



Corporate Events at Sandown Park Hotel

**549 Princes HWY
Noble Park, Vic, 3174**

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www.sandownparkhotel.com.au

Facebook: Sandown Park Functions

Welcome to Sandown Park Hotel

Here at the Sandown Park Hotel we consider our function room to be one of the best. Catering for all corporate occasions including meetings, work seminars, presentation dinners, awards nights, networking events and more.

We pride ourselves on great food and exceptional service. We understand that every event is different and our friendly and professional team will work with you to ensure your next event is seamless and unforgettable.

Get in touch with us today to arrange to view our facilities and to discuss your requirements in detail.





The Corrigan Room

Suitable for both large scale events or smaller groups, with partitioned break out areas. The Corrigan Room comes equipped with full HD projector and audio system, WiFi & bluetooth connectivity, roaming microphone & lecturn. Everything you need to ensure a successful event.

Room Hire Fees:

Half Day (maximum 4 hr duration) 1/2 room \$250

Full Day (maximum 8hr duration) 1/2 room \$400

Minimum spend:

A minimum spend requirement of \$1000 applies for all day functions.

Capacities:

Theatre Style - 150 guests

Boardroom - 40 guests

U-Shape - 40 guests

Hollow Square - 40 guests

Classroom - 75 guests

Seated Dinner - 250 guests

Stand-up cocktail - 350 guests

Whiteboard with markers - \$30 each

Flip-chart with markers and paper - \$45 each

Notepads and pens - \$3 per person



Breakfast Menu

(Min 30p)

FULL BUFFET BREAKFAST \$24.50 per person

Seasonal fresh fruits
Crispy Bacon
Scrambled eggs
Grilled tomatoes
Hash browns
English muffin
Assorted fruit juices
Unlimited tea and coffee

Additional extras
Sausages \$4pp
Garlic buttered mushrooms - \$2pp
Smashed avocado - \$2pp
Toasted ham, cheese and tomato
croissants - \$5pp
Assorted Danish pastries - \$4pp



Conferencing Menu

(Min 30p)

MORNING / AFTERNOON TEA \$12.50 per person

Select 3 options -

Assorted Danish pastries

Scones with jam & cream

Selection of mini muffins

Assorted mini cake slices

Seasonal fresh fruit platter

Includes Unlimited tea and coffee

LIGHT LUNCH \$16.50 per person

Variety of point sandwiches

Assorted hot finger food

Unlimited tea and coffee

PLATED LUNCH/DINNER

Individual meals may be arranged and ordered from a revised bistro menu. Current menu and prices can be downloaded from our website

HALF DAY DELEGATE PACKAGE \$27 per person

Includes morning OR afternoon tea and light lunch

ALL DAY DELEGATE PACKAGE \$36.00 per person

Includes morning tea, light lunch and afternoon tea



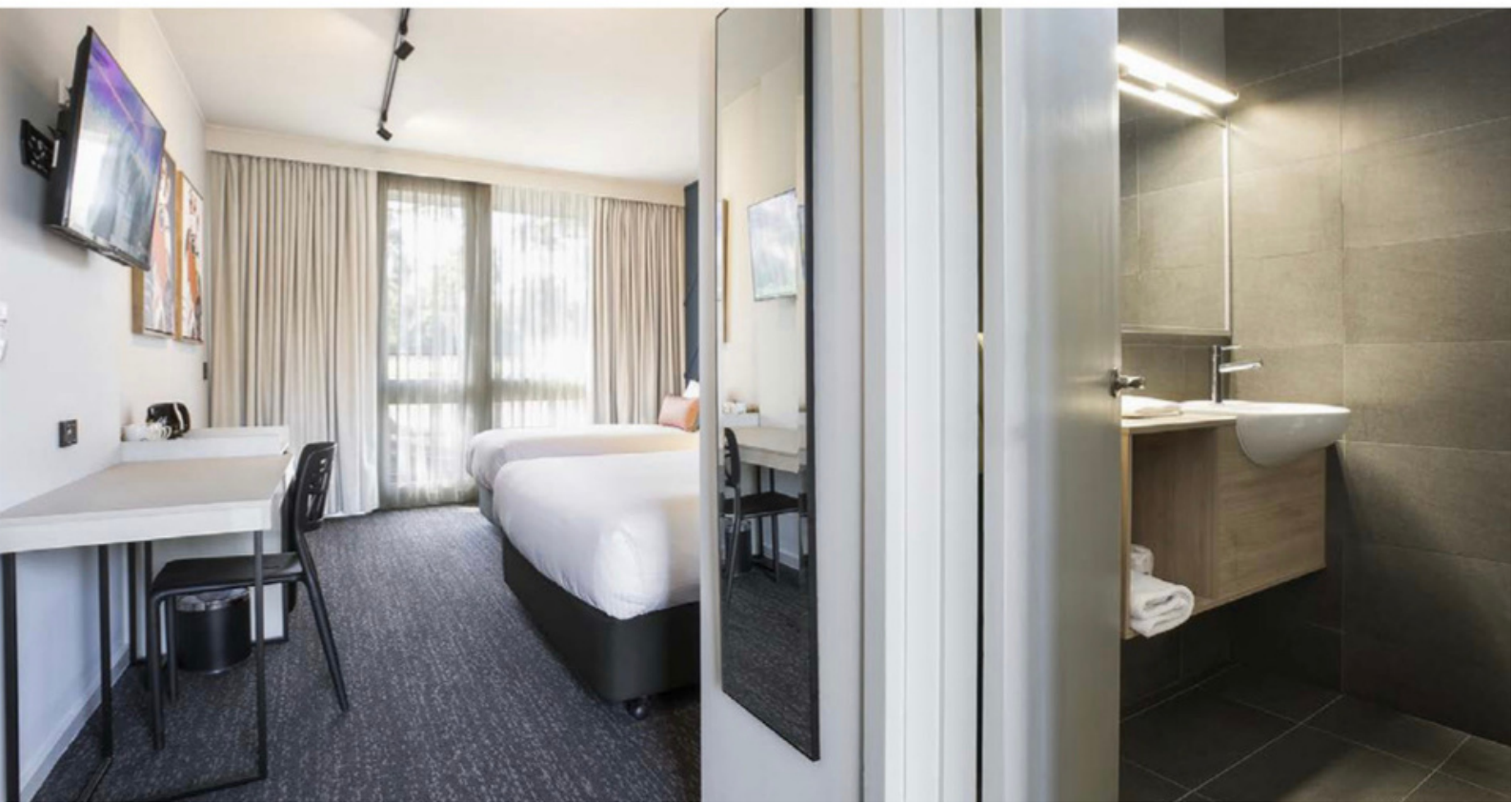
ACCOMMODATION BY NIGHTCAP HOTELS

The Nightcap Hotel rooms at Sandown Park Hotel are perfect for an overnight stay for you and your function guests. Offering 14 Queen and Single' rooms accommodating up to three guests, each room features free WiFi, a private ensuite, bar-sized fridge, and comfy King Koil beds.

For reservations: <https://nightcaphotels.com.au/hotels/vic/nightcap-at-sandown-park-hotel>

Phone: 03 9546 5755

Address: 549 Princes Highway, Noble Park 374, Vic



Terms & Conditions

CONFIRMATION & BOOKING TERMS

A tentative reservation will be held for a period of seven (7) days. Once this time has lapsed the venue reserves the right to release the reserved date. A booking is considered confirmed upon deposit payment of \$200. Event Proceeding confirms your agreement with these terms & Conditions. 2 x Meeting / planning sessions are included unless required by the Event manager. Additional meetings may be purchased at a cost of \$65 per hour.

FINAL DETAILS & PAYMENT

The Venue requires all food & beverage selections to be provided 14 days prior to the event. Final Guest numbers & payment is required 7 days prior to the event. Refunds are not available should your numbers decrease after this time. Balance of function including beverages must be finalised before the conclusion of the event. All prices quoted are inclusive of GST. Whilst every effort is made to maintain prices, these are subject to change. In accordance with the venue's food safety program no food is permitted in or taken from the venue, Strict conditions apply to any exceptions made by the Event manager. BYO Alcohol is also not permitted. Alcohol gifts may be held by the event coordinator until the event conclusion.

PUBLIC HOLIDAYS

An additional \$500 Room Hire Rate applies for Public Holidays & a 10% surcharge applies on catering menus. A Public Holiday Eve function may also incur additional room hire charges.

CANCELLATION

Cancelling a function after a deposit has been paid can only be done by consulting directly with the Event manager and only be the person who paid the initial deposit. Any cancellation made within a period of four (4) weeks before the event date of the will forfeit the deposit. Any cancellation within seven (7) days before the event will forfeit the full value of the function plus any costs associated with third party hire (eg DJ, decorations ect). If the Venue feels that any function or event will affect the smooth running of the business, security or reputation, management reserves the right to cancel at their discretion without notice or liability.

COVID 19 Restrictions & Cancellations

The Sandown Park Hotel operates in accordance with the states health regulations & requirements which may impact your function. Refunds & cancellations will be decided based on individual function situations

MINORS & ADDITIONAL SECURITY

Minors are only permitted on the premises in the company of their parent or guardian & the venue reserves the right to impose a curfew. Minors are to remain in the room reserved & are to be supervised at all times whilst on premise. Additional Security charges applies for all functions with amplified music & expected guest attendance over 75p. Additional & Specific conditions apply for Underage Events.

ENTERTAINMENT & EXTERNAL SUPPLIERS

Any additional equipment, entertainment, decorations or props must be approved by the venue 2 weeks prior to the event. Bump in & out times apply for entertainers & DJs. These times must be pre arranged before the day. The venue reserves the right to refuse any service or material deemed offensive or dangerous. It is the responsibility of the host to ensure any additional equipment, decorations, ect are removed from the venue at the completion of the event.

SET UP & VENUE ACCESS

Access for set up must be confirmed with the event coordinator before the day. Additional Room hire charges may apply for extensive event set ups. No items are to be attached to any surface by means of pins, glue, nails, screws or tape.

DAMAGE & ADDITIONAL CLEANING

Please be advised that organisers are financially responsible for any damage, theft or vandalism sustained to the function space or venue premise by guests. The venue does not accept responsibility for damage or loss of merchandise left at the venue prior to, during or after the event. It is recommended that all client goods be removed from the function immediately after the function. In the event of fire, flood damage or industrial dispute or any other unforeseen circumstance that does not enable the event to proceed, the venue & management team will not be held responsible. Additional cleaning charges may apply for excessive rubbish, food remnants, confetti & decorations, bodily fluids etc.

FUNCTION CONDUCT & CLIENT RESPONSIBILITY

It is required that the organiser will conduct the function in an orderly manner & comply with requests as directed by venue management. Failure to do so may result in the function being shut down. Venue policies, procedures & legal responsibilities apply to any and all persons attending functions including the Responsible serving of alcohol. Management reserves the right to remove or eject uncooperative and intoxicated guests from the venue at their discretion without recourse.

Venue staff have the right to work in a safe environment. Any disrespect, abuse, harassment or threat towards any staff member will result in the removal of the offending guest or the function being shut down. Abuse towards venue staff will not be tolerated.

It is the organisers responsibility to read all terms & conditions listed & ensure the compliance of all guests.