



Mulgrave
Country
Club

Your Club

Corporate Conference Packages



MULGRAVE COUNTRY CLUB

ABN 16 004 568 610

Corner Wellington & Jells Roads

Wheelers Hill 3150

Tel. 03 9582 4600 • Fax. 03 9582 4699

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information@mulgravecc.com.au





Thank you for considering Mulgrave Country Club to host your next Corporate Event.

Our experienced Functions and Events Team will guide you through the planning of your Business Event. Whether it is a Business Meeting for 5 people or a Conference for 200 people we have the facilities to cater for Conferences, Board Meetings and Seminars.

Located on the corner of Wellington and Jells Roads Wheelers Hill, Mulgrave Country Club has been in operation since 1961. The Club has been renovated in the recent years and is considered one of the finest licensed and sporting clubs in Victoria.

Our facilities are among the best and feature stylish and comfortable décor. Our facilities include 4 Private Function Rooms, a Bistro and an Undercover Car Park with ample free parking space.

Our Conference Packages can easily be tailored to your needs, with a range of catering options and package inclusions. Our dedicated Functions and Events Team will make sure the room is set up the way you would like it which includes Data Projector, Flip Charts and Whiteboards.

We invite you to book an appointment with our experienced Functions and Events Team for a private tour of our facilities.

We look forward to hearing from you.

K. A Scarlett

Kerry Scarlett

General Manager

Room	Open Rounds	Class Room	Board Room	Theatre	U Shape	Half Day	Full Day
Mulgrave Room+B2	200	-	-	300	-	\$550	\$750
Mulgrave Room	100	-	-	200	N/A	\$450	\$650
Panorama Room	100	-	50	180	40	\$350	\$500
Panorama 1	21	30	12	30	20	\$270	\$395
Panorama 2	28	50	24	50	24	\$270	\$395
Club Room	36	36	40	50	25	\$320	\$400
Terrace	Up to 50 Corporate Lunch or Dinner					\$300	-

Please note each Corporate function requires a minimum spend of \$550.00 for the Heritage room and Club room.

Room Hire Inclusions:

- Data Projector and Screen
- White Boards
- Flip Charts
- Audio Requirements
- Lectern
- Wi-Fi
- Iced Water



Extras

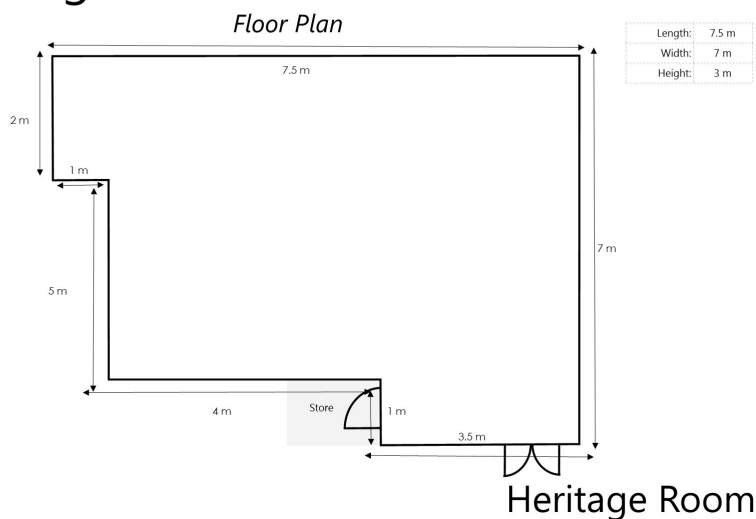
- Catering
- Beverages
- Pens and Notepads



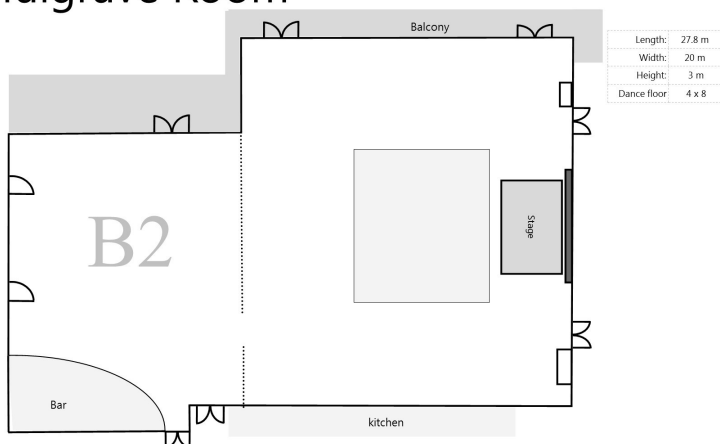
Heritage Room:

- Caters for up to 40 people
- Data Projector and Screen
- Air Conditioning
- Block out Blinds

Heritage Room



Mulgrave Room



Mulgrave+B2

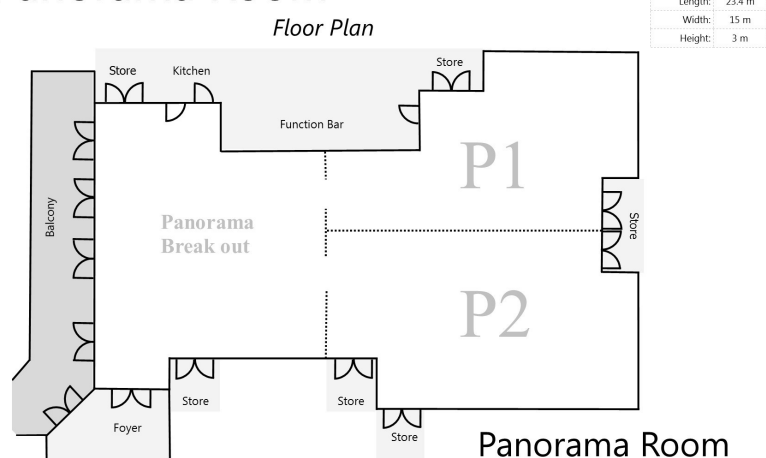
Mulgrave Room+B2:

- Caters for up to 250 people
- Can be divided into a smaller room catering for a maximum of 200 people
- Data Projector and Screen
- Air Conditioning
- Block out Blinds
- In built Sound System

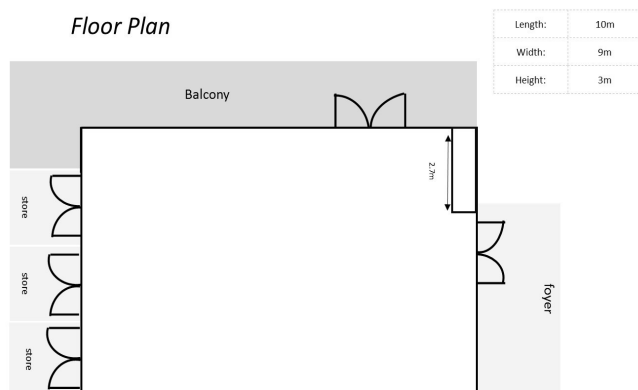
Panorama Room:

- Caters for up to 150 people
- Can be divided into 3 smaller rooms
- Possibility of hiring P1 or P2 or Whole Room with break out area
- Data Projectors and Screens
- Air Conditioning
- Block out Blinds
- Large Private Balcony
- Fully catered Bar
- In built Sound System

Panorama Room



Club Room



Club Room:

- Caters for up to 50 people
- Data Projector and Screen
- Air Conditioning
- Block out Blinds
- Private undercover Balcony
- Floor to Ceiling windows

FULL DAY Corporate Package \$70.00 per delegate

Morning Tea - Working Lunch - Afternoon Tea

Minimum 30 people

HALF DAY Corporate Package \$60.00 per delegate

Morning Tea and Working Lunch OR Working Lunch and Afternoon Tea

Minimum 30 people

Inclusions

Room Hire
Tea and Coffee Station
Projector and Screen
Wi-Fi
Flip Charts
White Boards
Roving and Lapel Microphones
Pens and Note Pads
Mints on table
Lectern
Iced Water



Morning Tea and / or Afternoon Tea

Choice of Two - Served 50/50

Warm Danish Pastries
Warm Assorted Sweet Muffins
Scones with Cream and Preserves
Warm Banana Bread and Butter
Plain Croissants with Jam and Butter
Croissants filled with Ham, Cheese and Tomato
Assorted Cakes - Afternoon Tea Only
Assorted Slices - Afternoon Tea Only
Fresh Fruit Platters- Afternoon Tea Only

Working Lunch

Items Included

Assorted Sandwich Platters
Assorted Wrap Platters
Selection of Hot Finger Food Platters
Seasonal Fresh Fruit Platters

Jugs of Soft Drink

*\$5pp Dietary Requirements

While we will endeavour to accommodate requests for special meals for customers who have food allergies or intolerances, we cannot guarantee completely allergy-free meals. This is due to the potential of trace allergens in the working environment and supplied ingredients.

Morning Tea & Afternoon Tea Options

Tea and Coffee with 1 Food Item per person — \$12.00

Tea and Coffee with 2 Food Items per person — \$16.00

Morning Tea Food Items

Warm Assorted Danish Pastries

Warm Assorted Sweet Muffins

Scones with Cream and Preserves

Warm Banana Bread and Butter

Plain Croissants with Jam and Butter

Croissants filled with Ham, Cheese and Tomato

Afternoon Tea Food Items

Warm Assorted Danish Pastries

Warm Assorted Sweet Muffins

Assorted Petits Cakes

Scones with Cream and Preserves

Assorted Slices

Fresh Fruit Platters

***\$5pp Dietary Requirements**

Working Lunch - Lunch Boxes \$18.50

Groups of 30 and Below

SERVED INDIVIDUALLY IN BENTO BOXES

(All boxes get served with Seasonal Fruit salad)

Please Select 1 Item

Ribbon Sandwich

Filled Roll

Wrap

Filling: Chicken & Salad **OR** Ham, Cheese & Salad

Please Select 1 Item

Greek Salad

Pesto - Pasta Salad

Beetroot, Pumpkin & Feta Salad

Coleslaw

Please Select 2 Item

Beef & Red Wine Pie

Chicken, Mushroom & Leek Pie

Cauliflower Cheese & Leek Pie

Spinach & Ricotta Roll

Beef Sausage Roll

Rice Paper Roll

\$5pp Dietary Requirements

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Working Lunch - Food Platter Options

\$55 Sandwich Platter

Assorted Club Sandwiches - Serves 8

\$85 Wrap Platter

Assorted Wraps - 16 pieces

\$85 Cocktail Bread Roll Platter

Assorted Cocktail Rolls - 16 Cocktail Rolls

\$85 Hot Finger Food Platter

Chef's selection – 5 items - 50 pieces

\$95 Gourmet Pies Platter

Chef's Selection : Beef & Red Wine - Chicken, Mushroom & Leek - Cauliflower, Cheese & Leek - Butter Chicken

\$95 Gourmet Quiches Platter

Quiches Lorraine - Spinach & Cheese quiches - Sundried tomato, Basil & Feta Quiches

\$95 Gourmet Pastry Rolls Platter

Classic Beef Sausage Rolls - Spinach & Ricotta Rolls

\$60 Cake Platter

Assorted tray of Cake Slices

\$60 Fresh Fruit Platter

Assorted tray of Seasonal Fruits

\$95 Cheese Platter

Selection of 3 cheeses (Brie, Blue & Tasty Cheese Cubes)/ Biscuits/ Fresh and Dried Fruits/ Nuts)

\$95 Antipasto Platter

Selection of Salami/ Prosciutto/ Kabana/ Ham/ Olives/ Mozzarella/ Bread sticks/ Chargrilled Zucchini/ Eggplants/ Sweet Bread Peppers/ Sweet Potatoes

\$85 Sushi Platter - minimum 3 Platters

Assorted Sushi Platter - 50 pieces

\$85 Rice Paper Rolls Platter - minimum 3 platters

Assorted Rice Paper Rolls - 20 pieces

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Tea and Coffee Station with biscuits

Half day Tea and Coffee with Assorted Biscuits — \$7.00 per person*

All day Tea and Coffee with Assorted Biscuits — \$12.00 per person*



Cold Beverages

Bottled Water \$2.00 each

Bottled Soft Drink \$4.50 each

Jug Soft Drink \$11 each

Corporate Breakfasts

\$55pp - Buffet Breakfast

minimum of 50 guests

On Arrival

Apple and Orange Juice

Tea Chest and Freshly Brewed Coffee

Croissants

Selection of Spreads

Fresh Fruit Platter

Plated Breakfast

Scrambled Eggs

Bacon

Grilled Tomatoes

Sautéed Mushrooms

Breakfast Sausages

Hash Browns

English Muffin

TERMS AND CONDITIONS

BOOKING & CONFIRMATION

Tentative bookings are held for seven days only. Function clients are required to pay the associated room hire fee and return signed terms and conditions to confirm their booking or the request will automatically be released. Final numbers on which all charges will be made must be given to the club seven days prior to the function.

DEPOSIT

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

PAYMENT OF ACCOUNT

Payment for room hire, security (if applicable), food and fixed price drink accounts can either be paid prior to the function by cash, bank cheque, eftpos or credit card or after conclusion of function by invoice sent to the client. (Amex Card payments will incur a 1% surcharge and 3% for Diners). Refunds cannot be given for guests once final numbers have been given.

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 our function clients. Functions held on Public Holidays will incur an additional charge of \$10 per person and an additional charge of \$5 per person will apply to functions held on Sundays.

RESPONSIBLE SERVING OF ALCOHOL

Mulgrave Country Club practices responsible serving of alcohol meaning that intoxicated or argumentative patrons will not be served and will be asked to leave.

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 responsible adult. No alcohol or other beverages are to be brought onto the club premises unless being used as presents or prizes. All beverage presents or prizes must be taken from the club unopened.

SIGNING IN

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 client 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.

RESPONSIBILITY

Sparklers, Large Candles, Smoke and Fog Machines are prohibited from use. Guests are only permitted to smoke in nominated areas. If the MFB is required to attend through the use of the previously listed, the client will be liable for any charge incurred. The decision of the Duty Manager shall be deemed final and conclusive.

PROPERTY DAMAGE OR THEFT

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

There is to be nothing stuck to any of the walls, including with blue tack, sticky tape or removeable adhesive

DIETARY REQUIREMENTS

Should any of your guests require a special dietary meal this is to be notified at least 7 days prior to your function. All dietary requirements except for vegetarian and vegan meals come with a \$5 surcharge.

PARKING

Our car park caters for approximately 140 cars underground and 270 cars above ground.

SEATING

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.

MINIMUM CHARGES

Please note that minimum numbers apply for the use of the Mulgrave Room and Panorama Rooms on Fridays, Saturdays and Sundays. See Room Hire charges for details.

COVID 19 RESTRICTIONS AND CANCELLATIONS

Menus & Room Capacities are subject to change due to COVID 19 restrictions and current Victorian DHHS guidelines

If your event is cancelled because of COVID 19 restrictions released by Victorian DHHS you will receive a refund of your deposit.

Mulgrave Country Club will supply the COVID SAFE PLAN upon request .

Due to contact tracing requirements, we ask that when arriving onsite you prepare to check-in using our QR Code via a mobile device to ensure a streamlined entry into the venue.

As we are a Club you will also be required to sign in using our tablets with a license or manually for liquor licensing requirements. Those guests without a mobile device can also sign into the tablets for contact tracing requirements.



**Mulgrave
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Your Club

Function Details

Function Date _____ Function Room _____

Company Name _____

have read and accept the terms and conditions above and the Mulgrave Country Club's Responsible Serving of Alcohol Policy.

Name of Event: _____

Contact Person _____

Client's Contact Number : _____

Client's Email Address : _____

Client Signed

Functions Manager/Coordinator Signed

Date

Date

MCC STAFF ONLY

Security Guard YES/NO





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Your Club

**Credit Card Authorisation Form– This is required to be filled out and kept as a bond no money will be taken
unless authorised by card owner**

NAME ON CARD: _____

TYPE OF CARD: ☐ VISA ☐ MASTERCARD ☐ AMEX (Surcharge Applies)

CARD NUMBER: ____/____/____/____

EXP DATE: ____/____/20____

CVV/ SECURITY CODE: ____

(VISA and MASTERCARD- Last 3 digits on back of card. AMEX- 4 Digits on front top right of card)

BILLING ADDRESS: _____

CITY: _____ STATE: _____ POST CODE: _____

PHONE NUMBER: (____) _____ - _____

BY SIGNING THIS DOCUMENT, I AUTHORISE THE MULGRAVE COUNTRY CLUB TO USE MY CREDIT CARD DETAILS,
PROVIDED ABOVE, TO COLLECT ANY MONEY SHOULD DAMAGES BE DONE TO THE VENUE IN RELATION TO MY FUNCTION.
FINAL AMOUNT WILL BE DETERMINED BY THE GENERAL MANAGER.

SIGNED BY CARD HOLDER: _____

DATE: ____/____/20____

DATE OF FUNCTION: _____

NAME OF FUNCTION: _____