



## 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
- 150 inch automatic dropdown projector screen (*Pimm & Macnaughtan Room only*)
- HDMI, VGA, AV, USB & Headphone capable
- Portable cordless microphone (*upon availability*)
- Lectern
- Whiteboard and markers
- Blu-ray/DVD player/Set top
- Full HD surround sound
- iPod/MP3 – *through 3.5mm headphone jack*
- LED screens – *HD TV's 50-65inch*

### ADDITIONAL CHARGES:

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

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# CATERING

## PLATTERS

All platters cater for approximately 7-10 people

Freshly Baked Scones platter <i>w/ jam and cream</i>	\$30.00 each
Freshly Baked Assorted Muffins platter	\$35.00 each
Sandwich platter	\$60.00 each
Gourmet Rolls platter	\$60.00 each
Lavish Wrap platter	\$60.00 each
Mixed Salad platter	\$30.00 each
Caesar Salad platter	\$45.00 each
Hot Cocktail Food platter	\$75.00 each
Fruit platter	\$75.00 each
Antipasto platter	\$75.00 each
Cheese platter	\$75.00 each
Mini Cakes & Slices platter	\$45.00 each

## MAIN MENU

Alternatively, our full Á La Carte menu is available or we can create a specialized menu with specific items upon prior request.

### 50/50 Drop

For larger events two options can be chosen from our main menu to be served evenly.

Prices will vary depending on the meal choices.

## BEVERAGES

Instant Tea & Coffee station ( <i>unlimited</i> )	\$35.00
Jugs of Soft Drink or Fresh Juice	\$10.50 each
Latte, Cappuccino, Flat White, Long Black, Short Black, Mocha, Hot Chocolate, Pot of Tea	\$4.00 each

Available upon 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

*\$40.00 pp*

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 ROOMS

## 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 | CORPORATE FUNCTIONS

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 50 guests for a sit-down meal or up to 30 guests for a sit-down meeting function, this is a unique room that will impress upon inspection.

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

**ROOM HIRE: \$400.00**

### PIMM ROOM AND MACNAUGHTAN ROOM | CORPORATE FUNCTIONS

Both these rooms offer a contemporary space featuring state of the art audio and AV equipment to ensure your technical capabilities are met.

These private and spacious rooms are similar in size and accommodate up to 100 people for a theatre style set up and up to 70 for sit down dinner (depending on table configuration).

**ROOM HIRE: \$200**

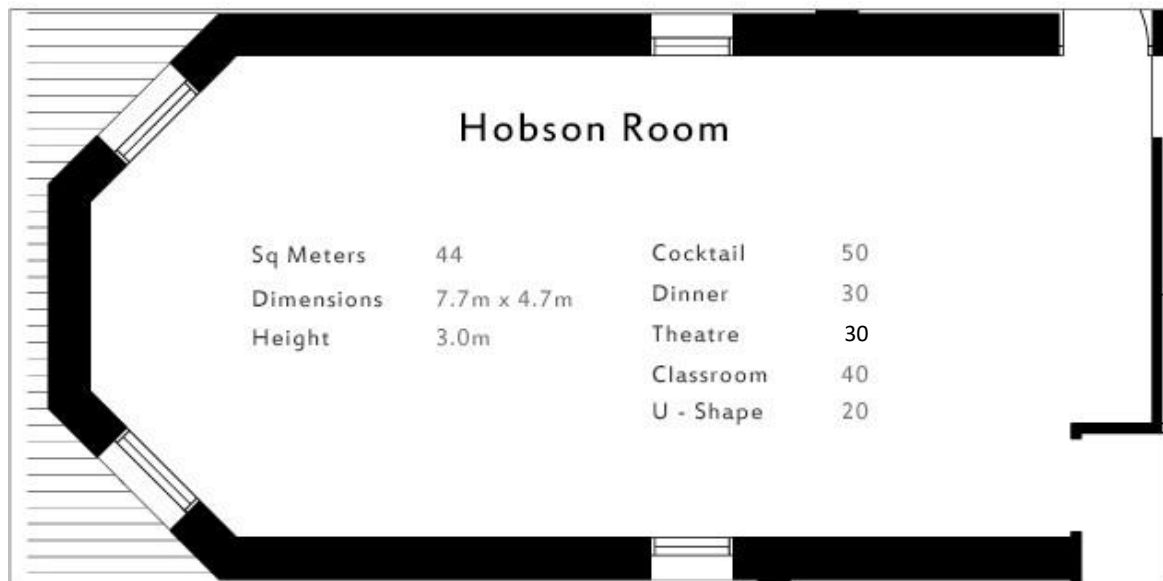
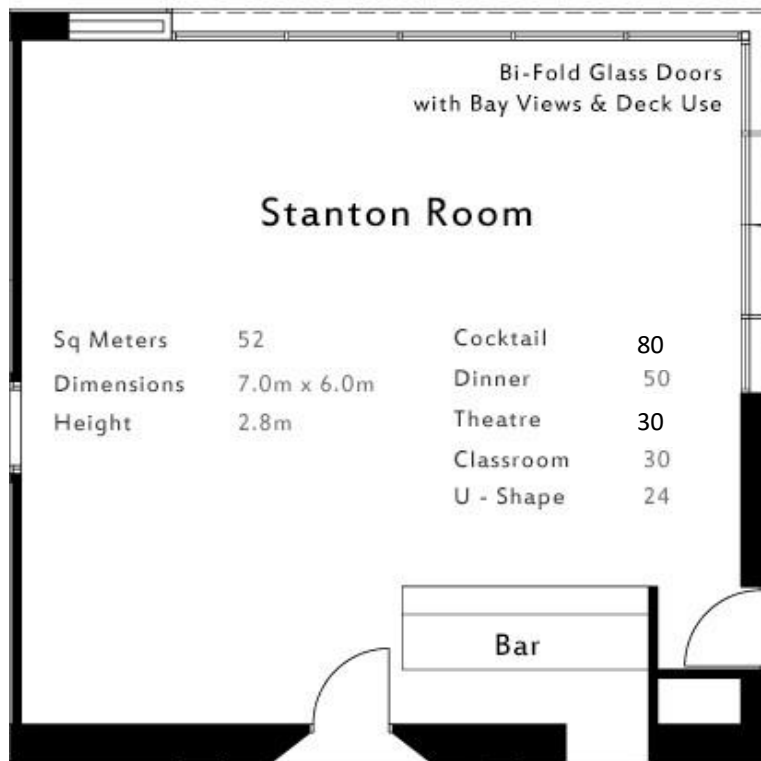
### HOBSON ROOM | CORPORATE FUNCTIONS

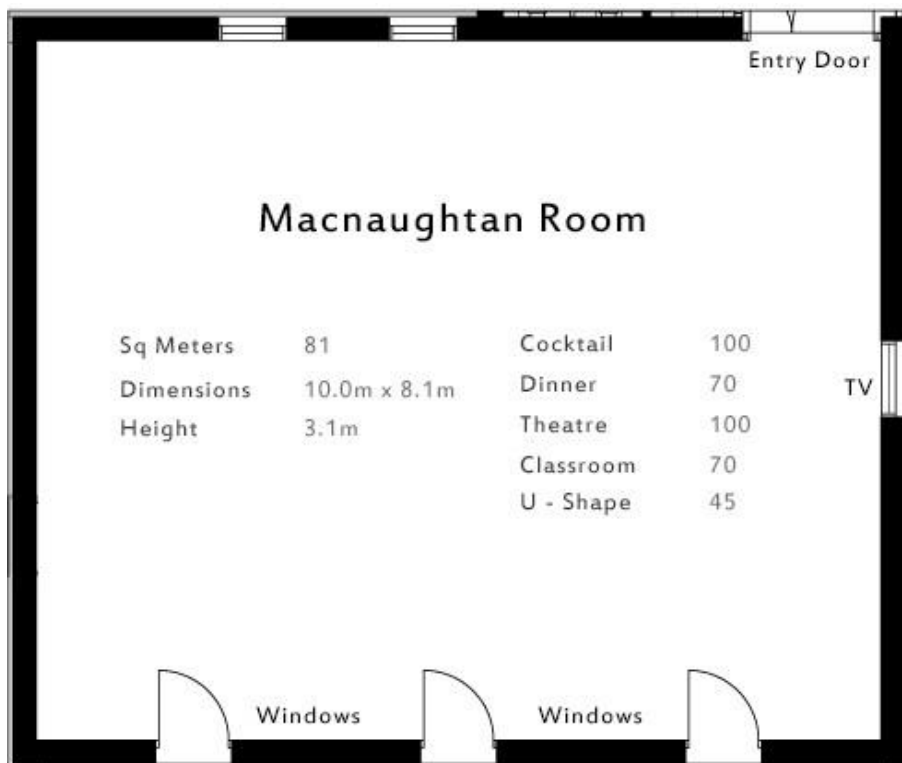
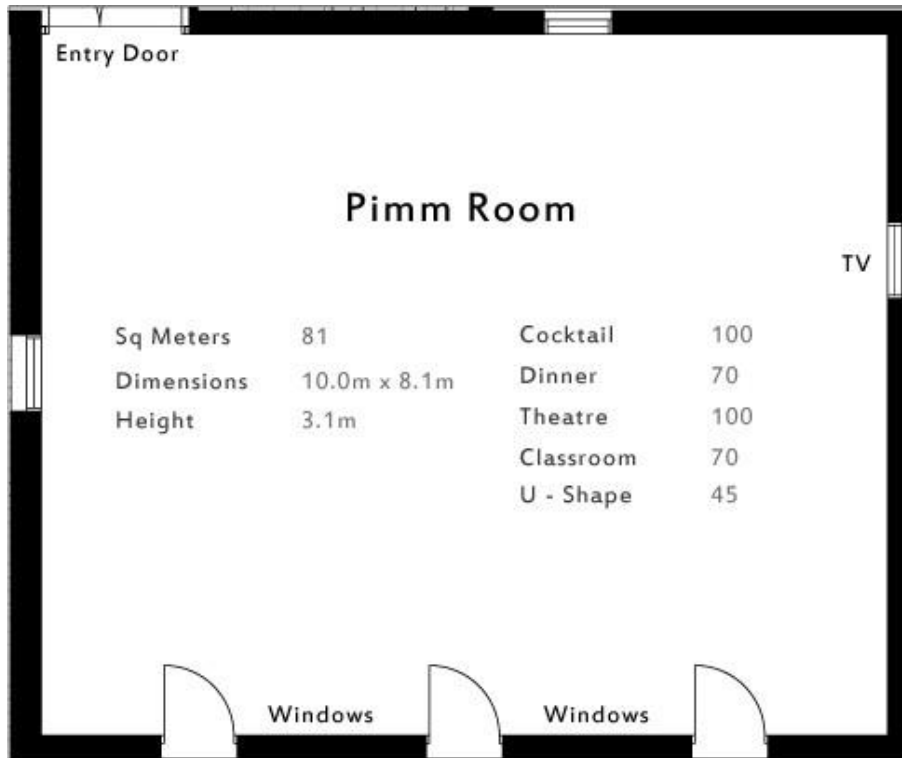
Looking to host a private dinner party or corporate event, then look no further than this sophisticated room. A frosted glass door opens up to an intimate space. With framed mirrors on the walls and the option to arrange tables and chairs, even couches, makes this room guarantee a memorable event. Whether it is a casual board meeting, a Presentation meeting, a Ladies Lunch, Dads Dinner, Hens Night or a birthday celebration, this room can accommodate up to 30 people for a sit down meal or up to 50 for a cocktail function.

**ROOM HIRE: \$125**

## CAPACITY

Function Room	Sq Metres	Dimensions	Height	Cocktail	Dinner	Theatre	Classroom	U Shape
Stanton Room*	52	7.0m x 6.0m	2.8m	80	50	30	30	24
Macnaughtan Room	81	10.0m x 8.1m	3.1m	100	70	100	70	45
Pimm Room	81	10.0m x 8.1m	3.1m	100	70	100	70	45
Hobson Room	44	7.7m x 4.7m	3.0m	50	30	30	40	20





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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 as a deposit to confirm your booking and secure the room.
- 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 14 days before function.

## OTHER GENERAL FUNCTION INFORMATION

For your piece of mind, it is recommended that audio and visual equipment is tested before the day of your function.

Please be aware, we have live bands playing Fridays and Saturdays from 9.30PM who set up on the main floor from approximately 8.00PM. On Sundays, bands are playing from 4.00PM-7.00PM.

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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 later than 28 days before the function 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.

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

### CATERING

**All menu choices must be confirmed and paid for at least 14 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 14-day timeframe. No refunds will be given later than 14 days before your function. Vegetarian and special dietary dishes are available at no additional cost. Please advise us in advance if possible.



## CAKES

Cakes can be brought externally. Upon request, our kitchen can cut and serve it with cream, coulis and berries at a cost of \$4.50 per person. Alternatively, the cakes can be cut and served on platters by the kitchen – your guests will then serve themselves. 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 your function. In some circumstances, we may also need additional security (eg. 21<sup>st</sup> birthday parties). We will invoice the function holder in this case with a fee of \$35/hour for a minimum of 4 hours.

## 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 organization 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 organization 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 – 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/ authorization need to be completed to cover bar tab if applicable.

Final confirmation of numbers is due 14 days prior to the function date unless other arrangements have been made. Event charges will be based on final numbers given and charges after this date will only be at the discretion of Management. Event catering and room set-up as per agreement signed any changes need to be confirmed in writing at least 14 days prior to function or requested in person within reasonable time. We may not be able to accommodate last minute changes.

## CANCELLATIONS

Full Deposit (Room Hire) will be non-refundable within 28 days of booking date. Any pre-payments (Food/Bev etc.) will be fully refunded outside 14 days prior to function date.

## OTHER TERMS AND CONDITIONS APPLICABLE

Payment of Bonds and Reservation may be subject to our Not Refundable disclaimer; e.g. for inclement weather or for cancellation outside our 14 day policy.

Some functions and events cannot be used in conjunction with other venue deals and promotions.

## 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

**Monday:** 8:30am – 11pm, **Tuesday – Thursday:** 8:30am – midnight

**Friday & Saturday:** 8:30am – 1:00am, **Sunday:** 8:30am – midnight

## KITCHEN HOURS

**Monday-Thursday:** 12pm – 2:30pm & 6pm – 8:30pm, **Friday:** 12pm – 2:30 & 6pm – 9pm

**Saturday:** 12pm – 9pm, **Sunday:** 12pm – 8:30pm

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

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# BOOKING FORM

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

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

PHONE NO.: \_\_\_\_\_ MEMBER NUMBER: \_\_\_\_\_

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

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

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

ESTIMATED NUMBER OF GUESTS: \_\_\_\_\_ PLEASE TICK:  SIT DOWN  COCKTAIL

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

STANTON \$400  PIMM \$200  MACNAUGHTAN \$200  HOBSON \$125

CREDIT CARD AUTHORISATION:                      Visa                      Master                      Amex                      Diners

NAME ON CARD: \_\_\_\_\_ EXP DATE: \_\_\_\_/\_\_\_\_

CARD NO.: \_\_\_\_\_

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 function.