



61 Racecourse Road,
PO Box 141, Pakenham
VIC 3810
P: (03) 5941 1207
F: (03) 5941 3133



71 Racecourse Road,
PO Box 141, Pakenham
VIC 3810
P: (03) 5941 4855
F: (03) 5941 4949

Cardinia Club

Function Pack





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TELOPIA LOUNGE FUNCTION INFORMATION

If you are planning an Engagement, Anniversary, Birthday or any special occasion. The Telopia Lounge is the perfect place to relax and enjoy a great night out.

Our Telopia Lounge can accommodate 50 -130 guests.

With comfortable seating and a cozy fireplace for those cold winter months. It is fully air – conditioned and has its own private facilities and bar.

Food packages are available hot and cold at great prices.

To experience what the Cardinia Club can do for you on your special day!

Contact Aranka on (03) 5941 4855 for further information.



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COCKTAIL MENU

Please select your options from the following:

- Choice of 4 cocktail snacks \$15.00 per head
- Choice of 6 cocktail snacks \$18.00 per head
- Choice of 8 cocktail snacks \$20.00 per head

Choices consist of an average of 8-12 pieces per guests depending on the package selected.

<i>Menu Item</i>	<i>Side Sauces</i>	<i>Selection</i>
Chicken Strips	Tomato Sauce	
Vegetable Spring Rolls	Sweet Soy Sauce	
Bruschetta Bread		
Cocktail Samosas	Tomato Sauce	
Shitake Mushroom Puffs	Sweet Soy Sauce	
Assorted Pizza		
Fish Goujonette	Tartar Sauce	
Cocktail Party Pies	Tomato Sauce	
Flame Grilled Meat Balls	BBQ Sauce	
Sausage Rolls	Tomato Sauce	
Assorted Mini Quiches		
Mini Dim Sims	Sweet Soy Sauce	
Spicy Chicken Devil Wings		



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Booking Agreement

Client Name: _____

Contact Name: _____

Address: _____

Post code: _____

Phone :(w) _____ (h) _____

(m) _____ fax _____

Email: _____

Function Details:

Date: _____ Time: _____

Occasion: _____ No: of Guests: _____

Function Area: Telopia Lounge
 Boardroom
 Bistro (sit down function)

Food Option: _____

Beverage Options: _____

Special Requests: _____

I, the named client agree to pay a deposit of \$_____ being for the above stated function and the balance to be paid two (2) weeks prior to the above function.

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 night.

Card No: _____ Exp: _____ Sec No: _____

- Final food and beverage must be confirmed 14 days prior to the day on which the function is held.
- A minimum number of guests must be confirmed 14 working days prior to the day on which the function is to be held
- If the booking is cancelled, the client may forfeit the entire deposit. (see Terms and Conditions)
- I have read, understood and agree to the Terms and Conditions attached

Signed on behalf "The Cardinia Club"

Signed by the Client

Signature _____

Signature _____

Name _____

Name _____

Date _____

Date _____



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BOARDROOM HIRE

The Cardinia Club Boardroom is available for private hire.

Our boardroom can accommodate up to thirty people sit down or
up to forty people theatre style.
Boardroom facilities include whiteboard, internet, television, DVD
facilities and projector

Tea and Coffee is supplied.
Meals and Finger Food can be arranged upon request. Please see
Functions Manger for details.

ROOM HIRE

Four Hours \$80.00
All Day \$120.00
Venue Opens at 9am

For more information please contact the Cardinia Club on
(03) 5941 4855



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TERMS AND CONDITIONS

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.

Deposit

A deposit is required for any of the function spaces, in order to secure a booking. The deposit is non-refundable, subject to the cancellation policy of these Terms and Conditions.

Upon receiving the deposit and signed confirmation, you accept these Terms and Conditions, The Cardinia Club will forward you a confirmation receipt.

Cancellation

If the client has made a Booking, the client may cancel the booking (notified to the Cardinia Club during normal business hours), but where the Client:
Cancels a Booking 7 days or less prior to the day on which the function is to be held, the client shall forfeit the entire deposit.

Confirmation

- ✓ Final details must be confirmed 14 days prior to the day on which the function is to be held.
- ✓ A minimum number of guests must be confirmed 14 days 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 bar prices with the venue.
- ✓ All prices are inclusive of any goods and services tax, consumption tax, or similar value added tax.

Initial _____



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Consumption

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

Damage

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 it's clients, business, security or reputation. The Cardinia 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 clause for cancellation or discount of a booked function.

Function Duration

Commencement time for daytime functions is from 9am and evening functions from 7pm onwards. Conclusion time for daytime functions is 4pm, unless otherwise approved by The Cardinia Club.

Initial _____