

# Mulgrave Country Club

ABN 16 004 568 610



Mulgrave  
Country  
Club

*Your Club*

Updated  
01.04.2010

## Catering for Seminars

### SEMINAR PACKAGE

Welcome to Mulgrave Country Club, located on the corner of Wellington and Jells Roads Wheelers Hill, with access to the Monash Freeway just 500 metres away. We are proud of our Club and the welcoming environment created among all our guests, members and staff.

We have state of the art function rooms with seating capacity for 30 to 300 guests, catering for smaller get togethers to larger ceremonies. They will be sure to impress your family and guests.

The following pages outline our current function menu's ranging from finger food menus to fabulous two and three course sit down menus with all the trimmings.

For further information or to make an appointment to inspect our venue, please contact the Club on 9582 4600. Your function is important to us and if you have any queries please do not hesitate to give us a call.

Cnr Wellington & Jells Road  
Wheelers Hill, Vic 3150  
Telephone: 03 9582 4600  
Fax: 03 9582 4699

Email: [information@mulgravecc.com.au](mailto:information@mulgravecc.com.au)  
Website: [www.mulgravecc.com.au](http://www.mulgravecc.com.au)

For enquiries, please call: **03 9582 4600**

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### TERMS & CONDITIONS

#### BOOKINGS

Tentative Bookings are held for 10 days only after which the date will automatically be released. Once you have selected a date and chosen all details that you require for your function, you are required to pay a \$500 deposit to confirm your booking within one week. The deposit is held as a bond until the week following the function when it is fully refundable, unless damage has been caused by any person attending the function. Final numbers on which all charges will be made must be given to the club 7 days prior to the function.

#### CANCELLATIONS

The deposit will only be refunded if a function is cancelled at least 30 days prior to the confirmed date and providing the club is able to re-book the date. All other monies paid will be refunded.

#### PAYMENT OF ACCOUNTS

Payment in full for food and fixed price drink accounts must be received 7 days prior to the function by cash, bank cheque, eftpos or credit card. For an "on consumption" drink account, payment is required at the conclusion of the function by credit card or bank cheque with the balance by credit card or cash.

#### OTHER CHARGES

All charges made are inclusive of GST. Prices charged may vary slightly from those originally quoted, however all attempts will be made to communicate these to your function organisers. Functions held on Public Holidays will incur an additional charge of \$5 per person.

#### ENTERTAINMENT

Mulgrave Country Club can help put you in touch with a reliable agency for you to organise any type of entertainment you may require. Payment of entertainers is the responsibility of the function organiser. It is necessary to indicate whether your entertainers require a meal, if so one will be supplied at a cost of \$25 per person. Our jukebox can be made available for \$165 per night for non members or \$110 for members.

#### PARKING

Our underground car park caters for approximately 70 cars.

#### SEATING ARRANGEMENTS

Our seating arrangements are very flexible. Most arrangements are possible and our staff will prepare the seating in consultation with the client to suit the function requirements.

#### DECORATIONS

Nothing is to be nailed, screwed, stapled or adhered to any wall, door or other surface or part of the building. No streamers or other items can be attached to any part of the clubs fittings. Signage in the Mulgrave Country Club is to be kept to a minimum and must be approved by the Manager prior to the event. The only decorations permitted are table settings and helium balloons, which can be delivered to the Club on the day of the function. Any decorations put up by the organiser are to be removed by the organiser upon completion of the function.

#### TABLE LINEN

The club provides white linen table cloths and paper serviettes co-ordinated with your colour scheme.

#### FUNCTION DURATION

The function host is required to begin the function and vacate the premises in accordance with the time arranged and confirmed, subject always to Liquor Licensing requirements.

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### ADDITIONAL CONDITIONS & HOUSE RULES

#### ROOM HIRE

ROOM HIRE:	Full Day	Half Day
Mulgrave Room	\$400	\$225
Panorama Room	\$300	\$175
Brasserie	\$175	\$125

#### SERVING OF ALCOHOL

Mulgrave Country Club practices responsible serving of alcohol meaning that intoxicated or argumentative patrons will not be served. Intoxicated or noisy patrons from a function will not be allowed entry into the Wellington Lounge. Patrons must carry appropriate identification at all times whilst on club premises. Under aged patrons must not be supplied with alcohol and must be accompanied by a legal guardian (a brother, sister, aunt, uncle or older friend is not a legal guardian).

No alcohol or soft drink may be brought onto or consumed on the premises. Alcoholic presents or prizes must be taken from the club unopened.

#### REGISTRATION OF NON MEMBERS

As the Mulgrave Country Club is a club, it is a requirement of the Liquor Licensing Control Act that all non-members are "signed in". For this purpose a guest register is provided and all non-members must fill in their FULL name and HOME address upon arrival. Alternatively, a printed list of names and addresses may be provided by the host on confirmation of final numbers. In this case the guests will not be required to complete the guest register.

#### DRESS CODE

A person whose dress does not meet the generally required standard of the club, will not be allowed into the club. Function clients must observe the club's dress regulations when areas other than the function room are accessed. Mulgrave Country Club minimum standard is smart casual wear along with a neat and clean appearance. In general all smart shirts, blouses, smart jeans, slacks, shorts and skirts are acceptable. All smart shoes, sport shoes and sandals are permitted. Rubber thongs, scuffs and work boots are not permitted.

#### MUSIC VOLUME

After 11pm music volume must be decreased to a level over which the Function Manager has complete control and cease by 12.00am due to the Club being in a residential area. Please ensure all guests have vacated the Function Room prior to 1am.

#### DAMAGE OR THEFT

The hirer will be responsible for any damage that may occur in relation to your function. In addition the hirer indemnifies Mulgrave Country Club against any claim for loss, damage or theft of any goods belonging to the function organiser or their guests. Mulgrave Country Club strictly adheres to Health, Liquor & Safety Acts and all Federal and State Regulations. The hirer and their guests also undertakes to conform to these regulations as listed.

#### SMOKING POLICY

Guests will only be permitted to smoke in a nominated area.

#### DISPUTES

The decision of the Duty Manager shall be deemed final and conclusive.

#### SECURITY

If in the opinion of the Management of Mulgrave Country Club it is necessary to employ extra staff for the purpose of maintaining security at any function, the cost of \$150 (per guard) for employing such staff shall be added to the function charge, payable by the client.

**Please note that minimum charges apply for the use of facilities at Mulgrave Country Club at Management's discretion.**

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### CATERING OPTIONS

PLEASE NOTE:  
THE MINIMUM CHARGE  
FOR A SEMINAR IS \$250

#### Data Projector Hire

Full Day \$125  
Half Day \$60

#### Wireless Internet Access

Full Day \$80  
Half Day \$40

#### Note Pads & Pens

\$2.00 per person

#### Photocopying

20 cents per copy

For assistance in planning  
your function, please call us  
on **03 9582 4600** and our  
friendly staff will be happy to  
advise you.

### Tea, Coffee & Biscuits

\$5.00 per person

### Morning/Afternoon Tea

\$9 each

- Tea, coffee
- Biscuits
- Assorted Muffins and Danishes

### Sandwich Platter

\$60 each

Assorted Sandwiches  
15 rounds or 60 quarters

### Foccacia Platter

\$65 each

Assorted Foccacias  
12 whole or 24 halves

### Hot Finger Food Platter

\$55 each

Assorted Hot Finger Food

### Cake Platter

\$40 each

Assorted Tray Cake Platters

### Wrap Platter

\$65 each

Assorted Wrap Platter  
12 whole or 24 halves

### Cheese / Fruit Platter

\$50 each

- Cheese
- Kabana
- Biscuits
- Fruit

### Fruit Platter

\$40 each

Assorted Fresh Fruit



All fees are GST inclusive  
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