



CARDINIA PARK HOTEL

# *Function Package*

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200 Beaconsfield - Emerald Rd, Beaconsfield 3807

[www.thecardiniaparkhotel.com.au](http://www.thecardiniaparkhotel.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 also offer dining packages for every budget  
& wheelchair-accessible facilities.

Our team will ensure your event runs smoothly!

200 Beaconsfield-Emerald Rd, Beaconsfield

PH | (03) 9707 1188   EM | [info@thecardiniaparkhotel.com.au](mailto:info@thecardiniaparkhotel.com.au)   FB: [/cardinia.park.hotel](https://www.facebook.com/cardinia.park.hotel)   IG: [@cardiniaparkhotel](https://www.instagram.com/cardiniaparkhotel)



# Function Rooms

## CONFERENCE ROOM

26 people - ½ day \$300 room hire, full day \$550 room hire. This includes still & sparkling water, tea, coffee & jugs of soft drink.

Pastries \$15pp



## 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





## 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 an indoor and outdoor covered 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



## 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**



**BEVERAGE  
PACKAGES**



**10-200  
PPL**



**TEA & COFFEE  
AVAILABLE**



**BUILT IN  
PROJECTOR**



**DISABILITY  
ACCESS**







# Canapes

## FINGER FOOD

**Calamari** GFO  
w/ lemon aioli

**Arancini Balls** V  
w/ pesto aioli

**Bruschetta**  
turkish bread, pica de galo,  
parmesan, balsamic

**Pork Belly Bites**  
w/ korean bbq sauce

**Popcorn Chicken**  
w/ garlic aioli

**Prawn Twisters**  
w/ tartare

**Party Pie & Sausage Rolls**  
w/ tomato sauce

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## PIZZAS

Vegetarian

Meat Lovers

Margarita

Tandoori Chicken

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## DESSERT BAR

**Mini Mousse**  
strawberry | mango | chocolate

**Mini Cheesecake**  
oreo | new york | mixed berry

**Mini Lemon Meringue**

## STANDING MAINS

**Beef Sliders**  
cheese, tomato sauce

**Chicken Sliders**  
coleslaw, aioli sauce

**Pumpkin Sliders** V  
rocket, onion, mayonnaise

**Battered Fish & Chips**  
tartare sauce

**Calamari & Chips** GF  
aioli sauce

**Dumplings** VO  
cos lettuce, soy sauce

**Pumpkin Ravioli** V  
parmesan cheese

**Mini Chicken Parma & Chips**

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## ANTIPASTO PLATTER

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

\*small | medium | large - on request







# Set Menu

## ENTREES

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

**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 Porterhouse 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.







# *Corporate events*

The bistro private section is the perfect setup for your next corporate event. 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 or more substantial canapes to suit a bigger lunch. If you have any requests for food or beverages, please ask one of our friendly staff members to see if that can be organised for you!

*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

## **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 at a cost of \$350 if required.

## **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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