

# C/E CAULFIELD EVENTS



**Events** Information Pack

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# Welcome to Caulfield Events

The home of Caulfield Events, Caulfield Racecourse offers a unique venue that accommodates to a diverse range of events in Melbourne's South-East from 200 – 2,500 indoors, and up to 20,000 outdoors outside of its annual racing calendar.

From conferences and exhibitions to trade shows, gala dinners, family days and cocktail parties, our spaces are equipped to make your next event one to remember, taking in the historic architecture and panoramic views of the spectacular course.

Experience hospitality at its finest with customisable food and beverage packages and curated menus from our premium in-house chefs, accommodating to all budgets and service styles.

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## Concourse

Ground Level

### ✓ IDEAL FOR

- Exhibitions
- Tradeshows
- Large-scale catering
- Breakout Rooms

### ☆ FEATURES

- 2,650sqm
- Vast carpeted indoor space
- Adjoining outdoor undercover canopies and lawn areas
- Vehicle access
- Ceiling height - 2.6 metres up to 6.5 metres

### 👤 CAPACITY

- Theatre 1,000
- Cabaret 600
- Banquet 800
- Cocktail 2,500



## Medallion Bar

Ground Level

### ✓ IDEAL FOR

- Breakout Room
- Post-conference networking functions
- Organiser's office
- Product Launches

### ☆ FEATURES

- 578sqm
- Stylish and innovative design
- Large outdoor decking & lawn area

### 👤 CAPACITY

- Theatre 100
- Cabaret 60
- Banquet 60
- Cocktail 800





## Caulfield Wine Bar Ground Level



- ✓ IDEAL FOR**  
 Post-conference networking functions  
 Product Launches

- ★ FEATURES**  
 240sqm  
 Modern furnishings  
 Large outdoor deck & lawn  
 Set over two levels with sweeping track views

- 👤 CAPACITY**
- |          |     |
|----------|-----|
| Theatre  | N/A |
| Cabaret  | N/A |
| Banquet  | N/A |
| Cocktail | 500 |



## The Mezzanine Level 1



- ✓ IDEAL FOR**  
 Exhibitions  
 Tradeshows  
 Breakout rooms

- ★ FEATURES**  
 1,575sqm  
 Direct access to breakout room of 320sqm  
 Dividing wall to create two large spaces  
 Ceiling height 2.5 metres

- 👤 CAPACITY**
- |          |       |
|----------|-------|
| Theatre  | 1,000 |
| Cabaret  | 600   |
| Banquet  | 850   |
| Cocktail | 1,500 |





## The 1876 Bar

Level 2



### IDEAL FOR

- Breakout Room
- Post-Conference networking functions
- Meetings
- Product Launches



### FEATURES

- 294sqm
- Stylish and innovative design
- Large outdoor deck
- Superscreen Wall



### CAPACITY

- Theatre 100
- Cabaret 80
- Banquet 100
- Cocktail 400



## The Promenade

Level 2



### IDEAL FOR

- Conferences
- Exhibitions
- Tradeshows
- Post-Conference networking functions
- Banquet dinners



### FEATURES

- 1,950sqm
- Panoramic views of Caulfield Racecourse
- Dividing curtains splitting space
- Adjoining breakout room
- Ceiling height - 3.4 metres



### CAPACITY

- Theatre 1,000
- Cabaret 600
- Banquet 800
- Cocktail 2,000





## Committee Room

Level 3



### ✓ IDEAL FOR

- Conferences
- Exhibitions
- Tradeshows
- Post-Conference networking functions
- Banquet dinners

### ★ FEATURES

- 700sqm
- Panoramic views of Caulfield Racecourse
- Pre-function foyer area
- Adjoining multiple breakout rooms

### 👤 CAPACITY

- Theatre 400
- Cabaret 200
- Banquet 300
- Cocktail 500



## Black Caviar

Level 3



### ✓ IDEAL FOR

- Breakout room
- Post-Conference networking functions
- Catering space

### ★ FEATURES

- 200sqm
- Panoramic views of Caulfield Racecourse
- Modern design

### 👤 CAPACITY

- Theatre 120
- Cabaret 80
- Banquet 100
- Cocktail 200



## Corporate Suites

Level 3



- ✔ **IDEAL FOR**  
Breakout Rooms  
Meetings  
Organiser's Office  
Green Room

- ★ **FEATURES**  
40sqm  
Sweeping views of Caulfield Racecourse  
In-built Screens

- 👤 **CAPACITY (PER SUITE)**  
Theatre 20  
Cabaret 16  
Banquet 24  
Cocktail 40



## Peter Lawrence Room

Level 3



- ✔ **IDEAL FOR**  
Breakout Room  
Meetings  
Post-Conference networking functions

- ★ **FEATURES**  
215sqm  
Uninterrupted views of Caulfield Racecourse  
Access to Corporate Suites 9 & 10 via dividing wall

- 👤 **CAPACITY**  
Theatre 200  
Cabaret 100  
Banquet 120  
Cocktail 250





## Capacity Chart

	SQM	Cocktail Set Up	Banquet Set Up	Cabaret Style	Theatre Set Up
<b>Concourse - Ground Level</b>	2650m <sup>2</sup>	2,500	800	600	1000
<b>Medallion Bar - Ground Level</b>	578m <sup>2</sup>	800	60	60	100
<b>Caulfield Wine Bar - Ground Level</b>	240m <sup>2</sup>	500	N/A	N/A	N/A
<b>Mezzanine - Level 1</b>	1575m <sup>2</sup>	1,500	850	600	800
<b>Promenade - Level 2</b>	1950m <sup>2</sup>	2,000	800	600	1000
<b>The 1876 - Level 2</b>	294m <sup>2</sup>	400	100	80	100
<b>Committee Room - Level 3</b>	700m <sup>2</sup>	500	300	200	400
<b>Black Caviar Room - Level 3</b>	200m <sup>2</sup>	200	100	80	120
<b>Skyline Corporate Suite - Level 3</b>	40m <sup>2</sup>	40	24	16	20
<b>Peter Lawrence Room - Level 3</b>	215m <sup>2</sup>	250	120	100	200

\* Please note, minimum guest numbers and spends apply for all events.

## Food & Beverage

We provide a full catering service for all events, delivered by our in-house food and beverage experts. We also offer retail outlets for exhibitions and tradeshow.

Menus can be tailored to cater to your specific event needs. Our wonderful team of hospitality experts are available to discuss your menu requirements in detail.

### Meeting And Conference Menu

Full Day delegate menu, morning tea, working lunch and afternoon tea options.

### Plated Menu

Two or three course menus, with an option for arrival canapes. Alternative course service available.

### Cocktail Menu

Canape and substantial pass around menu items.

### Buffet Menu

Main course and salad selection.

### Schools Menu

Special menu offering with pricing for education groups.

Caulfield Events endeavor to cater for any food allergies and intolerances. Kindly provide your Account Manager with a list of dietary requirements in advance.

A variety of beverage options including packages are available in addition to your menu selection.

*Note: Prices are per person, inclusive of GST and subject to change*







## Audio Visual

Audio-Visual facilities are available across our event spaces.

Available In House

- 2 x 160" LED Screens on stands
- Patch into in-house screens
- Laptop Computer – at AV desk
- Microphone & Lectern
- In House PA System with Audio Mixer



Operation of existing AV facilities as well as any additional requirements can be arranged directly with our preferred supplier:

The Big Screen Company  
Contact: Kate Fleet – [kfleet@thebigscreencompany.com.au](mailto:kfleet@thebigscreencompany.com.au)

Should you have your own preferred supplier, external certified AV providers are welcome.

## Event Services

### SECURITY

The Caulfield Events team will arrange security as required, with charges dependent on numbers and event type. Please note that additional conditions apply to all events where alcohol is served.

The security ratio is two guards for the first 100 guests, and one additional guard for each 100 guests or part thereof. Security is charged at \$88.00 per hour, per guard, inclusive of GST for a minimum of 4 hours. A public holiday surcharge of \$15.00 per guard, per hour is applicable on relevant dates.

Estimated security charges will be provided pending event requirements.

Please note, pricing is subject to change and will be confirmed with a formal proposal.

### CLEANING & FURNITURE SETUP

Cleaning and furniture setup charges apply to all events. The cleaning and setup charges will be calculated based on your noted event requirements and will be outlined on your proposal.

Your Account Manager will advise you of any changes to the cleaning and setup charges should your event requirements change throughout the coordination process.



## The Extras

### PARKING

Complementary car parking for up to 1000 cars is available onsite at Caulfield Racecourse.

Car parking attendants may be required at the expense of the event organiser to ensure maximum capacities can be met.

### ACCOMMODATION

A range of premium accommodation options are available with proximity to Caulfield Racecourse:

- The Sebel Melbourne Malvern  
A 10% discount applies on best available accommodation rates when booking directly with The Sebel Melbourne and quoting Caulfield Events.
- Hotel Chadstone  
Discounted accommodation is offered to all Melbourne Racing Club guests.

Should you require more additional information on the above accommodation options, your Account Manager can provide both detailed amenity as well as contact information for booking.

## Public Transport

### TRAIN

Frankston, Dandenong, Cranbourne and Pakenham lines depart regularly from Flinders Street to Caulfield Station, located directly opposite the venue. The journey from the City takes approximately 15 minutes.

### TRAM

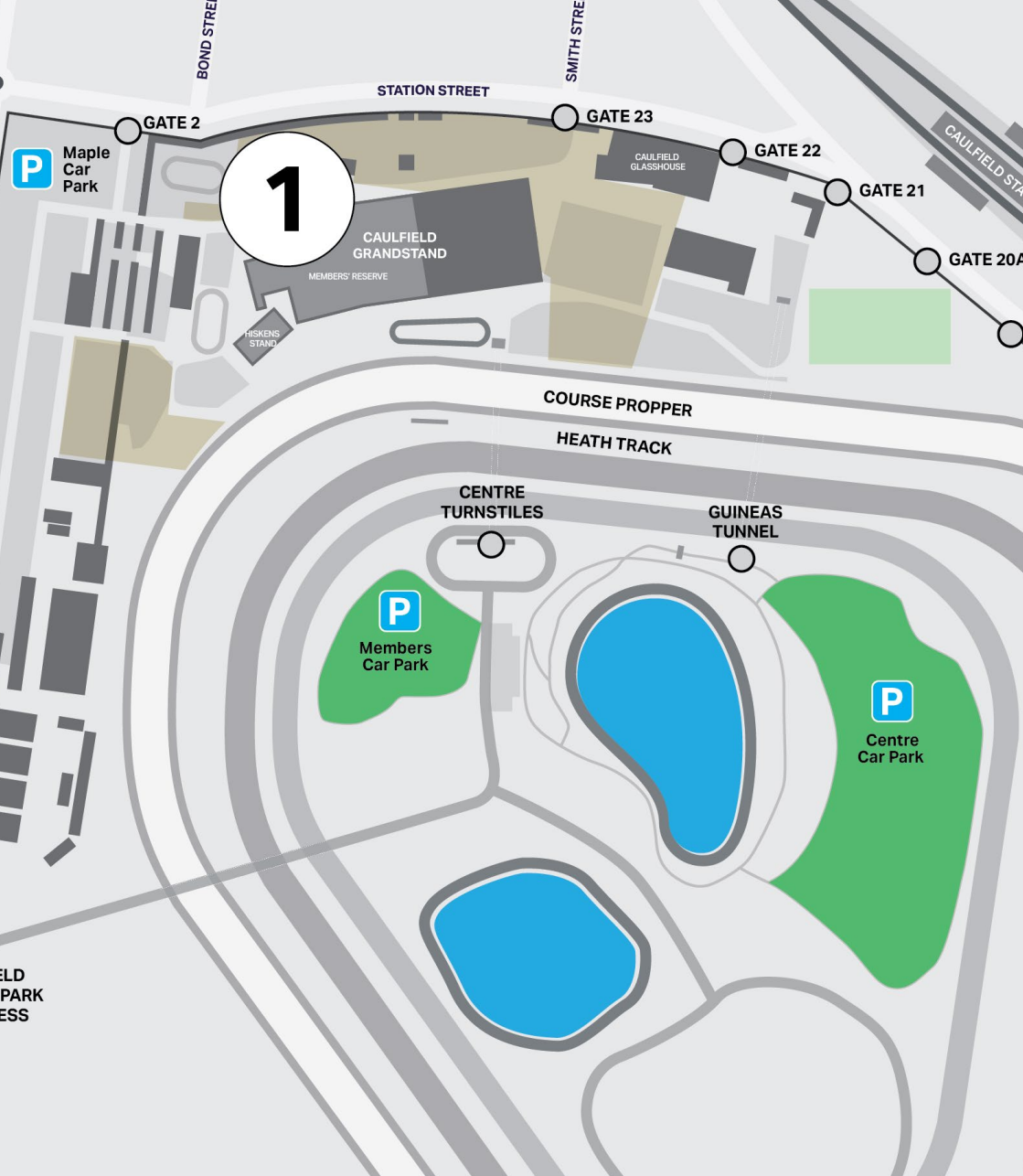
You can catch a Route 3 or 3a tram and alight at Stop 56. From the city, Route 3 travels along Swanston Street and St. Kilda Road and operates weekdays only. Route 3a travels along Swanston Street, St Kilda Road and St Kilda Beach and operates weekends only. The journey takes approximately 25 minutes. From East Malvern, Route 3/3a services travel along Waverley Road.

### BUS

Access to Caulfield is available from Stud Park Shopping Centre, Wellington Road, Monash University (Clayton) and Chadstone Shopping Centre via SmartBus Route 900. Travel time from Stud Park is approximately 50 minutes. Route 624 buses from Kew, Auburn Station, Tooronga Station and Holmesglen Station also operate to Caulfield.

### TAXI

Patrons can be dropped off at the entrance gates on Station Street. At the conclusion of an event, taxis can be located at the taxi rank outside the main entrance at Gate 23, or Sir John Monash Drive. To get to Sir John Monash Drive, walk from the venue and out under the railway tunnel.



# Location & Contact

## LOCATION


Caulfield Racecourse, Station Street, Caulfield East VIC 3145


## CONTACT


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