



## Corporate Events

Catering For **All Types** Of  
**Business Events & Conferences**

- [www.mordyhq.com.au](http://www.mordyhq.com.au)
- (03) 9586 7900
- 528 Main Street, Mordialloc

**MORDY** **HQ**  
MORDIALLOC SPORTING CLUB

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# BUSINESS EVENTS AND CONFERENCES

Looking to impress at your next conference or business event? Then look no further than MordyHQ to cater for all of your conference and business function needs.

We know there is a lot to think about when organising training days, team building meetings or business functions – and we are here to help! To make it easier, we also offer all inclusive packages that include items such as morning tea, a working lunch and afternoon tea all served to you in your room at selected times to keep your day running on schedule.

Our venue is conveniently situated on Main Street in Mordialloc with off street parking and offers a choice of 4 private function rooms for your convenience. Our friendly staff can recommend a room according to your estimated number of participants, and will work with you to ensure your event runs smoothly.

## MULTIMEDIA CAPABILITIES

### NO CHARGE:

- Wireless Internet
- Wireless projector
- 150 inch automatic dropdown projector screen
- Portable cordless microphone
- Lectern
- Whiteboard and markers
- Blue ray/DVD player
- Full HD surround sound
- IPod/MP3
- Karaoke Capability
- Plasma screens

### ADDITIONAL CHARGES:

- Pens and notepads                      \$3.00 per person
- Portable Stage                              \$85.00
- Lapel Microphone                         \$30.00
- Photocopies                                 \$0.25 per page

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# CATERING

## MENU'S

### MORNING/AFTERNOON TEA

Biscuits served with Nespresso Pods Gourmet Coffee and assorted teas.	\$6.00pp
Assorted Muffins with Nespresso Pods Gourmet Coffee and assorted teas.	\$8.00pp
Freshly baked Scones with jam and cream with Nespresso Pods Gourmet Coffee and assorted teas.	\$8.50pp

### LUNCH

Sandwiches platter – 10 rounds	\$50.00
Hot cocktail food platters – approx 30 pieces	\$60.00
Sandwiches per round	\$5.00pp
Assortment of Fresh Gourmet Rolls and Lavash Wraps	\$8.50pp
Beef or Vegetable Stir-fry with hokkien noodles	\$12.00pp
Chicken Coq au Vin with rice	\$12.00pp
Platter of Mixed Salad	\$4.00pp
Platter of Caesar salad or antipasto	\$6.50pp
Fruit Platter	\$4.50pp
Cheese, Fruit and Nut Platter	\$7.50pp
Freshly baked muffins	\$3.50pp
Freshly baked scones with jam and cream	\$5.00pp
Mini cakes and slices	\$6.00pp
Biscuits	\$2.00pp
Nespresso Pods Gourmet Coffee and assorted teas – 3hr function	\$3.00pp
Nespresso Pods Gourmet Coffee and assorted teas – continuous	\$7.00pp
Instant coffee and assorted teas - 3hr function	\$2.00pp
Instant coffee and assorted teas - continuous	\$5.00pp
Jugs of Fresh Juice or Soft drink	\$9.50ea

## ALL INCLUSIVE PACKAGES

To make it easier, we also offer all-inclusive packages, all served to you in your room at selected times to keep your day running on schedule. These are great discounted deals.

### STANDARD FULL-DAY PACKAGE: \$17.50 PER PERSON

#### MORNING TEA:

Freshly baked assorted Muffins

#### LUNCH:

Mixed Sandwich platters – 6 points per person

Fresh fruit platters

Jugs of soft drinks and fruit juices

Continuous Nespresso Pods Gourmet Coffee and assorted teas all day

### PREMIUM FULL-DAY PACKAGE: \$28.00 PER PERSON

#### MORNING TEA:

Freshly baked Scones with Jam and Cream

#### LUNCH:

Fresh Gourmet rolls and Lavash wraps

Platter of Caesar salad or antipasto platter

Fruit platter

Jugs of soft drinks and fruit juices

#### AFTERNOON TEA:

Selection of cakes/slices

Continuous Nespresso Pods Gourmet Coffee and assorted teas

*Alternatively, a full ala carte menu is available from the Level 1 Restaurant menu or we can design a special menu or full day package by request.*



## STANTON ROOM

# High Tea Experience

THE ULTIMATE WAY TO TEMPT YOUR SENSES WITH A TRADITIONAL HIGH TEA WHILST OVERLOOKING BREATH TAKING VIEWS OF PORT PHILLIP BAY.

MINIMUM 8 PEOPLE OR MORE

*\$40.00pp*

BOOKINGS ESSENTIAL

### MENU

**Gourmet Club & Finger Sandwiches**  
and an array of specialty breads with mouth-watering fillings

**House Made Rustic Sausage Rolls**

**Chicken, Rocket & Aioli Sliders**

**Fresh Baked Scones**

**Petit Slices & Cakes**

{Gluten free unavailable}

### DRINKS

**Gourmet Teas**

includes our extensive range of loose leaf tea in Tea Pots and china cups

**Sparkling Wine**

start the experience with a glass of sparkling wine

**Midori Splice, Sunset On The Deck or Jugs of Pimms**

can also be arranged for an additional cost



IDEAL FOR 21ST BIRTHDAYS, HEN'S DAYS, PARTIES OR A SPECIAL INDULGENCE WITH THE GIRLS

**MORDY HQ**  
MORDIALLOC SPORTING CLUB

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# FUNCTION ROOM DIMENSIONS, LAYOUT & ROOM HIRE

Our rooms offer the flexibility to be configured in a variety of ways dependent upon your requirements. Our friendly staff will work with you to decide on the best configuration to meet your needs.

Our room hire includes the basic set up of a room and linen associated with your function.

## STANTON ROOM

With stunning bay view's spanning from Mornington Peninsula to Beaumaris, the Stanton room will impress and surprise. Floor to ceiling bi-fold doors open up showcasing our signature room with a stunning view perfect for a day function watching the seas and skies and ideal for night function star gazing. A private bar complements the room with full audio and visual equipment supplied.

Catering for up to 40 guests for a sit-down meal or up to 60 people for a cocktail function, this is a unique room that will impress upon inspection.

With exclusive use of the partitioned alfresco area (weather permitting) on request, this is the perfect venue for a memorable event.

**ROOM HIRE: \$250.00**

## PIMM ROOM AND MACNAUGHTAN ROOM

Both these rooms offer a contemporary space featuring original artwork and feature walls. These private and spacious rooms are similar in size and accommodate up to 100 people for a cocktail function and up to 60-70 for sit down dinner (depending on table configuration).

State of the art audio and AV equipment ensures your technical capabilities are also met.

**ROOM HIRE: \$150**

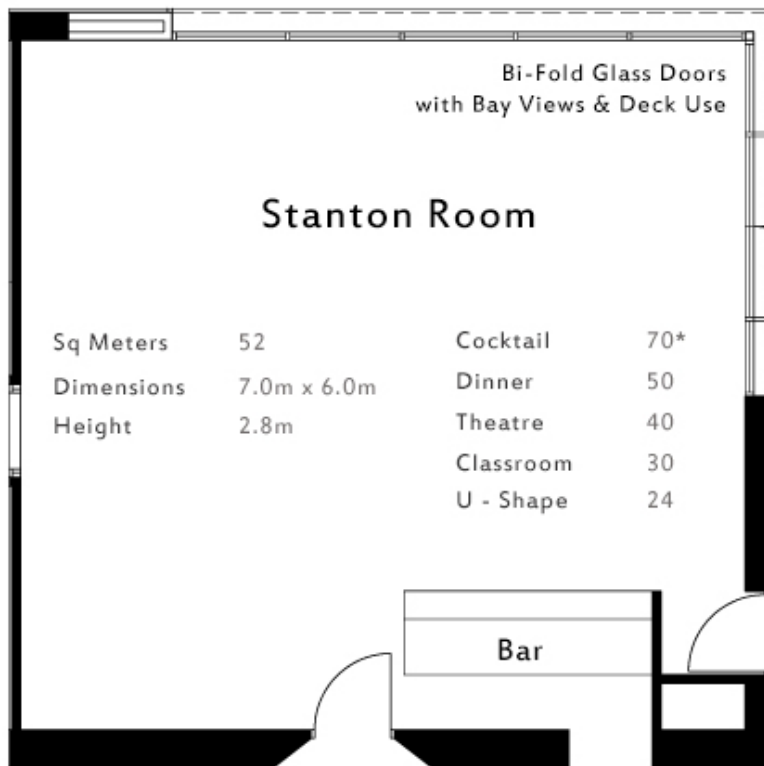
## THE HOBSON ROOM

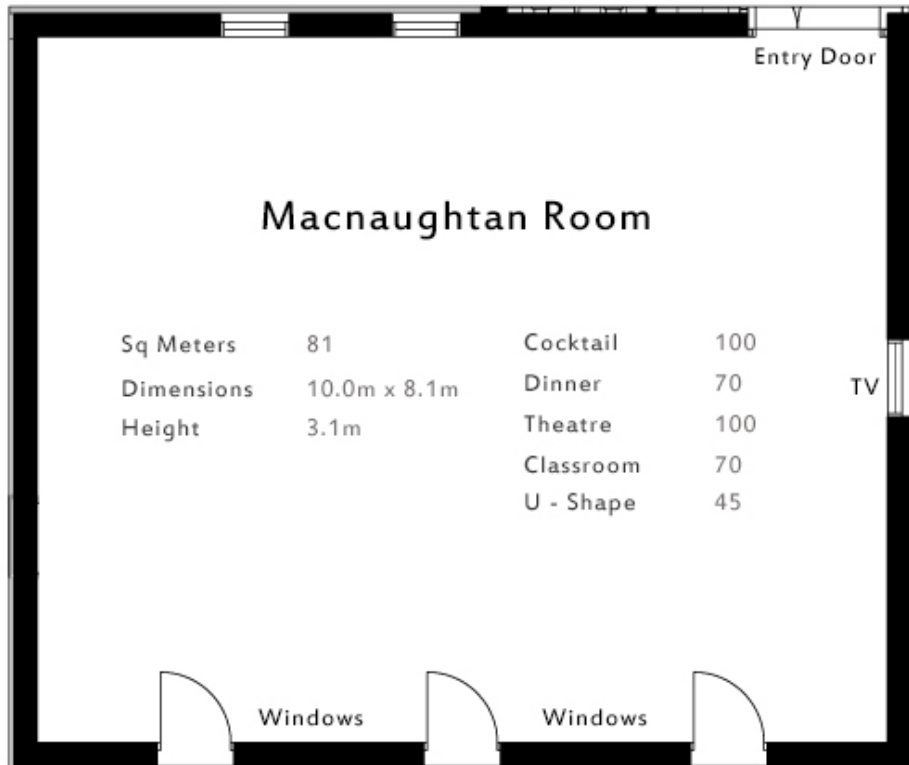
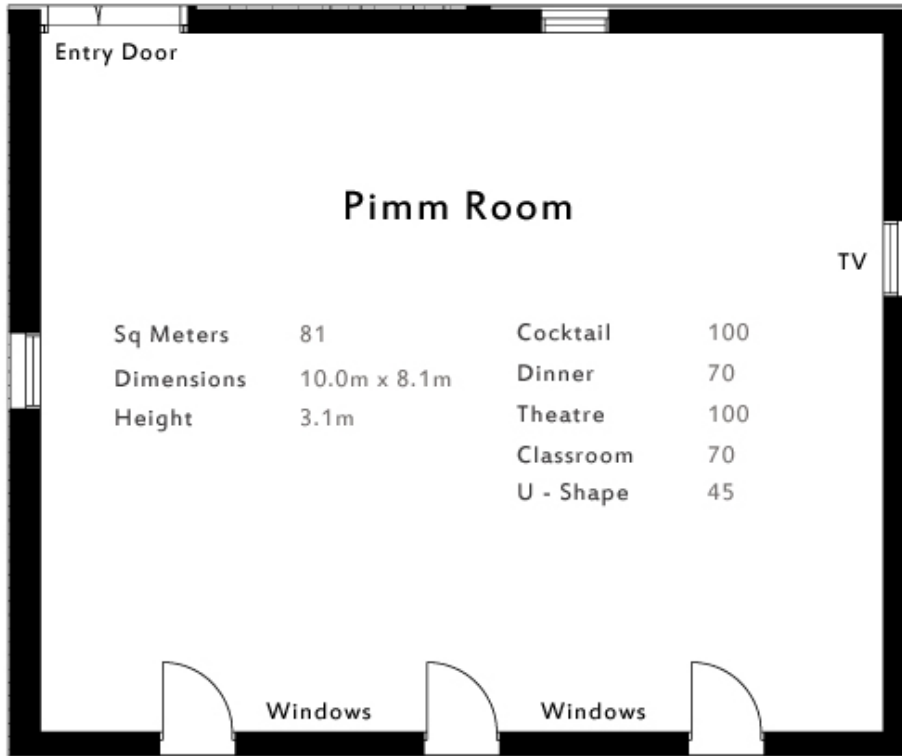
Looking to host a private dinner party or corporate event, then look no further than this sophisticated room. A frosted glass door opens up to an intimate space. With framed mirrors on the walls and the option to arrange tables and chairs, even couches, makes this room guarantee a memorable event. Whether it is a casual board meeting, a Ladies Lunch, Dads Dinner, High Tea, Hens Night or a birthday celebration, this room can accommodate up to 25 people for a sit down meal or up to 40 for a cocktail function.

**ROOM HIRE: \$125**

Function Room	Sq Metres	Dimensions	Height	Cocktail	Dinner	Theatre	Classroom	U Shape
<b>Stanton Room*</b>	52	7.0m x 6.0m	2.8m	70*	50	40	30	24
<b>Macnaughtan Room</b>	81	10.0m x 8.1m	3.1m	100	70	100	70	45
<b>Pimm Room</b>	81	10.0m x 8.1m	3.1m	100	70	100	70	45
<b>Hobson Room</b>	44	7.7m x 4.7m	3.0m	50	30	40	40	20

\*conditions apply









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# HOW TO BOOK YOUR FUNCTION

- Complete and **sign the Booking Form** and return as soon as possible.
- **Pay the applicable room hire fee** within 3 days of making booking.
- **Select your catering options**, sign and return form\*:

*Please remember to check with your guests for any special dietary requirements*

- **Confirm final numbers** and **pay catering** - no later than 7 days before function.
- **Complete guest list**, sign and return before the function.

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## TERMS & CONDITIONS

### ROOM HIRE

The Mordialloc Sporting Club will hold all tentative bookings 3 working days from the date of booking. Payment of room hire secures the room and locks in the booking. Room hire is not refundable and is payable upon completion of booking form. Room hire gives you exclusive use of the selected room for up to 5 hours.

### NUMBER OF GUESTS

As a licensed club the law requires that all non-members who live inside 5km or visitors who live outside of 5km sign in at reception. The host/organiser will need to be a member of the MSC.

**Guests must have photo I.D. to sign in.**

### CATERING

**All menu choices must be confirmed and paid for at least 7 days prior to your function.** We regret that we may not be able to accommodate catering requests that have not been confirmed for within the 7 day timeframe. No refunds will be given if there are changes in guest numbers after confirmation and payment. Vegetarian and special dietary dishes are available at no additional cost. Please advise us in advance if possible.

**CAKES:** You can bring your own cake and the kitchen can serve it with cream, coulis and berries at a cost of \$4.50 per person. Alternatively we can cut the cake and put on platter which can then be put beside a tea and coffee station. Please note due to health regulations we can **only allow commercially baked cakes**. Refrigeration is also available.

## BOND AND ADDITIONAL SECURITY (NOT APPLICABLE TO ALL FUNCTIONS)

Under some circumstances we may require a bond to confirm your booking (eg. 21<sup>st</sup> birthday parties). This is refundable after of your function. In some circumstances, we may also need additional security (eg. 21<sup>st</sup> birthday parties). We will invoice the function holder if this is the case. MSC will tell you at the time of your booking if this will apply.

### HOW IT WORKS

Any damages, theft, vandalism or costs incurred on the night will be deducted from the bond. This covers venue facilities and fittings, or equipment damaged by patrons or their guests. Repairs for damages to premises and property caused by function patrons will be the liability of the person or organisation hiring the room. In the event that damage or theft is in excess of the \$500 bond, the excess will be the liability of the person or organisation hiring the room to settle. Your bond will be refunded to you within 2 working days of your function, subject to all requirements, terms & conditions being met. After your function, the room will be inspected again and if there are no noted damages, theft or vandalism – your refund cheque will be disbursed within 2 working days.

## PAYMENT TERMS

Full payment of room hire is due upon confirmation of booking.

Credit card details/ authorisation need to be completed to cover bar tab if applicable.

Final confirmation of numbers is due seven (7) days prior to the function date unless other arrangements have been made. Event charges will be based on final numbers given and changes after this date will only be at the discretion of Management. Event catering and room set-up as per agreement signed – any changes needs to be confirmed in writing at least 7 days prior to function or requested in person within reasonable time. We may not be able to accommodate last minutes changes.

## CANCELLATIONS

We understand things happen and ask to be notified of any changes at least 14 days before the start of your function. The function can be rebooked for another date with at least 14 days notice without any penalty. If another date is not booked within 6 months you will forfeit the room hire fee payed. No penalty in changing dates or numbers for catering with sufficient notice. Refund's only at management's discretion.

## GENERAL

- Mordialloc Sporting Club reserves the right to promote club facilities and public functions to all members and guests.
- Mordialloc Sporting Club reserves the right to refuse service or remove patrons who display drunken or unruly behaviour.
- Mordialloc Sporting Club Management decisions are to be adhered to at all times and these are final.
- Proof of age must be produced upon request.
- Please note the service or supplying of alcohol to minors is not permitted and carries large fines for those guests caught doing so. All guests under 18 years of age must have a parent or guardian with them while on Club premises.
- With the sole exception of birthday cakes, guest may not provide their own food and beverages. We will gladly cut your cake and provide small plates to serve.
- Patrons should make appropriate arrangements to remove all personal belongings from the premises at the conclusion of their function. No personal property, gifts or equipment may be left overnight and we accept no liability for the lost or damage of such property.
- No glassware is permitted outside the venue.
- No smoking permitted in any function room or inside the premises. Outdoor smoking areas have been allocated for the comfort of our members and guests.
- Mordialloc Sporting Club abides by its responsibilities to Responsible Service of Alcohol and other Liquor Licensing requirements at all times.
- If the Mordialloc Sporting Club has reason to believe that any event / function will affect the smooth running of the Club, its security or reputation, Management reserves the right to cancel the event / function at its discretion without notice or liability
- Nothing is to be nailed, screwed, stapled or adhered to any wall, door or surface or any part of the building without Management's permission.
- The Club reserves the right to control the quality and volume of all entertainment.
- Please respect our neighbours when leaving the premises.
- It is the function organiser/hosts responsibility to read and understand the terms and conditions. If you have any questions, please notify our function Manager immediately.
- Please treat our staff with respect and consideration.

## GENERAL CLUB HOURS

Mon 8.30am–11pm, Tues-Thurs 8.30am–midnight.

Friday 8.30am–1.00am, Sat 8.00am–1.00am, Sun 8.00am–12pm.

**Friday and Saturday nights bar service close at 12:30 am and rooms must be vacated by 1am.**

**Sunday to Thursday nights bar service close at 11:30pm and the rooms vacated by 12pm.**

We can open earlier or stay open later if required at the approval of management.

Times quoted are subject to change with authorisation from management.

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# BOOKING FORM

FUNCTION DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_

TIME: \_\_\_\_\_

NAME OF HOST: \_\_\_\_\_

PHONE: \_\_\_\_\_ MEMBER NUMBER: \_\_\_\_\_

EMAIL: \_\_\_\_\_

MAILING ADDRESS: (optional) \_\_\_\_\_

\_\_\_\_\_

TITLE OF FUNCTION / OCCASION: \_\_\_\_\_

ESTIMATED NUMBER OF GUESTS: \_\_\_\_\_ PLEASE CIRCLE: sit down menu / finger food

AS PER TERMS AND AGREEMENT A ROOM HIRE FEE IS PAYABLE AT TIME OF BOOKING

HOBSON \$125     STANTON \$250     MACNAUGHTAN \$150     PIMM \$150

CREDIT CARD AUTHORISATION:    Visa    Master    Amex    Diners

NAME ON CARD: \_\_\_\_\_

NUMBER: \_\_\_\_/\_\_\_\_/\_\_\_\_/\_\_\_\_    EXP DATE: \_\_\_\_/\_\_\_\_

AMOUNT: \$ \_\_\_\_\_

SIGNATURE: \_\_\_\_\_    DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_

I ACKNOWLEDGE THAT I HAVE RECEIVED A COPY OF THE FULL TERMS AND CONDITIONS AND THAT I WILL COMPLY WITH SAID CONDITIONS.

SIGNATURE: \_\_\_\_\_    DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_

- We will give you written confirmation of all your catering and other choices.
- Please help us to be environmentally friendly and provide an email address to save paper and printing. We respect your privacy and will only email you regarding functions.

