SOUTHSIDE
RACING
Cardinia
Club
Let's meet at
CARDINIA CLUB

Welcome to 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@southsideracing.com.au
www.cardiniaclub.com.au

LOCATION

71 Racecourse Road, Pakenham, Victoria, 3810

CONNECT WITH US

Cardinia Club Cardinia Club

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 9:30am, 7 days a week.

To make a booking or for more information email events@southsideracing.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, along with weddings, life celebrations and business seminars.

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 screens
Multiple TV's
Surround sound
Dimmable lights
Air conditioned
Private bathrooms

ROOM HIRE & INCLUSIONS

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. Food and beverage purchases are an additional cost.

CAPACITY

SETUP	LIMIT
Classroom	40
U Shape	40
Banquet	120
Cocktail	150
Theatre	150

Menu Choices

Corporate Package

MORNING TEA

$14 per person

Select 2 options

MORNING & AFTERNOON TEA

$28 per person

All four options served

LUNCH OPTION

$15 per person

Assorted Sandwich platters & fresh fruit platter

À la carte option available

Preorder required for groups of 15+

MORNING & AFTERNOON TEA OPTIONS

Assorted muffins

Danishes

Assorted quiche

Petite cakes

INCLUSIONS

Tea & coffee station

Selection of fresh juices

Still & sparkling water

Vegan and gluten free options available on request

Platters

PLATTERS

House Made Pork & Fennel Sausage Rolls (22) - $65
Tomato sauce

Pie Floater (24) - $60
Tomato relish

Slider Platter (GFO) (20) $120
Plant-based patty slider (V) & cheeseburger slider
Choice of half n half or just 1

Cheeseboard $140
Blue, brie & cheddar, quince, seasonal fruit, lavosh & fruit loaf

Charcuterie Board $140
Salami, ham, prosciutto, mustard, dill cucumber, olives, toasted sourdough

Vego Platter (V) $100
Southern fried cauliflower, pumpkin arancini, veg pakora, falafel

Meat Platter $100
Southern fried chicken ribs, sausage roll, brisket mac & cheese croquettes, duck spring roll

Mixed Platter - $125

Party pies (10)	Fish bites (12)
Sausage rolls (10)	Mini dim sims (12)
Mixed quiche (10)	Veg money bags (12)
Spring rolls (12)	Cocktail samosas (12)

Optional Extras

Tea/Coffee Station $2pp

Cakeage Fee $2.50pp

Dedicated Wait Staff to Circulate Platters $100 flat fee

Dance Floor $300

(GF) - Gluten Free (GFO) - Gluten Free Option (V) - Vegetarian (GFO) - Vegetarian Option
(VG) - Vegan (VGO) - Vegan Option

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 / PAYMENT

A room hire fee of $500 is required to secure your booking. Cheques to be made payable to “Cranbourne Pakenham Racing Club Inc”. On receipt of the room hire fee, your event will be confirmed. All catering details must be confirmed fourteen (14) 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.

Terms & Conditions

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 VARATIONS

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 $350 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.

YOUR FIRST CHOICE FOR

Coporate Events

Cardinia Club

SOUTHSIDE RACING

CARDINIA CLUB

70 RACECOURSE ROAD, PAKENHAM, VICTORIA 3810

03 5940 6655

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	$120	

STYLE OF FUNCTION	
☐ Round Tables	
☐ U-Shape	☐ Conference

ACCOMMODATION

Are you interested in accommodation for your event at the Mercure Pakenham right next door to the Cardinia Club? ☐ Yes ☐ No

PAYMENT METHOD

☐ Cash ☐ Cheque ☐ Bank Card ☐ Visa ☐ Mastercard ☐ Direct Deposit

CARD DETAILS (Please note all credit card payments incur a 1.5% service fee)			
Name on Credit Card			
Card Number		CCV	
Expiry Date		Signature	

Please return this form back to The Cardinia Club
via Email: events@southsideracing.com.au
via Mail: Events, PO Box 37, Cranbourne, Victoria, 3977

For further information or to make a booking, please contact:
Phone: (03) 5940 6655 **Email:** events@southsideracing.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	

CORPORATE PACKAGE OPTIONS

☐ Morning Tea ($14pp)

☐ Afternoon Tea (14pp)

☐ Both ($28pp)

Morning Tea Selections

1. _____

2. _____

Afternoon Tea Selections

1. _____

2. _____

☐ Lunch Option ($15pp)

☐ À la carte option (POA)

Complimentary inclusions:
Tea & coffee station, selection of fresh juices, still & sparkling water

PLATTERS

QTY

____ x House made pork & fennel sausage rolls $65ea

____ x Pie Floater $60ea

____ x Slider Platter (20) $120ea

____ x Cheeseboard $140ea

____ x Charcuterie Board $140ea

____ x Vego Platter $100ea

____ x Meat Platter $100ea

____ x Mixed Platter $125ea

PAYMENT METHOD (Please note all credit card payments incur a 1.5% service fee)

☐ Cash ☐ Cheque ☐ Bank Card ☐ Visa ☐ Mastercard ☐ Direct Deposit

Name: ..... Signature: .....

Card #: ..... CCV: ..... Expiry: .....