



MONASH University
Club

Menu And Information Pack

2010-2011

Contents

Breakfast Packages

Start your day with our light continental breakfast or Hot Gourmet breakfast

Tea and Coffee Breaks

From the bakery, fresh Danish, cakes, donuts and muffins to compliment your morning and afternoon teas

“Break out” working lunch selections

For a complete all day catering package from morning tea, lunch to afternoon tea

“food on the GO” & “pizza on the GO”

Let us bring the catering to you, simply complete the form and fax it back – it’s that simple!

Beverage List

Available in-house or delivered to you

Function Rooms

The facilities at the Club will ensure that all your conference and dining needs are catered for in style and comfort

Equipment

The Club offers a wide variety of audio and visual equipment available to facilitate your next function

Terms and Conditions

Prior to booking your function, please view our terms and conditions

All prices are GST inclusive but subject to change without notice



MONASH University

Club

We know how difficult it can be to select menu items that cater to all your guests.

The following guide may help you in your choices.

V Vegetarian

G Gluten free

H Suitable for Halal

S Surcharge applies (\$3.50 per person)

POA Price on application



Breakfast Packages

Light breakfast
(Min 20 guests)

Warm freshly baked croissants with preserves
Selection of sweet & savoury Danish pastries
Fresh fruit platter **G**
Chilled juice
Coffee and selection of teas

\$17.00 per person

Club Breakfast
(Min 20 guests)

Thick toasted sourdough bread
Scrambled egg with crispy bacon
Herb roasted tomato **VG**
Sautéed button mushrooms **VG**
Wilted baby spinach **VG**
Hash brown **V**

\$21.00 per person
Sliced fresh fruit, additional \$2.50 per person

Tea and Coffee Breaks

(Minimum 10 guests)

Coffee sticks & tea (min 10)	\$4.00 pp
Carlini brewed coffee (min 10)	\$5.00pp

Cold Bevvies

Assorted soft drinks (390ml)	\$2.60ea
Assorted juices (350ml)	\$2.70ea
Mineral water (1.25lt)	\$3.90ea
Orange Juice (2lt) 🍊	\$8.00ea

Sweet Treats

Fruit tarts (min 5)	\$3.60ea
Danish pastries (min 5)	\$2.40ea
House made muffins (min 5)	\$2.50ea
Country side cake (min 10)	\$1.40ea
Fruit Cake 97% Fat free (min 10) 🍏	\$2.20ea
Cinnamon Donuts (min 5)	\$2.40 ea

Conference Option

(Min 10 guests)

Morning tea

Coffee, Tea & chilled fresh fruit juice
Assorted sweet & savoury Danish pastries, house made muffins or
cinnamon donuts
(Please select two bakery items)

Lunch

Choice of two hot canapés from the **silver cocktail menu**
Platters of sandwiches & baguettes
Fresh fruit platter
Tea and coffee
Chilled fruit juice

Afternoon Tea

Coffee, Tea & chilled fruit juice
Fruit tart, cinnamon donuts or countryside cakes
(Please select two bakery items)

\$50.00 per person

Function Rooms

The Monash University Club offers a range of rooms suitable for all occasions, please contact our Functions Manager on 990 53913 to tailor a room and menu package to your requirements.

We are also please to offer limited services at the Monash University Caulfield campus, please contact our Functions Manager to see if we can assist.

For other areas where we can cater at Monash University Clayton please contact:

Venues at booking@adm.monash.edu.au

Equipment

The Monash University Club can assist with all your audio visual needs or you may contact Teaching Facilities Support Unit on 990 53280

Terms and conditions

The Functions department will use every effort to ensure your event runs smoothly and to offer you any information we are able to provide. To enable us to offer a high quality service and to ensure the satisfaction of all our clients, the following terms and conditions are applicable to your event. Please read these carefully and if you have any questions please contact our Functions Manager for assistance.

Booking and deposit

External clients - A \$100 deposit is required to secure your booking. The deposit amount will be deducted from the final account. The Functions department reserves the right to cancel the booking and allocate the venue to another client if a deposit has not been paid.

Internal clients – Room hire will be assumed to be a deposit and is the minimum amount that will be charged regardless of any other costs or in the event of a booking cancellation

Payment

External clients - The outstanding account must be settled in full no later than two weeks of the receipt of invoice.

Internal clients – SAP codes must be provided prior to your event, client breakdown data must be provided no later than 7 days following the event.

Function details

All event details need to be confirmed no later than 7 working days prior to the event; this will include food & beverage arrangements. Event details and the estimated costs will be outlined in the event booking form which will be sent out to you for confirmation.

Minimum numbers apply; the numbers may increase, however you will be charged the minimum regardless if numbers in attendance fall below the criteria.

Final numbers & Special dietary needs must be confirmed three working days prior to the event.

By pre-arrangement with the venue manager, functions may continue after 12.00am at the rate of \$150.00 per half hour.

Prior approval by the Functions department is required for:

- All plans and designs for any exhibitions or displays that you propose to stage or present during your event must be provided for approval five days prior to your event
- Displays that are making use of the walls
- The use of smoke machines is not permitted anywhere across any Monash University campus. Should the fire brigade respond to an alarm in the event room, which has been set off by an unauthorized use of smoke machines you will be liable for any charges incurred.

Conduct of the function

Your event must be conducted in an orderly and lawful manner. The Function department reserves the right to end your event if believes that your event is not being conducted in the correct manner.

The Functions department may remove or deny entry to anybody being disruptive or acting in disorderly manner.

No food or beverages of any kind, other than those provided by functions will be permitted into any of our catering venues except by express prior arrangement with the General Manager.

The department practices principles of responsible service of alcohol. Intoxicated persons will not be served alcohol and may be removed from the premises.

Smoking is not permitted in any building on any Monash Campus.

Function Cancellation

In the event that your function is cancelled, the following cancellation fees apply:

- Less than 30 days notice, the deposit will be forfeited
- Between 5 and 14 days-in addition to the deposit (which will be forfeited) you must pay an additional 20% of estimated function charge
- Less than 5 days notice-in addition to deposit (which will be forfeited) you must pay the total balance of the estimated event charge

Substitution of function room

The Function Department may assign an alternative function room for your event if the designated function room is unavailable for any reason or the Department no longer believes the appointed function room is appropriate. While the department will consult with you before making any changes, decisions are final.

Circumstances beyond the control of the Functions Department

If the Functions department is unable to provide the facilities or any other arrangement for your event or any part of it or cannot otherwise perform the terms of the event order due to circumstances beyond its control, the Department is not responsible for any cost, damages or expenses that you may suffer or incur.

No Responsibility

The Functions department is not responsible for:

- The theft, damage or loss of merchandise brought into the building and rooms before, during and after the function
- Organizers of the event are financially responsible for any damage sustained to the function rooms
- Security staff will be engaged at the organizers expense for any event if deemed necessary.

Indemnity

You are responsible for and must indemnify the Function Department for:

- Loss or damage arising out of your use, or any person attending the event
- Any additional cleaning requirements, which is deemed in excess of general cleaning, and claims by any person for loss, injury, death or damage of any kind arising from your use, or any person attending the event, which is caused or contributed to by your negligence or that of persons attending the event.