



## **Function & Event Information 2022**

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.



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## ***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), or seated Bistro Menu is required to hire this area, and must be paid 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.

Assorted Cheeses – Accompanied with Crackers (v) **\$3pp**

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

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

Assorted Sandwiches –Including Vegetarian Options **\$4.5pp**

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

Cakeage fee - **\$50**

# ***Seated Menu Food Options***

***This menu is alternate serve    Select two dishes from each***

***2 course \$50 / 3 course \$60***

## ***Entrée***

Soup of the day (vegetarian option available).

Satay chicken tenderloin skewers on a bed of rice.

Duck spring rolls with honey soy dipping sauce.

Crispy lemon pepper calamari with house made aioli.

## **Main**

Plump chicken breast stuffed with feta, sun-dried tomato and spinach served with seasonal vegetables and topped with chef's famous Napoletana sauce.

Slow braised beef cheek served on roasted garlic chat potatoes, seasonal vegetables and topped with a red wine jus.

Tuscan spiced Atlantic salmon fillet on a citrus and herb cous cous salad drizzled with hollandaise sauce.

Chicken kiev on a creamy mashed potato, served with sauteed seasonal greens.

Arancini balls filled with feta, pumpkin, spinach and sun-dried tomato pesto, served on Napoletana sauce with a rocket and parmesan pear salad.

## ***Dessert***

Individual pavlova topped double cream, mixed berry compote and passionfruit coulis.

Chocolate mousse served with berries and double cream.

Puff pastry filled with zesty lemon curd and topped with torched Italian meringue with berry compote and double cream.

Steamed date pudding topped with sweet and sticky butterscotch sauce and served with vanilla bean ice-cream.

Chocolate cake layered with caramel fudge and chocolate mousse topped with chocolate curls, double cream and coulis on the side.

# ***Platter Options***

**\$20 Per Person.**

Gourmet Mini Pies and Sausage Rolls  
Vegetarian Spring Rolls and Dim Sims  
Assorted Mini Quiches

Sundried Tomato, Rocket and Fetta Bruschetta (v)

Satay Chicken Skewers – (GF)

Assorted Sandwiches –Including Vegetarian Options (v)

**You can also purchase the following items as extras.**

Assorted Cheeses – Accompanied with Crackers (v) **\$3pp**

Vegan Sausage Rolls – Chickpea, Spinach and Caramelised Onion **\$3pp**

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

Mini Kiev Balls **\$3pp**

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

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

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

Mini Angus Burgers **\$4pp**

Mini Fried Chicken Burgers **\$4pp**

Mini Honey Soy Chicken Noodle Box **\$4pp**

Fried Pop Corn Chicken and Chip Basket **\$4pp**

Fish and Chips Basket **\$5pp**

Warm Apple Bites **\$3.5pp**

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



# ***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 21<sup>st</sup> Birthdays will incur a Security fee of \$200. This covers you for the 5-hour duration of your function.

For all other functions, the \$200 Security fee is required with a guest list of 75 or more.

Security fees are payable with the final payment, 14 days prior to the 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 18<sup>th</sup> Birthdays.**