



  
**DUKE**  
~ OF EDINBURGH ~

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**FUNCTIONS & EVENTS PACK**

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Here at the Duke of Edinburgh, we can offer you your own private function area. Ask us about designing a function which caters for your own individual requirements. From casual cocktail party to birthday celebrations, engagement parties, conferences etc.

Enclosed you will find our food options and prices, and our terms and conditions.

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## COCKTAIL PLATTER OPTIONS

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Pieces	Item	Price \$
40	Mini Spring Rolls (V)	\$60
35	Homemade Pumpkin and Tomato Risotto Balls (V) (GF)	\$80
30	Gourmet Sausage Rolls	\$90
30	Gourmet Mini Pies	\$100
1	Pizza (choose from Bistro Menu) (Vegetarian Options)	\$35
30	Beef Skewers (GF)	\$100
40	Chicken Skewers (GF)	\$80
25	Mini Fish and Chips Basket	\$150
25	Wagyu Beef Sliders	\$120
25	Smoked Salmon Canapés	\$120
35	Grilled Vegetables Skewers (VG) (GF)	\$100
30	Polenta Chips (V) (GF) (Vegan Options)	\$80
30	Bruschetta (V)	\$90
30	Deep Fried Honey and Soy Chicken Drumettes	\$80
30	Chicken Liver Pâté with Spicy Apple Chutney	\$80
1	Shoestring Fries (V)	\$40
35	Panko Crumbed Prawns	\$100

(V) – Vegetarian

(VG) – Vegan



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# FUNCTION TERMS & CONDITIONS

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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. No variation to these terms and conditions are binding unless agreed upon and signed off in writing by Functions Co-Ordinator and / or Venue Manager.

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

## Bookings

To confirm a booking, a Deposit Bond of \$200.00 must be paid and a signed copy of these terms and conditions returned 7 days after a tentative booking has been made.

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 Functions Co-Ordinator.

During the holding period if there is another enquiry regarding the same date, we will contact you and give you the opportunity to confirm your booking. A booking is only deemed confirmed once the Deposit Bond has been paid; wither via Cash, Eftpos or Credit Card in person.

*The Duke of Edinburgh Hotel does not accept Personal Cheques and under any circumstances, we do not provide credit.*

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 Hotel.

## Minimum Spend

For any event held at Duke of Edinburgh Hotel there is a minimum spend of \$2000.00 This amount inclusive of Food and Beverage only. We require a minimum of \$800.00 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.

## Public Holidays

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

## Pricing

As mentioned above, a minimum spend applies for all functions. These costs will be confirmed at the time of enquiry once the details about your function have been established. Beverage prices charged to Bar Tabs are those current to the venue at the time of the Function. Menus and prices are subject to change.

## Final Payment

The balance of your function is required on conclusion of your final meeting with the Function Co-Ordinator which is no later than 14 days prior to the function date. If you wish to make an extension



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of payment, please speak with the Functions Co-Ordinator to arrange. Cash, Credit Card and Eftpos are accepted and payment can be made in person.

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Failure to comply with this requirement may give rise to the cancellation of this agreement and the function.

### **Confirmation**

We require final confirmation for all functions 14 days prior to function date. This includes final details including menu options, guest numbers, seating arrangements (if applicable), all equipment hire ect. No refunds are given for any cancellation of numbers after this time. Increase are acceptable if adequate notice is given.

### **Cancellations**

Cancellations can only be made through the Venue Manager or Functions Co-Ordinator. Please be aware that any cancellation within 14 days of the function will result in loss of Deposit Bond.

### **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 will be 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 invitation and a valid form of ID. Failure to present a valid form of ID will result in refusal of entry. The Duke of Edinburgh Hotel reserves the right to exclude or eject any of the patrons attending the function without liability. The Duke of Edinburgh Hotel may request a guest list and may utilise wrist bands control entry of guests.

### **Decorations**

Clients can decorate the room to suit their event. If you wish to apply decorations to any wall, then only Blu Tac may be used. No forms of tape, pins or glue are to be used on any surface. The following items are not permitted to be used in the function room: rice, flower petals, glitter or sprinkles. 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. The responsibility is that of the client. Your bond will be suspended and associated costs to clean up or repair any damage will be deducted for your deposit bond.

### **Liquor Licencing Law**

In line with Australian Standards, the Duke of Edinburgh Hotel policies and legal responsibilities apply to all functions.

1. All staff employed by the Duke of Edinburgh Hotel are trained in the Liquor Licencing accredited "Responsible Service of Alcohol" and will refuse to serve alcohol to any individual at any time if they believe them to be intoxicated, violent or quarrelsome.
  2. If an individual is identified as being intoxicated, violent or quarrelsome, they will be asked to leave the venue immediately. It is expected that any patron asked to leave will do so in an orderly and timely fashion.
  3. Any patron who is believed to be under the age of 18 years and cannot provide legally acceptable proof of age will not be allowed to enter the venue unless they are with their parent or legal guardian.
  4. Any guest under the age of 18 must be accompanied by a parent or legal guardian at all times.
- Under the Liquor Licencing Law, a person, parent or licensee must not supply alcohol to a minor. It is against the law for guests under the age of 18 to consume alcoholic beverages or enter the gaming area. Under no circumstances should they try to do so regardless of a parent or guardians consent.



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5. Any failure to comply with any of the above points will result in the immediate termination of the function without refund.

We are a fully licenced venue; therefore NO alcohol whatsoever can be bought onto our premises. If this rule is breached, we reserve the right to remove and discard any alcohol brought into the venue and the offenders will be told to leave the premises.

**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 circumstances are they to go to any other area of the venue.

As mentioned above, the hirer assumes full responsibility and is responsible for all damages caused by the guests and all other people in attendance. This extends to all areas of the Duke of Edinburgh Hotel inclusive of the Function Room, Main Bar, Gaming Room, TAB and Bistro.

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:

- Activities that are considered illegal, noisy, offensive or interrupt other services within the venue
- Physically aggressive behaviour or abusive language
- Guests are not permitted behind any bar under any circumstance
- Any person asked to leave the function area must do so in an orderly and timely fashion

At all times, the client will be made aware of any incidents likely to impact on the enjoyment of the event and will be given the opportunity to take corrective action. If appropriate corrective action is not taken, management reserves the right to close down the function and all payments will not be refunded.

Management reserves the right to refuse entry to any person at any time.

It is the client’s responsibility to inform all relevant persons of these terms and conditions.

**Beyond Our Control**

The Duke of Edinburgh Hotel will not be held responsible for any losses sustained if a function cannot proceed due to a robbery, fire, industrial dispute, water main break, power failure of any other reason beyond our control.

**Damages and Theft**

Please be aware that the hirer will assume financial responsibility for any and all damages and / or theft caused during the function / event, by any of their guests or any other persons attending the function / event, whether in the room or in any other part of the venue, it’s fittings, equipment and grounds. Your bond will be suspended and associated costs to clear up / repair any damage will be deducted from your deposit bond.

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

Full Name .....

Address .....



Initial (.....)

Suburb ..... Postcode.....

Signature..... Date ...../..... /..... /



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