



# *End of Year*

CELEBRATIONS  
AT THE DUCK

# CELEBRATE WITH US

We believe the combination of quality service, professional hospitality and beautiful surroundings create the perfect setting for any special occasion. We aim to make your experience both personal and professional.

With a unique backdrop, warmth and ambience we can take the stress out of planning your function and create the ideal environment. We can cater for any occasion whether it be a wedding reception, engagement party, birthday or even an intimate wedding anniversary. There are many function areas available, all semi-private and can be decorated as you desire.

Our restaurant seats up to 80 guests for sit down dining, or alternatively stand up & smaller sit down functions are available on our deck or in our main bar and atriums. Our menu selections offer a variety of dishes suited to different function styles and numbers.

If we can assist you with any further queries or any particular requests please do not hesitate to call on 8278 7100 or email [info@duckinn.com.au](mailto:info@duckinn.com.au).

Please note:  
Functions may be  
subject to change based  
on our adherence to  
COVID-19 regulations  
and restrictions

## FUNCTION AREAS

Catering for functions of varying sizes and occasions, The Duck and its staff lends itself to creating an ideal function environment tailored to your needs for a memorable occasion. Choose from casual stand up functions to more formal sit down events across a number of areas within the hotel.

## THE RESTAURANT

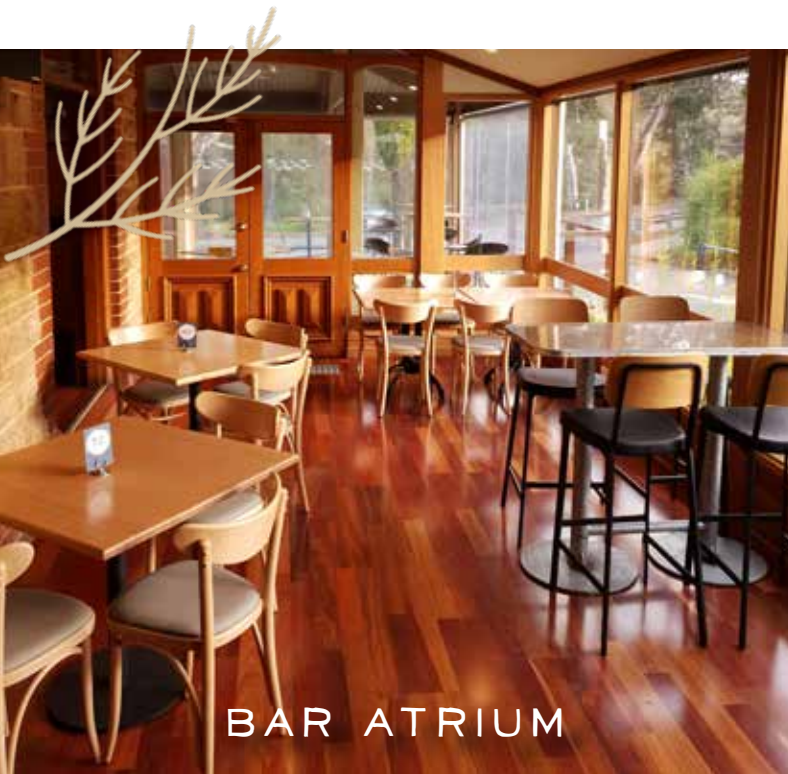
The restaurant has charming décor and looks stunning dressed up with or without linen. Our staff will allow your event vision to come true, assisting with any style requirements. We will customise every event to make it truly special and memorable for everyone.





## BAR & RESTAURANT ATRIUM

The bar and restaurant atrium is well suited to small and intimate functions. There are many customised options available from stand up cocktail, lounge settings and sit down dinners. The atriums have direct access out to the deck, and half the deck space can be booked to compliment your function.



BAR ATRIUM



RESTAURANT ATRIUM

## THE DECK



Enjoy your next function at The Duck on our picturesque deck. Choose from an intimate dining experience or stand up cocktail party. We can host all occasions from wedding ceremonies to birthdays and corporate functions. Speak to our staff about the options to create your desired event.

Extras – TV situated at each end of the deck, festoon lights, cafe blinds, gas heating and cooling fans to suit a range of weather conditions.





## FRONT BAR

The front bar is best suited for larger stand up events with plenty of room to move around.

With a range of catering and drink packages available, we will make sure it is easy to host your next celebration. The area can cater for 70 people and has direct access to the deck.



## FUNCTION EXTRAS

**Table Linen** - \$1 per person

**Linen Serviettes** - \$1 per person

**Chair Covers (Including Sash)** - \$4 per chair

**Cakeage** - \$15

**Cake Cut, Plated & Garnished** - \$1.5 per person

**Corkage** - \$18 Per Bottle

**Bottomless tea & Filtered coffee** - \$3 per person

**Balloon Cluster (5)** - \$18

# FUNCTION PLATTERS

## \$80 EACH – 25 PIECES PER PLATTER

To comply with current regulations, platter items are plated individually. Minimum order applies, please speak to staff.

### COLD

Caramelised onion & goats cheese tarts **V**

Hand rolled vegetarian sushi with soy and wasabi **V/GF**

Rare beef, beetroot relish & horseradish cream crouton

Tomato, bocconcini, basil & vincotto bruschetta **V/DF**

### HOT

Chickpea & herb falafel with pumpkin hummus **VG/GFO**

Vietnamese lemongrass chicken skewers with nauc cham **GF/DF**

Individual vegetable & herb quiche in golden pastry **V**

Premium King Island beef pies & sausage rolls

Chickpea, spinach & caramelised onion rolls **V**

Vietnamese banh mi with roast pork belly, pickled carrot & cucumber

Mushroom, thyme & three cheese arancini **V**

Crispy fish tacos with lime aioli & salsa

Japanese karaage chicken with miso aioli & lemongrass honey **GFO/DF**

Korean fried chicken sliders with gochujang aioli & slaw

### SWEET

Double choc brownie with dulce caramel **V**

Rich caramel slice with freeze dried raspberries **V/GF**

House made lemon curd tarts **V**

Seasonal fruit and nuts platter **GF/DF**

Vanilla cream filled chocolate eclairs **V**

**V** Vegetarian   **VO** Vegetarian Option   **GFO** Gluten Free Option   **GF** Gluten Free   **DF** Dairy Free







## SET MENU

Considering a set menu for your upcoming function? Our staff can work with you to create a customised menu.

### 2 COURSE

**\$45 per head**

choice of entrées and mains or mains and desserts

### 3 COURSE

**\$55 per head**

choice of entrées, mains and desserts

Our team of chefs will cater to any dietary requests and will work with you to structure a menu to suit your occasion.

## WE CAN CATER FOR BREAKFAST FUNCTIONS

AVAILABLE 9AM – 12PM

MINIMUM OF 10 PEOPLE

Our staff can work with you to create a customised menu for your morning function.

### 2 COURSE

**\$36 per head**

breakfast main with pastries and fruit

Our team of chefs will cater to any dietary requests and will work with you to structure a menu to suit your occasion.

# DRINKS

## THE BAR TAB

You are welcome to run an account and give your guests the option of an open bar or a selection of your choice. The tab is monitored and you are informed when it has reached your nominated dollar amount. Please note there is a minimum spend of \$2000.

## SUBSIDISED BAR TAB

This option is great for those who want a greater variety of beverages to offer their guests. Choose what beverages will be available and how much you would like your guests to pay per drink. This money is then paid off to your bar tab, minimising the cost to you. The subsidised bar tab can be open for as long as you wish or until it reaches the nominated dollar amount.





# TERMS & CONDITIONS

## 1. TENTATIVE BOOKINGS

We will hold a tentative booking for a maximum of 7 days



## 2. SECURITY DEPOSIT

Your booking is secured by payment of the security deposit. Payment of the deposit also confirms your agreement to the Hotel's terms and conditions.

## 3. CANCELLATIONS

Cancellations must be advised to us in writing. If your event is cancelled with less than 30 days' notice all deposits will be forfeited. For bookings made within the 60-day cancellation period, the deposit is automatically non-refundable unless negotiated otherwise. Should your booking be cancelled within 72 hours of the function date, all deposits shall be forfeited and you will also be required to pay the full value of the agreed cost of the function per your function quote.

## 4. PAYMENT TERMS

CHEQUES - will not be accepted

DEPOSIT - Required within 7 days of making your tentative booking. The required payment amount will be provided on your function quote.

FINAL PAYMENT - 14 days prior to the event. Payment of all anticipated food, beverage and extra charges

DAY OF EVENT - Any miscellaneous charges from the day of the event such as your bar tab.

Our preferred method of payment is EFT for your security deposit and final payment. Our preferred method of payment for miscellaneous charges on the day of your event is credit card.

## 5. ACCOUNTS

We do not offer credit accounts for functions. Payment must be made, in full, at the completion of your function by credit card (preferred), cash or bank transfer. Cheques will not be accepted.

## 6. FINAL GUEST NUMBERS

You must provide us with your final guest number at least 14 days prior to your function. We will calculate charges on the greater of this final number or the attendance number. The floor plan and seating arrangements for your function will also be agreed at the time of confirming your final guest number.

The ability for you to increase guest numbers after confirming the final number will be dependent on the availability of space and food preparation.

## 7. FOOD AND BEVERAGE SELECTIONS

Your final food and beverage selections, including any special dietary requirements, must be provided to us in writing at least 14 days prior to your function. Any dietary requirements that are not disclosed to us until the day of the event will be charged in addition to the meals ordered. Scheduled service times will also be agreed with you at the time of finalising your food and beverage selections.

## 8. FOOD AND BEVERAGE

You may not bring in any food or beverages for consumption with the exception of celebration cakes, to which cakeage fees will apply.





# TERMS & CONDITIONS

## 9. AUDIO VISUAL EQUIPMENT

If you have reserved an area for your function where we have audio visual (AV) equipment, you will have complimentary use of our AV equipment in that area. However, we ask that you provide us with your video file at least 48 hours prior to your event so we can test its compatibility with our equipment. We may refuse to play your video file if we do not have opportunity to test prior to your event.

## 10. MUSIC & ENTERTAINMENT

If you have preferred music selections for your function, we must approve your music selection and / or live entertainment at least 7 days prior to your event. We will not approve any selections that may be considered offensive or interrupt the enjoyment of our Hotel by other patrons. Live entertainment that has not been approved will be refused entry to our Hotel.

We reserve the right to control volume levels of entertainment.

## 11. SECURITY

Should you request it, we can arrange security for your function. An additional charge will apply for this service.

Alternatively, if we deem that security is required for your event, the cost of this service will be charged to you. We will discuss this requirement with you prior to finalising the details of your function.

Functions with over 80pax will automatically be allocated security.

## 12. EXTENDING HOURS

Any event continuing beyond the confirmed departure time may incur an additional charge.



## 13. INSURANCE & DISCLAIMER

We cannot take responsibility for damage to or loss of items before, during and after an event, and recommend that you arrange appropriate insurance cover.

We will not be liable for and you shall indemnify us against any loss, injury, theft or damage of personal goods brought to the venue by you or your guests.

Should we be unable to provide facilities reserved due to circumstances beyond our control, no further claim other than entitlement to a full refund of any deposits paid may be made. We will endeavour to provide you with reasonable notice.

## 14. DAMAGE

You are financially responsible for the cost of repairing any damage or breakage of hotel property by your guests.

## 15. DECORATIONS

We welcome decorations for your function, however no attachments are to be used on the walls without prior approval by us.

You are responsible for the set up and pack down of the function room if you are bringing in your own decorations. Activities must be undertaken in accordance with our health and safety policies.

Confetti, scatters or similar are not permitted anywhere in the venue, including the grounds. If these items are used, a cleaning fee of \$200 + GST will be charged to you.

