

Celebration of Life

At Mulgrave Country Club



We understand the difficulty experienced when losing a loved one. Our professional team of dedicated staff can assist you in organising your special event in a personal and intimate setting.

To create a celebration in memory of a loved one, please contact our Functions and Events Team directly.

MULGRAVE COUNTRY CLUB

ABN 16 004 568 610

Corner Wellington & Jells Roads Wheelers Hill 3150

Tel. 03 9582 4600 • Fax. 03 9582 4699

www.mulgravecc.com.au • information@mulgravecc.com.au



Your Club

Room Hire Costs

5 hours

	Capacity	Members	Non Members
Heritage*	50	\$100	\$150
Panorama**	150	\$225	\$275
Mulgrave**	250	\$300	\$350
Mulgrave + B2	300	\$450	\$500

*Please note there is no bar in the Heritage Room

**Please note minimum numbers are required for the Mulgrave Room and Panorama Room on Fridays, Saturdays and Sundays as follows:

Mulgrave Room: Minimum of 150 people

Panorama Room: Minimum of 80 people

*Functions held on Sunday will incur an additional charge of \$5 per person

Functions held on Public Holidays will incur a additional charge of \$10 per person

Inclusions

5 Hour Duration

White Table Cloths

Iced Water Station

Napkins

Easel

Optional Extras

Data Projector & Screen — \$80.00

Mulgrave Room:

- Caters for up to 300 people
- Data Projector and Screen
- Air Conditioning
- Block out Blinds
- Inbuilt Audio System
- Bar Facilities



Panorama Room:

- Caters for up to 150 people
- Possibility of hiring whole room with break out area
- Data Projectors and Screens
- Air Conditioning
- Block out Blinds
- Private Terrace with Heaters
- Bar Facilities
- Inbuilt Audio System



Heritage Room:

- Caters for up to 50 people
- Data Projector and Screen
- Air Conditioning
- Block out Blinds



CATERING

Sandwich Platters

\$55 - Assorted Sandwiches — serves 8

Wrap Platter

\$85 - Assorted Wraps - 16 pieces

Cocktail Bread Roll Platter

\$85 - Assorted Cocktail Rolls - 16 Cocktail Rolls

Hot Finger Food Platter

\$85 - Chefs Selection of 5 items - 50 Pieces

Cake Platter

\$55 - Assorted Tray Petits Cake Slices

Fresh Fruit Platter

\$60 - Assorted Tray of Seasonal Fruits

Cheese Platter

\$95 - Selection of 3 cheeses (Brie, Blue, Tasty Cheese Cubes)
Biscuits / Fresh and Dried Fruits / Nuts

Antipasto Platter

\$95 - Selection of

Salami / Prosciutto / Kabana / Ham / Olives / Mozzarella / Bread Sticks
Chargrilled Zucchini / Eggplants / Sweet Bread Peppers / Sweet Potatoes

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.

BEVERAGE

Option 1 - On Consumption (Bar Tab)

Mulgrave Country Club can provide your choice of drink selections up to the value that you nominate.

Our staff will ensure that this level of spending is observed. We suggest Light and Heavy Beer, Red and White Wine, Soft Drink, Orange Juice and Sparkling Wine to Honour.

Option 2 - Individual Purchase

Drinks can be paid individually by guests from the Bar.

Tea & Coffee Station

Tea Chest and Freshly Brewed Percolated Coffee,

Small Station 0 - 50 guests — \$80

Medium Station 51– 120 guests — \$120

Large Station 121+ guests — \$200



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 ten 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

Payment for security (if applicable), food and fixed price drink accounts must be received in full, ten 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 cash. (Amex Card payments will incur a 1% surcharge and 3% for Diners). Refunds cannot be given for guests once final numbers and payment have been received.

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. Noisy patrons from a function 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. Potato chips, nuts, pretzels and a celebration cake are only permitted to be supplied by the client for consumption at the function.

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.

PROPERTY DAMAGE

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.

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.

SECURITY

If in the opinion of the Management of Mulgrave Country Club it is necessary to employ additional staff for the purpose of maintaining security at any function, the cost of \$180 (for one security guard for every 100 persons max) for employing such staff shall be added to the function charge, payable by the client.

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. The only decorations permitted are table settings and helium balloons, which can be delivered to the club on the day of the function. All decorations and equipment are to be removed by the client upon completion of the function.

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

IN ADDITION

DATA PROJECTOR & WIRELESS INTERNET

Data Projector and Screen Hire can be arranged through the club at a cost of \$60 for 5 hours

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.

DECORATIONS

The club can arrange flowers and table decorations to suit your requirements at a very competitive price. Please ask our Functions and Events Team for details.

MINIMUM CHARGES

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

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.

RESPONSIBLE SERVICING OF ALCOHOL POLICY

Mulgrave Country Club is committed to the responsible serving of alcohol because we:

- Aim to provide a safe and friendly environment for our guests and staff
- Want to abide by our legal obligations under the Liquor Control Reform Act 1998.

Our staff are trained in the Responsible Service of Alcohol (RSA). We seek the co-operation of patrons to assist us in achieving our aim to provide the best possible experience for you and your guests.

Therefore, we adopt the following RSA practices for functions:

Whilst the final decision in respect to RSA issues will at all times be the responsibility of the venue, we require you to nominate a responsible person to assist our staff with any issues regarding liquor service at your function.

Minors will be required to be identified, and will not be served alcohol during the function.

Water and non-alcoholic beverages will be readily available at all times.

Guests will be asked before glasses are topped up with alcoholic drinks.

We reserve the right to stop the supply of alcohol to the function guests, or any particular guest/s if it becomes apparent at any time (even prior to scheduled finish) that the guests are intoxicated.

Guests who are intoxicated will not be served any alcohol and will be required to leave the premises.

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All guests are encouraged to ensure they have safe transport from the function.

Staff will offer to call a taxi for any guest/s they consider should not be driving.

We respect our neighbors, and encourage our customers to leave the premises in a manner that does not disturb the amenity of the area.

We know that you will agree with the sentiments of this policy, and it is understood when you book your function. Your co-operation with the objectives set out above is a term of the contract between us. We will not be liable for any loss experienced by you or your guests by the implementation of any of the elements of this policy.

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 .

Food will be split and served to the tables guests will need to be seated when eating and only those guests from that table may eat off those platters.

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
Country
Club**

Your Club

Function Details

Function Date _____ Function Room _____

I/We _____

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

Client's Contact Number _____ Client's Email Address _____

Name of loved one: _____ Celebration of life

Client Signed

Functions Manager Signed

Date

Date





Mulgrave
Country
Club

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: _____