



Function & Event Information 2021

Thank you for expressing your interest in the Diamond Creek Hotel for your upcoming function.

In this package you will find all the information you need in regards to booking your function with us.

Should you have any inquiries please do not hesitate to contact us.



Diamond Creek Hotel
29 Main Hurstbridge Road
DIAMOND CREEK
Victoria 3089

Phone: 03 94381444

Fax: 03 94381172

Email: events@diamondcreekhotel.com.au

www.diamondcreekhotel.com.au

Roof Top Terrace

Overlooking the bustling main street, this space can be hired for parties, work functions or for whatever occasion you may need.

A minimum spend of \$20 per person (on food) is required to hire this area, and must be paid 14 days prior to the function being held.

This area is only available from Monday to Thursday and can be booked for 5 hour periods.

Room Capacity

Cocktail Style – 150 guests



Function Room

Our brand new private function room is located upstairs and can be accessed by lift and/or stairs. It features a bar, private balcony and state of the art audio visual equipment.

A minimum spend of \$20 per person (on food), if not requesting the seated menu, is required to hire this function space. Full payment must be paid 14 days prior to the function being held.

Room Capacity

Cocktail Style – 180 guests

Seated Celebrations – 100 guests



The Front Deck

The Outside deck can be hired for lunch and dinner events. Located at the rear of the bistro it is an amazing outdoor area that is perfect in summer.

This space is great for outdoor celebrations, with both a seated menu and platters available.

Room capacity
The Deck – 50 guests

A minimum spend of \$20 per person (on food), on food or seated Bistro Menu is required to hire this area, and must be payed 14 days prior to the function being held.

Lunch functions in this area must conclude by 5pm.



Private Deck

Meeting/Conference Room

The private function room located upstairs is also perfect for your next meeting, planning/training day, seminar, conference or product launch.

Our projection screens for presentations includes HDMI, VGA & SCART ports and is complimentary with the hire of the room.

We also have complimentary WIFI for all our guests.

Room Hire is \$200

Room Configurations

Theatre Style, Boardroom or U- Shape

**Room configurations are subject to television screen use*



Catering Options

The Bistro menu is available for delegates to pre order lunch; a table in the bistro will be set up where they can relax and enjoy a change of atmosphere.

Pre ordering lunch from the Bistro Menu ensures meals are ready at your specified break time.

Platters

A selection of platters are available for your next meeting or conference.

Trio of Dips with Warm Pita Bread (v) **\$3.5pp**

Fresh Seasonal Fruit Platter (v)(GF) **\$3.5pp**

Assorted Cheeses – Accompanied with Crackers (v) **\$4pp**

Assorted Sandwiches –Including Vegetarian Options **\$5pp**

Tea & Coffee station - **\$45**

Cakeage fee - **\$50**

Seated Menu Food Options

All menus are alternate serve

Select two mains

Starter menu 2 course \$40 / 3 course \$45

Entrée Soup of the day

Main Chicken Florentine served with potato and seasonal vegetables.

Roast Beef served with seasonal vegetables, topped with gravy.

Baked barramundi fillet served with Spanish rice and salad.

Pumpkin Risotto in a light creamy sauce.

Dessert Petite Pavlova Chocolate Mousse

Indulgence menu 2 course \$55 / 3 course \$60

Share Platters Chefs Selection of Dips, Perri-Perri Calamari and Traditional Bruschetta

Main 250gm Eye Fillet served with chat potatoes, garlic beans and a red wine jus.

Chicken Kiev served with mash potatoes and vegetables.

Salt and Pepper Atlantic salmon served with citrus cous cous and salad.

Arancini Balls filled with fetta, pumpkin, spinach and sundried pesto served on Napoli with salad.

Dessert Lemon Tart Mars Bar Cake

Childs menu \$15 per child

Platter Options

\$20 Per Person.

Assorted Savoury Platter

Assorted Asian Medley

Assorted Mini Quiches

Vegan Sausage Rolls – Chickpea, Spinach and Caramelised Onion

Sundried Tomato, Rocket and Fetta Bruschetta (v)

Assorted Sandwiches –Including Vegetarian Options (v)

Assorted Cheeses – Accompanied with Crackers (v)

Fresh Seasonal Fruit Platter (v) (GF)

You can also purchase the following items as extras.

Peri –Peri Crumbed Chicken Tenders **\$3pp**

Mini Kiev Balls **\$3pp**

Trio of Dips with Warm Pita Bread (v) **\$3.5pp**

Arancini Balls – Sundried Tomato, Feta and Basil Pesto (v) **\$3.5pp**

Vegan Arancini Balls – The Original with a Vegan Twist (v) **\$3.5pp**

Antipasto Platter with Dips and Pita Bread **\$3.5pp**

Seafood Medley – Prawn Twists and Lemon Pepper Calamari **\$4pp**

Mini Burgers **\$4.5pp**

Mini Southern Fried Chicken Sliders **\$4.5pp**



Terms and Conditions

Food & Drink

Menu selections are to be confirmed 14 days prior to your function and food and drink minimum must be paid 14 days prior. Catering is not to be purchased from an external source and brought onto the premises, with the exception of a cake.

Please note that food is compulsory at all functions where alcohol is being served.

Deposit

An amount of 50% of total function cost is required at time of booking to secure the requested date. We Also require a door list of people attending the function.

Cancellations

Should you choose to cancel your function up to 14 days prior to your function date the deposit will be refunded. Should you wish to cancel your function within 14 days of your function date the deposit and any money owing for food will be forfeited, unless we are able to rebook the function room.

Final Payment

Final payment is required 2 weeks prior to the event. Payment may be in the form of cash or credit/bank card. Cheques are not permitted.

Damage or Theft

Should any damage or theft occur during your function, you (the hirer) will be held responsible and will therefore incur the costs of any repairs and/or replacements required. If any belongings of yourselves (the hirer) or your guests are lost, damaged or stolen, you (the hirer) will indemnify Diamond Creek Hotel of these claims.

Diamond Creek Hotel strictly adheres to Health, Liquor and Safety Acts and all Federal and State Regulations. These Regulations are to also be conformed to by you and your guests.

Security

All functions with a guest list of 75 or more incur a cost for security, the cost for functions of \$200 is payable 14 days prior to event.

Smoking

Smoking area can be allocated on the Terrace, Function Balcony and other areas within the Hotel.

Operation Times

Function duration is 5 hours, additional hours can be purchased at \$200 per hour. Bar service will conclude 30 minutes before scheduled ending time and music will conclude 15 minutes before ending time allowing guests adequate time to vacate the premises.

Dress Code

All function guests must meet the dress requirements of the hotel otherwise entry may be refused.

Entertainment

Diamond Creek Hotel has a sound system with iPod connectivity and Spotify playlists available for your use.

You are welcome to arrange a DJ, jukebox or acoustic band. All details of arranged entertainment are to be provided to us.

Responsibility

In the event of an unforeseen circumstance where the function is unable to proceed, Diamond Creek Hotel will not be held liable. A refund will be given where applicable.

We reserve the right to terminate your function based on the behaviour, intoxication or conduct of guests.

Liquor License

Management at Diamond Creek Hotel reserves the right to exclude or remove any person from a function in accordance with the Liquor Control Act of Victoria.

Management at Diamond Creek Hotel reserves the right to refuse admission to any or all areas of the venue in accordance with the Liquor Control Act of Victoria.

Guests under the age of 18 years of age are not permitted to consume alcohol and must be accompanied by an adult as per the Liquor Control Act. We remind all guests aged 18 and above to carry legal identification on them at all times, and to drink responsibly.

We do not host 18th Birthdays.