



MONASH University
Club

Menu And Information Pack

2007/08

Section 3 Conference Packages

Option 1

(Minimum 10 guests)

Morning tea

Coffee, Tea, chilled fresh fruit juice
Assorted Danish, muffins or
Chocolate croissant
(Please select one bakery item)

Lunch

Assorted gourmet sandwiches
Fresh fruit platter

Afternoon Tea

Coffee, Tea, chilled fresh fruit juice
Gourmet biscuits, Hudson fruit tarts
or donuts
(Please select one bakery item)

\$32.00 per person

Option 2

(Minimum 20 guests)

Morning tea

Coffee, Tea, chilled fresh fruit juice
Assorted Danish or muffins
Chocolate croissant or donuts
(Please select one bakery items)

Lunch

Assorted Gourmet Sandwich and French Baguettes
Fresh fruit platter
Choice of two hot canapés from **Option 1 cocktail menu**

Afternoon tea

Coffee, Tea, chilled fresh fruit juice
Gourmet biscuits
Muffins, donuts or Hudson fruit tarts
(Please select one bakery item)

\$36.00 per person

Option 3
(Minimum 20 guests)

Arrival tea & coffee

Morning tea

Coffee, Tea, chilled fresh fruit juice
Assorted Danish, muffins, chocolate croissant or donuts
(Please select two bakery items)

Lunch
Buffet style

Warm baked bread rolls
Chef's selection of three gourmet salads
(Select 2 hot items from the following hot dishes)

Indian butter chicken
Soya & black bean chicken w/- cashew nuts
Thai red chicken curry
Lamb Rogan Josh
Lamb rosemary & seeded mustard sauce
Beef & Guinness casserole
Beef Irish stew
Malay Beef Rendang
Spicy Italian chili & fennel sausages w glazed onion
Northern Indian Vegetarian curry w/- pappadams
Spinach & ricotta tortellini w roasted roma tomato & basil sc
Potato gnocchi in pesto cream sauce
Vegetarian stir fry hokkien Soya noodles

(Select two of the following)

Slice fresh seasonal fruit
Chefs assorted dessert selection

Tea, coffee & ice water

Afternoon tea

Coffee, Tea, chilled fresh fruit juice
Gourmet biscuits, muffins, donuts or Hudson fruit tarts
(Please select one bakery item)

\$50.00 per person

Section 9-Function Rooms

The facilities at the Club will ensure that all your conference and dining needs are catered for in style and comfort, we are also able to cater into other areas on Clayton Campus.

Main Dining Room – Monash University Club

A light, bright space suitable for large cocktail parties or dinners to 200, this area is also equipped with audio visual and sound systems

Conference Rooms 2 & 3– Monash University Club

Ideal for small parties both cocktail or sit down meal, these areas are also available for seminars & conferences (subject to availability)

“The Restaurant” – Monash University Club

The restrained décor & formal furnishings in this room are ideally suited for those wishing to impress.

Main Dining Room & Foyer– 1st floor Campus Centre

Parquetry floors in this area make it ideal for large sit down meals or as exhibition space.

Banquet Rooms – 1st floor Campus Centre

These rooms are extremely versatile allowing for a wide range of use, from seminars, cocktail parties or formal dinners

Please note:

To book those areas outside of the Monash University Club, please contact booking@adm.monash.edu.au

The Monash University Club is able to provide Cocktail & Buffet menu's only to venues other than Building 50

Room	Dimensions	Area	Banquet style	Theatre style	Cocktail style
Main Dining Room – Club	14m x 17m	238sqm	150	N/A	200
MDR & Conf Rooms – Club	14m x 23	322sqm	220	N/A	400
Conference Rooms – Club	14m x 7m	98sqm	80	100	100
“The Restaurant” – Club	6m x 13m	78sqm	60	N/A	70
Main Dining Room – Campus Centre	30m x 20m	600sqm	400	600	1200
Banquet Room – Campus Centre (single)	15m x 9m	135sqm	120	150	200
Banquet Rooms – Campus Centre (entire)	15m x 27m	405sqm	300	NA	500

Section 10-Equipment

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

Whiteboard & markers	\$50.00
Overhead projector & screen	\$40.00
Flip chart & paper	\$30.00
Additional paper – per pad	\$15.00
Lectern & microphone	No charge
Data projector (Main Dining Room, “The Restaurant”)	No charge when available

For any other equipment please contact ITS Client Services

Section 11 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 function coordinator for assistance.

Booking and deposit

A \$100 deposit is required to secure your booking. The deposit amount will be deducted from the final account.

The function department reserves the right to cancel the booking and allocate the venue to another client if a deposit has not been paid.

Payment

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

Function details

All event details need to be confirmed no later than 1 week prior, 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 fall below.

Final numbers & Special dietary must be confirmed three working days prior.

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

Prior approval of 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 in any of the function rooms. 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.

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 buildings at the 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- 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 appointed function room is unavailable for any reason or the Department no longer believes the appointed function room is appropriate. The department will consult with you before making any changes.

Circumstances beyond the control of the Functions Department

If the function 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.