



32 EXHIBITION WALK, CLAYTON VIC 3800

MONDAY TO WEDNESDAY & FRIDAY:  
9.00 AM - 5.00 PM  
THURSDAY: 9.00 AM - 6.00 PM

# MONASH CLUB FUNCTION BOOKLET

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Located centrally within the Clayton Campus, the Monash Club is a beautiful, versatile space that provides guests with the perfect location to meet, relax and entertain.

We offer several different spaces that can be configured to your liking, suitable for anything from workshops and seminars to lunch meetings and canape events.

Open exclusively to current staff, higher degree research candidates, alumni and their guests, our talented team will ensure that your events run smoothly and that you and your guests enjoy your time with us.

# ABOUT THE MONASH CLUB



# THE LONG ROOM

Regarded as one of the most beautiful restaurants on the Clayton campus, the Long Room is the ideal space for your next event.

It boasts floor-to-ceiling glass windows with views of a relaxing native garden and can be configured to fit your needs.

With a fully integrated audio system, ceiling-mounted projector, and a motorised screen, the Long Room is perfect for everything from presentations and launches, to farewells and breakfast events.

Don't have a big event but love the space? The Long Room is also open for lunch bookings with our Bistro Dining menu that allows a perfect break from the day's work.



## CAPACITY

ONE LONG TABLE	MAX. 38
TWO LONG TABLES	MAX. 62
THEATRE	MAX. 90*
FISHBONE	MAX. 90*
STANDING	MAX. 150

\*NUMBERS MAY DIFFER FOR AFTER HOURS EVENTS

# PETER MARSHALL DINING ROOM

The Peter Marshall Dining Room is an intimate space where guests can experience fine food and beverages in a sophisticated, semi-private area. It offers a set-course fine-dining menu that showcases locally produced, Australian ingredients.

With a stylish, elegant interior, the space guarantees your guests discrete service without distraction making it perfect for a range of occasions and event formats throughout the day and evening.

The Peter Marshall Dining Room can also be arranged to host an intimate standing cocktail event.



## CAPACITY

ONE TABLE	MAX. 20
CLASSROOM	MAX. 32
THEATRE	MAX. 40
STANDING	MAX. 50



# MEETING ROOMS

Our stylish meeting rooms are the perfect space for your next workshop, meeting or working lunch.

The multifunctional rooms come equipped with either an LCD screen or a projector, and inbuilt Zoom capabilities. Tables can also be moved to the side to allow for a standing event to be hosted in the room.

Each room is supported by Monash Club staff who are focused on ensuring that your event runs smoothly.

## CAPACITY

SINGLE MEETING ROOM	BOARDROOM	MAX. 16
	CLASSROOM	MAX. 20
	STANDING	MAX. 25
DOUBLE MEETING ROOM	BOARDROOM	MAX. 32
	CLASSROOM	MAX. 40
	STANDING	MAX. 50

# OUTDOOR AREAS



The Monash Club has two outdoor areas that guests can utilise for their events or casual meetings

Centrally, there is an internal courtyard that has bi-fold glass doors, allowing it to open up into the Lounge. It is a beautiful area to flow into during a cocktail function, perfect for enjoying the warmer weather.

At the rear of the Club lies a beautiful Australian garden, with an undercover deck. Surrounded by trees and screening, the East Terrace is a serene getaway sanctuary in the middle of campus. Utilising our selection of outdoor furniture, and three large, fixed umbrellas, we can create the perfect area for a summer cocktail reception.

## CAPACITY

COURTYARD	STANDING	MAX. 30
LOUNGE & COURTYARD	STANDING	MAX. 130
EAST TERRACE	STANDING	MAX. 150



# CLUB LOUNGE

The Monash Club's Lounge is ideal for informal meetings with colleagues and guests; a relaxing space to indulge in our Casual Dining menu, or to grab a drink and unwind.

The bar is open from 9.00 am to 5.00 pm Monday to Friday, offering tea, coffee and a superb wine list. Not to mention extended hours for Happy Hour on Thursday from 3.00 pm to 6.00 pm.

The Lounge is available for breakfast and lunch reservations. It can also be utilised for private events on its own, or in tandem with the internal courtyard that it overlooks.



## CAPACITY

LOUNGE  
LOUNGE & COURTYARD

STANDING  
STANDING

MAX. 100  
MAX. 130



# BUSINESS CENTRE

The Business Centre offers an informal, quiet workspace for up to 12 people, with four desktop computers available for use. It is a non-bookable space, and also offers monitors for those who are bringing their own laptop.

With barista-made coffee at your fingertips and casual brunch menu offerings, it is the perfect place to hot desk for the day.

The Business Centre is open 9.00 am to 5.00 pm Monday to Friday.



# MINIMUM SPEND

Our event spaces are based on a minimum spend outline. This minimum spend can be used on food and beverages purchased throughout the time of the booking.

A room hire fee will only be charged if the minimum spend is not reached. Any charges over the minimum spend will be added to the final bill.

Please be aware that the minimum spend fees change depending on the time of day and time of year.

## JANUARY — SEPTEMBER

PERIODS	MR 1 OR 2	MR 1 & 2	MR 1 or 2 as a function space	MR 1 & 2 as a function space	PETER MARSHALL DINING ROOM	LONG ROOM	CLUB LOUNGE	EAST TERRACE
<b>MIN. BOOKING TIME</b>	1 HOUR	1 HOUR	2 HOURS	2 HOURS	2 HOURS	2 HOURS	2 HOURS	2 HOURS
8:00–11:00	50.0 P/HR	100.0 P/HR	100.0 P/HR	200.0 P/HR	150.0 P/HR	500.0 P/HR	750.0 P/HR	300.0 P/HR
11:00–3:00	50.0 P/HR	100.0 P/HR	200.0 P/HR	500.0 P/HR	500.0 P/HR	1500.0 P/HR	1000.0 P/HR	750.0 P/HR
3:00–5:00	50.0 P/HR	100.0 P/HR	150.0 P/HR	300.0 P/HR	500.0 P/HR	1000.0 P/HR	750.0 P/HR	350.0 P/HR
5:00–9:30	150.0 P/HR	300.0 P/HR	1000.0	2000.0	2000.0	4500.0	2500.0	1500.0

## OCTOBER — DECEMBER

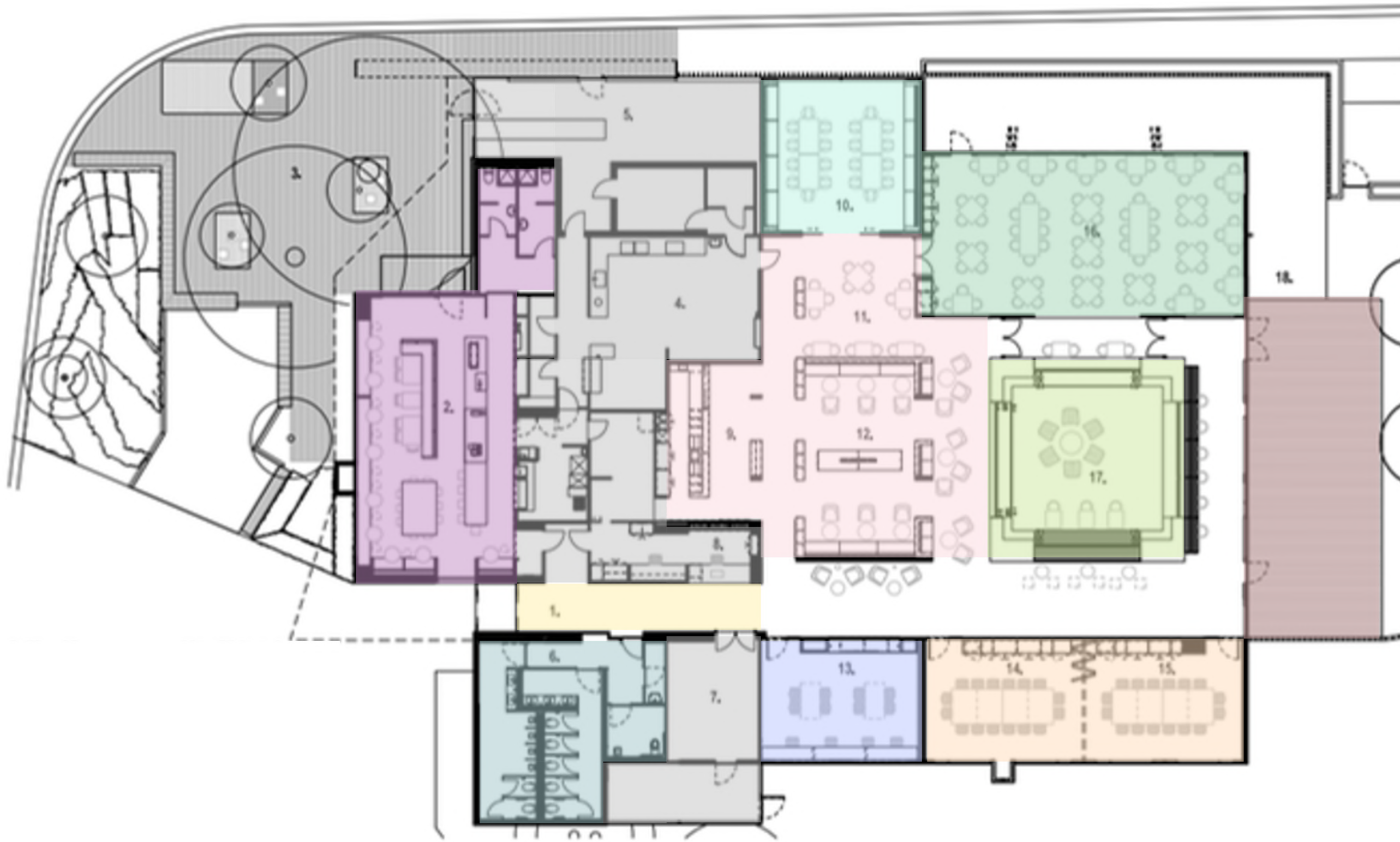
PERIODS	MR 1 OR 2	MR 1 & 2	MR 1 or 2 as a function space	MR 1 & 2 as a function space	PETER MARSHALL DINING ROOM	LONG ROOM	CLUB LOUNGE	EAST TERRACE
<b>MIN. BOOKING TIME</b>	1 HOUR	1 HOUR	2 HOURS	2 HOURS	2 HOURS	2 HOURS	2 HOURS	2 HOURS
8:00–11:00	50.0 P/HR	100.0 P/HR	200.0 P/HR	300.0 P/HR	250.0 P/HR	750.0 P/HR	1000.0 P/HR	400.0 P/HR
11:00–3:00	50.0 P/HR	100.0 P/HR	300.0 P/HR	750.0 P/HR	450.0 P/HR	2000.0 P/HR	1250.0 P/HR	1000.0 P/HR
3:00–5:00	50.0 P/HR	100.0 P/HR	250.0 P/HR	500.0 P/HR	400.0 P/HR	1250.0 P/HR	1000.0 P/HR	600.0 P/HR
5:00–9:30	150.0 P/HR	300.0 P/HR	1500.0	2500.0	2500.0	5000.0	3000.0	2000.0

## COST CENTRE & FUND

The Monash Club endeavours to provide staff with luxury, quality & convenience. To ensure that your experience is as effortless as possible, we accept Monash accounts as a form of payment.

To pay using a cost centre and fund, the required information will need to be provided to us either prior to your arrival, upon departure or at the time of booking online. Then, you may pay your bill simply with a signature. Without the correct details, alternate payment methods will be insisted upon.

Please note that your payment details are not kept on file for security purposes. Charges to your account must be authorised by you each visit for this reason.



- LONG ROOM
- CLUB BAR AND LOUNGE
- PETER MARSHALL DINING ROOM
- COURTYARD
- EAST TERRACE
- BUSINESS CENTRE
- MEETING ROOMS
- FOYER
- TOILETS
- C.O.S.C. CAFE

# FLOOR PLAN

# TERMS AND CONDITIONS

All final details must be confirmed by midday of the Wednesday of the week prior to your event. This includes menu selections and guest numbers. Any changes that occur within 48 hours of the event may incur a late change fee.

For internal events paid via invoice, the full minimum spend must be paid 2 weeks prior. Any difference will be charged the day after the event. Invoices for external events must be paid in full 1 week prior to the event.

Bookings of over 15 people in the Lounge are subject to a minimum spend of \$10 per head. This minimum spend is calculated based on the number of guests confirmed at the beginning of the week. Any cancellations or rescheduling within the week of the event, will be charged the minimum spend as a cancellation fee.

For external drop off events, date changes can be arranged free of charge if there is more than 7 days notice. Cancellation or rescheduling within 7 days of the event will incur a fee of 50% of the catering and staff hire costs. Rescheduling or cancellation within 48 hours of the event will incur the full cost of the catering and staff hire required for the event.

For internal and external staffed events, date changes can be arranged free of charge within 14 - 7 days of the event, however the subsequent cancelling of this event at any time will incur a 25% cancellation fee. Cancellation within 14 days of the event will incur a fee of 25% of the minimum spend. Cancellation or rescheduling within 7 days of the event will incur a fee of 50% of the minimum spend. Rescheduling within 48 hours of the event will incur a minimum spend fee. Cancellation within 48 hours of the event will incur the full cost of the event.

Minimum spend can be used towards catering and preselection of food and beverages purchased throughout the time of the booking. If you go over the minimum spend, that amount is added to your final bill. If under the minimum spend, the remainder will show as a room hire fee.

Menus and prices are subject to change. Any events that are within one month of a menu or price change will have their original food cost and catering upheld. Events further out than one month will be subject to change in accordance with the menu/price changes. Any alterations to our standard menus will come at a fee, dependant on the change.

The prices quoted for drinks or food charged on consumption are estimates. The final price will be calculated on the day, based on what is ordered by guests during the event.

While we do our best to cater for all dietaries, please be advised that cross-contamination may occur in our kitchen.

Takeaway boxes will be charged at 50c per box. Monash Club is not liable for any food safety risks once a host or guest takes leftover food from an event. The correct storing and consumption of food after the fact is then the responsibility of said host/guest.

Monash Club provides full catering services. No alcohol or private catering can be brought into the venue with the exception of cakes. There is a \$2.50 per person cakeage fee.

Monash Club opens at 9.00 am and closes at 5.00 pm. If your booking starts at 9.00 am you will not have access to the space until then. If you require access prior it must be organised before the event. Early access or events booked outside of these times will accrue an outside of hours fee. External catering delivered outside opening hours will also incur an additional fee of \$50.

Monash Club organises and sets your event as per the final, signed Banquet Event Order sent to organisers. Monash Club does not take responsibility for missing or incorrect information following the signing of this document. Any events with unsigned documents, will be run as per last communication, and we do not take responsibility for unconfirmed information.

In the circumstances of late arrivals, undisclosed dietary requirements, last minute guest additions etc., the preferred timing for events set out by the organiser cannot be guaranteed. Event timings are based on the information confirmed in the final event order, and Monash Club does not take responsibility for delays caused by unconfirmed information.

The host and all guests attending the event shall conduct the function in an orderly manner in full compliance with the applicable laws and regulations. Dress code for the venue is smart casual.

Whilst all care is taken before, during, and after an event, Monash Club will not be held responsible for any damage or loss of property on premises. The client accepts full responsibility for any damage to the venue, its equipment, or fittings caused by the client, client's guests or external contractors engaged by the client prior to, during, or after an event.

**If you have any enquiries, or wish to book an event, please email us at [monash.club@monash.edu](mailto:monash.club@monash.edu), or call [9905 0888](tel:99050888)**