



# FUNCTIONS & EVENTS PACKAGE



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[www.dukeofedinburghhotel.com.au](http://www.dukeofedinburghhotel.com.au)





## COCKTAIL PLATTER OPTIONS

Pizza (choose from the bistro menu) \$35

Shoe string fries (v) \$40

Mini spring rolls (v)(40) \$60

Pumpkin & tomato risotto balls (v)(gf) (35)) \$80

Chicken skewers (gf) \$80

Polenta chips (v) (gf) (30) \$80

Honey & soy chicken drumettes (30) \$80

Gourmet sausage rolls (30) \$90

Bruschetta (v) (30) \$90

Beef skewers (gf) (30) \$100

Gourmet mini pies (300) \$100

Panko crumbed prawns (35) \$100

Grilled vegetable skewers (vg) (gf) \$100

Wagu beef sliders (25) \$120

Smoked salmon canapés (25) \$120

Mini fish & chip basket (25) \$150



# FUNCTION TERMS AND CONDITIONS

Thank you for considering the Duke of Edinburgh Hotel to host your event. This is a binding contract between the Duke of Edinburgh Hotel and the client.

Below is important information that you must be aware of and adhere to at all times when utilizing our Function Room.

## Bookings

To confirm a booking, a deposit bond of \$200 must be paid and a signed copy of these terms and conditions returned 7 days after a tentative booking, please contact the venue.

The Duke of Edinburgh Hotel reserves the right to cancel a tentative booking if no deposit bond has been made within 7 days. If you wish to extend your tentative booking, please contact the Venue Manager. Any damage to the property your bond will be used to repair it

## Minimum Spend

For any event held at the Duke of Edinburgh Hotel there is a minimum spend of \$2000.00. This amount is inclusive of food and beverage only. We require a minimum of \$800 on food. The deposit bond, security and any additional extras are not included in the minimum spend. In the event the minimum spend is not achieved, the remaining amount will be charged as room hire on the night of the event.

Your deposit bond will be available to collect 7 days after the function has concluded, as long as there are no damages to the room or any property belonging to the Duke of Edinburgh.

## Security

The Duke of Edinburgh Hotel requires security present for all functions. All security will be provided by the Duke of Edinburgh Hotel and the cost passed onto the hirer. Security is mandatory for all functions at a cost of \$200 per guard. All guests attending the function at the venue will be requested to present a valid form of ID

## Responsibility of the hirer

Guests under the age of 18 attending the function must be under the supervision of a parent or legal guardian at all times. Guests under the age of 18 must remain in the function room for the duration of the function. Under no circumstance are they to go to any other area of the venue.

### **Public Holidays**

Please note for any function or event booked on a Public Holiday will incur a 20% surcharge on all items excluding beverages

### **Final Payment**

The balance of the function is required on conclusion of your final meeting with the Function Manager which is no later than 14 days prior to the function date. If you wish to make an extension of payment, please speak with the Venue Manager to arrange. Cash, Credit Card and Eftpos are accepted and payment can be made in person.

### **Function Duration**

Functions are for a duration of 5 hours unless otherwise arranged with management. The latest finishing time for any function is 1am with the bar closing 30 minutes prior to the scheduled finishing time.

### **Confirmation**

We require final confirmation for all functions 14 days prior to the function date. This includes final details. Your bond will be suspended and associated costs to clean up or repair any damage will be deducted from your deposit bond.

### **Decorations**

Clients can decorate the room to suit their event. If you wish to apply decorations to any wall then only Blu Tack may be used. No forms of tape, pins or glue are to be used on any surface. The Duke of Edinburgh Hotel takes no responsibility for any damage, loss or theft of property on the premise prior, during or after the function. Your bond will be used to clean up the damage

Guests under the age of 18 attending the function must be under the supervision of a parent or legal guardian at all times. Guests under the age of 18 must remain in the function room for the duration of the function. Under no circumstance are they to go to any other area of the venue.

It is the hirer's responsibility to conduct the function with full compliance of the Venue Policy and Venue Management rules with all applicable laws inclusive.

Any breach of the following will result in a function being shut down.

# FUNCTION TERMS AND CONDITIONS

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In the signing this contract, I confirm that I have read and understood and agree with all of the Duke of Edinburgh Hotel's Terms and Conditions.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Suburb: \_\_\_\_\_ Postcode: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Once signed please email a copy to  
[manager@dukeofedinburghhotel.com.au](mailto:manager@dukeofedinburghhotel.com.au)

