



CELEBRATION OF LIFE

Mulgrave Country Club

Corner of Wellington & Jells Roads, Wheelers Hill VIC 3150

information@mulgravecc.com.au

(03) 9582 4600

mulgravecc.com.au

ROOM OPTIONS



MULGRAVE ROOM

- Caters for up to 300 people
- Private Bar
- Data Projector and Screen
- In built Audio System
- Portable Stage

PANORAMA ROOM

- Caters up to 150 people
- Private Bar
- Data Projector and Screen
- In built Audio System
- Private Balcony



HERITAGE ROOM

- Caters for up to 50 people
- *Bar Directly outside room*
- *Data Projector and Screen*



PACKAGES

PACKAGE 1 - \$1,500

Up to 50 Guests

PACKAGE 2 - \$2,400

Up to 80 Guests

PACKAGE 3 - \$3,600

Up to 120 Guests

PACKAGE INCLUSIONS

Area Fee — 4 hour duration

Data Projector

Microphones

Sandwich Platters

Hot Finger Food Platters

Cake Platters

Fruit Platters

Tea and Coffee Station

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

All dietaries are to be declared when supplying final details. While we will endeavour to accommodate requests for special meals for customers who have food allergies or intolerances, we cannot guarantee complete allergy-free meals. This is due to the potential trace of allergens in the working environment and supplied ingredients.





BEVERAGES

IN ADDITION TO PACKAGE

Option 1: On Consumption (Bar Tab)

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

We suggest a Standard Bar Tab which consists of:

BEER

Carlton Draught Tap Beer
Great Northern Tap Beer—Mid strength
Bad Shepherd Pale Ale

WINE

Tread Softly Moscato
Tread Softly Pinot Grigio
Tread Softly Sauvignon Blanc
Tread Softly Rose
Tread Softly Prosecco
Tread Softly Shiraz
Tread Softly Pinot Noir

SOFT DRINK / JUICE

Cola / Diet
Lemon Squash
Lemonade
Raspberry Lemonade
Dry Ginger Ale
Tonic Water
Soda Water

Orange Juice
Apple Juice

Option 2: Individual Purchase

Drinks can be paid individually by guests from the bar.



TERMS & CONDITIONS

BOOKING & CONFIRMATION

Tentative bookings are held for seven days only. Function clients are required to pay the deposit fee and return of signed Terms and Conditions forms to confirm their booking. Final numbers on which all charges will be made must be given to the club 10 days prior to the function.

DEPOSIT

A \$500 Deposit is required in addition to the signed Terms and Conditions forms to confirm your event.

PAYMENT

Full payment for the event is required 7 days prior to the event date or once Final Details are confirmed.

Any additional beverages will be paid during or on conclusion of the event.

Payment methods: cash, bank cheque, eftpos or credit card. All card transactions will incur a 0.38% surcharge. Amex Card payments will incur a 1% surcharge.

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.

Please note that minimum numbers apply for all event spaces. Please speak to the Function Manager to clarify if this applies to your event.

SURCHARGES

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

Functions held on Sundays will incur an additional charge of \$5 per person.

CANCELLATIONS & REFUNDS

14 days or less: **no refund**

Cancellation must be in writing. The effective date is the date of dispatch.

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 attire does not meet the Club's required standard will not be allowed into the premises. 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, 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.

DECORATIONS/ PROPERTY DAMAGE

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. Confetti is not permitted either inside or outside the premises. All decorations and equipment are to be removed by the client upon completion of the function.

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.

PARKING

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

CATERING

No in house catering is allowed to be taken off the premises.



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 Serving 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.

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.

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. The bar will close 15 minutes prior to schedule function conclusion time.

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.





FUNCTION DETAILS

FUNCTION DATE: ____ / ____ / ____

FUNCTION ROOM: Heritage Panorama Mulgrave

PACKAGE CHOICE: Package 1 Package 2 Package 3

NAME OF LOVED ONE: _____

CLIENT FULL NAME: _____

CLIENT CONTACT NUMBER: _____

CLIENT EMAIL ADDRESS: _____

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

CLIENT'S SIGNATURE _____

FUNCTION MANAGER'S SIGNATURE _____

DATE: ____ / ____ / ____

DATE: ____ / ____ / ____

Mulgrave Country Club



PAYMENT DETAILS

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

(0.38% surcharge applies to Visa/Mastercard or 1% to Amex transactions)

CARD NUMBER:

EXPIRY DATE: /

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: _____

CONTACT 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.

CLIENT'S SIGNATURE _____

DATE: ____ / ____ / ____ FUNCTION DATE: ____ / ____ / ____

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