.

CANCELLATION / DATE TRANSFER OF FUNCTION

In the event of a function cancelling or moving dates, the following terms are applicable;

1. All cancellations and transfers must be made in writing (letter / email)
2. Where notification is provided in writing one month prior to the date of the function, a full refund of the booking deposit will be made. Cancellations made less than this time will forfeit all rights to any refund. The same applies to the transfer of your function from one date to another.
3. For cancellation or transfer within 30 days of the proposed event date the cancellation fee will be 50% of the estimated value of your total bill.
4. For cancellation or transfer within seven (7) days of the proposed event date the cancellation fee will be 100% of the estimated full value of your event.

A GUARANTEED FINAL NUMBER

A guaranteed final number of guests attending the function is required seven (7) days prior to the commencement of the function. This is the minimum number of guests for which you will be charged whether or not they attend the function.

VENUE ACCESS / SET UP TIMES

Access to the venue to set up for your function must be advised and pre-arranged. Depending on availability, you may be able to set up / decorate on day prior to your function. Collection of all goods including gifts, flowers, decorations and hire goods following the event must be done by the following business day.

BELONGINGS, GIFTS, DECORATIONS & CELEBRATORY CAKES

Our staff will naturally take every care when looking after your belongings, however our Club takes no responsibility for loss or damage to items before, during or after your function. We suggest all gifts and breakables be removed from the venue prior to your function close.

Decorations and theming are welcome. Please pre-arrange room access or expected deliveries with our Events Manager. Items may be fixed to walls with blutak only. No glitter or confetti allowed on the premise. Decorative candles with flame are permitted when in a vessel to catch the wax. Flameless candles preferred.

All decorations/theming must be pre-approved by your Events Manager and removed at conclusion of your function. The client is financially responsible for any damage suffered by the Cardinia Club or our equipment during the function [to the extent that damage is caused by event attendees of the contracted event].

The Cardinia Club does not allow guests to bring food or beverage onto the premise with the exception of celebratory cakes. These cakes can be delivered no more than one day prior to event, and must be taken home no later than one day after the event. Cakes will be disposed of if left more than 24 hours after your function. You will also be required to provide your own candles. The Cardinia Club can cut and serve your cake for a cakeage fee of \$2.50 per person.

MANAGEMENT RIGHTS/ RESPONSIBLE SERVICE

The Cardinia Club practices the responsible service of alcohol always. Management and Security reserve the right to refuse service or entry to our premises based upon both behavioural and dress standards. All guests attending a function over the age of 18 years must provide acceptable Government issued identification. This includes a driver's licence, Digital ID, 18+ card or passport. Birth certificates not accepted. Photo identification only.

ENTERTAINMENT/SPEAKERS

Management reserves the right to control the quality, style and volume of entertainment booked. Volume must not exceed 80 decibels and will be monitored. DJs, Bands & Jukeboxes are welcome, however, we ask that you seek written permission should you wish to book a band as the noise level may impact on other bookings within the venue and, therefore, permission must be sought.

EXHIBITIONS / DISPLAYS

To maintain the high standard and condition of our rooms for future exhibitors and displays, no items are to be attached, pinned or glued to the wall or ceiling surfaces in any pre-function or function rooms without our prior approval. If damage to our property occurs resulting directly from displays or deliveries, a repair or replacement fee will be charged. General linen usage is included in your room hire fee, however if extra tables are required for display then a \$6.00 fee per cloth will apply.

INSURANCE

Management will take all responsible care to protect the property of its guests but accepts no responsibility for the loss, damage or theft of merchandise or other property in the premises, prior to, during or after the function. We recommend organisers take out their own liability insurance. Our document regarding evacuation procedures in case of emergency is available on request.

MENU VARIATION / PRICE VARIATIONS

Whilst every possible effort is taken to maintain menus and prices, these are subject to change at Management's discretion up to one (1) month prior to function. A 15% surcharge will apply to food and beverages on any function conducted on a gazetted Public Holiday.

18 & 21 BIRTHDAY FUNCTIONS

18 and 21 birthday functions require a security guard at the host's expense. This is a flat rate fee of \$250 per guard. The security guard(s) will be present for the duration of your function. Service of alcohol will be refused to any person who cannot produce appropriate evidence of age (ID) and all minors including infants must vacate the premises by no later than 10pm.

DRESS REGULATIONS

At All Times: Smart casual attire is required at all times. Footwear must be worn at all times. Dirty, stained or otherwise poorly maintained clothing and footwear are not permitted. No offensive pictures or words, colours, patches, insignias or badges that represent gangs or clubs. All patrons must be clean, tidy and presentable.

Fancy Dress: Fancy Dress is accepted provided that patrons are dressed appropriately and respectfully with suitable footwear. Faces must be visible and uncovered at all times for identification purposes. Fake weapons are not permitted. The Cardinia Club reserves the right to refuse entry or service to anyone at any time.

COVID-19

The Covid-19 pandemic has caused the Government to place some restrictions on event capacities and formats. PRC cannot guarantee what the restrictions will be at the time of your event but both parties acknowledge that there may be restrictions and agree to work within these restrictions.

If restrictions require a drop of greater than 30% in agreed guest numbers, or prevent movement between any parts of Metropolitan Melbourne, then the event can be postponed, without addition charge, for up to 12 months pending venue availability, with written notice no less than seven days of the event date.

YOUR FIRST CHOICE FOR

Corporate Events



CARDINIA CLUB

71 RACECOURSE ROAD, PAKENHAM, VICTORIA 3810

☎ 03 5940 6655 ☎ 03 5940 6629

🌐 www.cardiniaclub.com.au

Let's book it in!

Company Name					
Contact Name					
Postal Address		Suburb		P/Code	
Telephone		Mobile			
Email					
Date of Event					
Time of Function		(am/pm) to		(am/pm)	

FUNCTION SPACES	DEPOSIT	PROPOSED GUEST #
The Victory Room	\$500	
The Boardroom	\$100	

PAYMENT METHOD					
<input type="checkbox"/> Cash	<input type="checkbox"/> Cheque	<input type="checkbox"/> Bank Card	<input type="checkbox"/> Visa	<input type="checkbox"/> Mastercard	<input type="checkbox"/> Direct Deposit

CARD DETAILS			
Name on Credit Card			
Card Number		CCV	
Expiry Date		Signature	

Please return this form back to The Cardinia Club

via Email: events@pakenhamracing.com.au

via Mail: Events, PO Box141, Pakenham, Victoria, 3810

For further information or to make a booking, please contact:

Phone: (03) 5940 6655 **Email:** events@pakenhamracing.com.au

Web: www.cardiniaclub.com.au

I have read and understand Cardinia Club's Terms and Conditions

Signed _____

How did you hear about us? (Please circle)

Member Friend Social Media eNews Website Radio TV

Other _____

Option selections

Company Name			
Contact Name			
Postal Address		Postcode	
Telephone		Mobile	
Email			
Function Area		Date of Function	

HALF DAY	FULL DAY
<input type="checkbox"/> Morning Tea or <input type="checkbox"/> Afternoon Tea Fruit Platter Sweet Option: _____ Savoury Option: _____ OPTIONAL ADD ONS FOR HALF OR FULL DAY _____ _____ _____ _____	Morning Tea Sweet Option: _____ Savoury Option: _____ Lunch Entree Option: _____ Lunch Option: _____ Fruit Platter Afternoon Tea Sweet Option: _____ Savoury Option: _____

PAYMENT METHOD	
<input type="checkbox"/> Cash <input type="checkbox"/> Cheque <input type="checkbox"/> Bank Card <input type="checkbox"/> Visa <input type="checkbox"/> Mastercard <input type="checkbox"/> Direct Deposit	
Name:	
Card #:	CCV:Expiry: