



CARDINIA PARK HOTEL

Function Package

(03) 9707 1188 functions@thecardiniparkhotel.com @thecardiniparkhotel
200 Beaconsfield - Emerald Rd, Beaconsfield 3807

www.thecardiniparkhotel.com.au



Open 7 days a week

We will cater for your event, occasion, celebration and budget. We have a variety of function areas for hire and we can tailor to your needs.

- Weddings
 - Parties
 - Birthdays
 - Charity Events
 - Celebration of Life
 - Anniversaries
 - Business Meetings
 - Sporting Club Events
- We have the room for you*

We also offer dining packages for every budget, wheelchair-accessible facilities and a dedicated functions team to ensure everything runs smoothly!

200 Beaconsfield-Emerald Rd, Beaconsfield

PH | (03) 9707 1188 EM | info@thecardiniparkhotel.com.au FB: /cardinia.park.hotel INSTA: @cardiniaparkhotel

Function Rooms

CONFERENCE ROOM

Hire for a ½ day or full day with still and sparkling water, tea & coffee, jugs of soft drink included.

Seated: 26 guests



BISTRO

The main bistro is perfect for large group functions such as birthday dinners, celebration of life events and much more. It is a spacious and versatile space.

Seated: 100 guests | Standing: 150 guests

SPORTS BAR

This function room is ideal for engagement parties, birthday parties, presentations and more. The flexible layout of the room allows easy customisation to suit your specific event requirements. Offering indoor and outdoor area.

This space is equipped with an internal and external sound system as well as multiple TVs to suit any entertainment needs.

Seated: 50 guests | Standing: 100 guests



MARQUEE

The marquee provides the perfect setting for a memorable and successful event. The space is perfect for a private sit-down lunch or dinner and can be also set up to suit intimate cocktail events. Located in a convenient and accessible area that has ample parking close by.

Seated: 35 guests | Standing: 75 guests



BISTRO ALFRESCO

This function space is designed to accommodate various types of events, from birthday parties, baby showers, corporate lunches & large family gatherings. The space features outdoor heating and mood lighting during the night, creating a welcoming atmosphere for all guests.

Seated: 70 guests | Standing: 100 guests



SUPPLIERS

Please don't hesitate to be in touch with our events team who will be able to recommend a preferred supplier. The Cardinia Park Hotel have developed an outstanding list of suppliers. Our preferred suppliers list can be forwarded to you after confirmation of your booking.

WHAT WE OFFER:



CANAPE PACKAGES



SEATED MENU PACKAGES



PRIVATE BAR



10-500 PPL



TEA & COFFEE AVAILABLE



AUDIO VISUAL CAPABILITIES



DISABILITY ACCESS



Canapes

FINGER FOOD

Calamari GF
w/ lemon aioli

Arancini Balls GF, V
w/ pesto aioli

Duck or Veg Spring Rolls
w/ soy sweet chilli

Cauliflower Bites GF, V
w/ sweet chilli aioli

Beef or Grilled Chicken Sliders

Prawn Twisters GF,
w/ tartare

Party Pie & Sausage Rolls
w/ tomato sauce

PIZZAS

 GF base available

Vegetarian

Meat Lovers

Margarita

Tandoori Chicken

FORK FOOD

Mushroom Risotto GF, V
mix of selected forest mushrooms &
spinach, arborio rice

Moroccan Salad GF, V
roasted vegetables, mixed greens, cous
cous, sun-dried tomato dressing

**Pumpkin Ricotta &
Spinach Filled Ravioli** V
creamy garlic sauce

Creamy Garlic Prawns GF
white rice, creamy garlic prawns

ASSORTED SANDWICHES

 GFO

Ham, cheese

Chicken, rocket, mayo

Egg, lettuce, tomato

Lettuce, tomato, onion (V)

ANTIPASTO PLATTER

GFO

Hand picked selection of cheese,
cured meats, marinated olives, charred
capsicum, dips, crackers, grissini, dried
fruit & nut selection, bread & dip option



Set Menu

ENTREES

Soup of Chefs Choice served with rosemary buttered croutons **GFO**

Garlic Bread melted cheese, glaze

Toasted Turkish Bread pico-de-gallo, parmesan, rocket, drizzle olive oil

Chicken Tika Pieces marinated in tandoori spices, mint yogurt onion, rocket, mango salad

MAIN MEALS

Grain Fed Poterhouse Steak cooked medium rare, seasonal veg, red wine juice **GF**

Pan Fried Tasmanian Salmon roasted asparagus, potato rosti, wasabi mayo **GF**

Lemon Herb Marinated Chicken Breast crispy scallop potatoes, sauteed greens, bernaise sauce **GF**

Mushroom Risotto medley mushrooms, spinach, onion, garlic & white wine sauce **GF, V**

Pumpkin Parmesan Fetta Filled Ravioli Pasta spinach, onion, toasted pine nuts, pumpkin seeds, creamy garlic & white wine sauce **V**

DESSERT

Warm Apple Crumble strawberries, whipped cream

Lemon Meringue Tart cream, berry coulis

Sticky Date Pudding warm butterscotch sauce, cream

Lemon Poppy Seed berry coulis, cream, strawberries **GF**



Celebration of life

We understand this can be a difficult time for you and your family, so be rest assured that our team are committed to making this process as easy as possible for you and your family.

We offer a range of platter & beverage options for post funeral gatherings and can provide the use of screens on request.

If you require something specific, please don't hesitate to discuss details further with our staff, who will ensure the event is tailored to your requests.

PLEASE REFER TO CANAPE PACKAGES FOR PRICES



Corporate events

The bistro private section is the perfect setup for your next corporate event, as there is a built in projector to support all of your audio & visual needs. The room can be arranged to suit a theatre style for presentations, or a board room style setting.

We can supply a morning tea platter which is perfect for light nibbles, or more substantial canapes to suit a bigger lunch. If you have any requests for food or drinks, please ask one of our friendly staff members to see if that can be organised for you!

Food Packages

MORNING TEA

a selection of danishes, muffins and assorted pastries

CANAPE SELECTION AVAILABLE

please refer to canape packages for options and prices

Booking Form

A N D

Terms & Conditions

BOOKING FORM

FULL NAME _____

CONTACT NUMBER _____

CONTACT EMAIL _____

COMPANY _____

DATE OF FUNCTION _____ TIME OF FUNCTION _____

OCCASION _____ NO. OF GUESTS _____

PACKAGE SELECTED _____

BEVERAGE DETAILS

CANAPE DETAILS

CAKE YES NO

DEPOSIT PAID YES NO

DEPOSIT AMOUNT \$ _____

MINIMUM SPEND \$ _____

MINIMUM SPEND CONFIRMED YES NO

Booking Confirmation

To confirm a reservation, on date of booking, 50% of payment must be made and signed booking form (including terms and conditions) must be returned. Tentative reservations may be held for seven days upon request. If a signed booking form and the 50% of payment amount has not been received in this time, the venue reserves the right to release the space. Please note all minimum spend requirements are inclusive of catering and beverage spend only, and any additional costs incurred, including security and entertainment are not counted towards the final minimum spend figure. Payment may be paid via any major credit card, EFTPOS or cash. All prices quoted in the above functions pack are inclusive of GST and subject to change.

Final Payment

Full payment must be made 14 days prior to the event. All room set up requirements, and catering and beverage details are to be confirmed a minimum of 10 days prior to the function date. Full payment of all catering is required no less than 14 days prior to the event date. Beverage payments can be made in advance or at the commencement of the function. Should payment not be made, management reserves the right to cancel the function and the deposit will be forfeited. In the event that attendance differs from the final booking (14 days before the event), you will be charged per head for each additional guest, with no guarantee they will be catered for. If attendance is less than the finalised number, no refund will be made for those guests.

Minimum Spend

Hosts must meet the minimum spend requirement stipulated and agreed upon prior to the function and will be responsible for the difference if the amount is not met.

Cancellations

Cancellation of functions after the deposit has already been paid can only be done via direct consultation with management and only by the person who made the initial reservation and paid the deposit. In the event of a cancellation, the following fees will apply:

- More than 60 days notice Entirety of deposit refunded, less \$100 booking fee.
- 14 - 60 days notice 50% of deposit forfeited
- Less than 14 days notice Entirety of deposit forfeited
- Due to Covid-19, restrictions may change with very short notice. If your function requires cancellation due to a complete lock down, or serious restrictions, you will be refunded the full deposit and any other payments made, minus a \$100 booking fee.

Dietary Requirements

Please be advised that all care is taken when catering for special requirements. It must be noted that within the premises we handle nuts, seafood, shellfish, sesame seeds, wheat flour, eggs, fungi and dairy products. Patrons requests will be catered for to the best of our ability, but the decision to consume a meal is the responsibility of the diner.

Canapes

Canapes ordered are portioned per head and must reflect the actual number of people attending your event. If large numbers of additional attendees arrive at an event without being catered for, you may be charged following your event. We are unable to allow the split ordering of canapes and all canapes will be the same unless there are dietary considerations which need to be taken into account. Unless previously arranged with your functions manager, your canapes will be served in a random order starting 30 minutes after your event time and in 15 minute intervals following, until all pre-ordered food has been sent out. Please inquire with your functions manager if you need to abide by any dietary requirements.

Outside Contractors

Any products or services arranged externally to the hotel are the sole responsibility of the host. Any outside

contractors must liaise with management in all matters such as delivery, set up, pack downs, and will adhere to any direction given by staff members/management at Cardinia Park Hotel. Set up and pack down of such items also remains the sole responsibility of the host.

BYO

No food or beverage of any kind is permitted to be brought into the venue for consumption at a function by the host with the exception of a cake, whereby the host must receive written permission from management and an additional cakeage charge may apply.

Minors

The venue allows underage guests to attend functions, under the provision that they are supervised by a parent or legal guardian at all times. These guests are not permitted to leave the function space and must leave the venue at the conclusion of the event. Under no circumstances may any patron under the age of 18 years of age consume alcohol. If any minors are found to be consuming or in the possession of alcohol they will be asked to leave immediately in the company of their parent or legal guardian.

Guest Entry

Guest entry to functions will be permitted only within the agreed start and finish times. It is recommended that guests arrive within the first hour of the function, as the venue is unable to guarantee entry after this time. Management reserves the right to refuse entry to any patron in accordance with responsible service of alcohol procedures and the house policy. Additional function guests (beyond the number confirmed) may only be admitted in accordance with the venue's licensed capacity. Additional function guests will be charged the fee per head as agreed upon within the booking, and may not be catered for unless it is organised 14 days before the function.

Security

Management reserves the right to order additional security to ensure the safety of staff and patrons. If an event requires additional security the host will be notified and charged accordingly. An extra security guard will be required if hiring own DJ for the event for an additional cost of \$150.

Conduct

The host is responsible for conducting the function in an orderly manner. All venue policies, procedures and legal responsibilities apply to all guests and hosts, including total compliance to all responsible service of alcohol and house policy standards. It is the host's responsibility to ensure that all details given to guests in regards to the function are accurate. If a function is booked under false pretenses or a host provides false information, management reserves the right to cancel the function without notice, and at the expense of the host.

Damage

Please be advised that hosts are entirely financially responsible for any damage, breakage, vandalism or theft that is sustained to the function space and venue premises by guests, invitees or other persons attending the event. Should any extra cleaning or labour be required to return the premise to a satisfactory standard, this will be charged to the host. The venue does not accept responsibility for damage or loss of merchandise left at the venue prior to or after the function.

MINIMUM SPEND _____

I confirm that I, _____
have read and understood the above terms and conditions and agree to comply.

Customer Signature _____ Manager Signature _____ Date _____

Payment

DEPOSIT AMOUNT \$ _____

DEPOSIT PAID YES NO

FUNCTION DATE _____

FULL NAME ON CARD _____

CREDIT CARD NUMBER _____

EXPIRY DATE _____

3 DIGIT SECURITY CODE _____

- I hereby authorise Cardinia Park Hotel, Beaconsfield to pre-authorise and deduct payment for charges from my credit card relating to the above-named deposit as per the information.
- I understand that should the function booking be canceled with less than 14 days notice, that the entire amount of the deposit is non-refundable.
- I also understand that I (the guest) may be required to produce photo identification for company security and a photocopy of this may be kept on record for security purposes.
- I agree to all Terms & Conditions stated previously which may incur charges.

CARD HOLDER'S SIGNATURE _____

CARDHOLDERS NAME _____

DATE _____

Book your function now!

To reserve your desired date contact our
functions team today!

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