



## **Function Information 2018**

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 you may like. Room hire fee of \$500 and a minimum spend of \$2500 on food and drinks combined with a minimum of 6 platters is required to hire this area, and must be payed 14 days prior to the function being held.

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.

Room hire for this area is \$500 with a minimum spend of \$2500 on food and drinks combined with a minimum of 6 platters if not requesting the seated menu. Full payment must be paid 14 days prior to the function being held.

Room Capacity  
Cocktail Style – 180 guests  
Seated Celebrations – 100 guests



## ***The Sun Room & Deck***

The Sun Room & outside deck can be hired for lunch and dinner events. Located at the rear of the bistro it is filled with natural light and includes an amazing outdoor area that is perfect in summer.

This space is great for christenings, anniversary's or kids birthdays.

Room capacity

Sun Room – 65 guests

The Deck – 50 guests

Both these areas must be booked as a package and cannot be seperated.

A minimum spend of \$1650 on food and drinks combined with a minimum of 6 platters 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.



*The Sun Room*



*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

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 light platters are available for your next meeting or conference. These include assorted sandwiches, fruit and a variety of cake platters.

See our platters menu for more options.

Tea & Coffee station - \$45

# ***Seated Menu Food Options***

## ***Starter Menu 2 Course \$31.00 / 3 Course \$35.00***

Entrée – Soup of the day

Main – Chicken Parmigiana served with chips & salad.  
Roast of the Day served with seasonal vegetables.  
Baked barramundi fillet served with chips & salad.  
Vegetable Risotto.

Dessert - Mini Pavlova  
Chocolate Mousse

## ***Indulgence Menu 2 Course \$45.00 / 3 Course \$50.00***

Entree – Chef's selection of assorted dips  
Salt and Pepper Calamari  
Traditional Bruschetta.

Main – 250gram Eye Fillet served with chat potatoes, buttered beans  
& a sauce of your choice.

Chicken Kiev served with mash potato & vegetables.

Atlantic Salmon served with chips, & salad, topped with  
béarnaise sauce.

Pumpkin, spinach & fetta Arancini balls served on a Napoli  
sauce and a side salad.

Desserts – Lemon Meringue      Mars Bar Cake  
Sticky Date Pudding      Chocolate Pudding

***Childrens Menu***      \$9.90 per child (under 12 years of age)

All Menus are alternate serve.

## ***Platter Options***

Approximately 30 pieces per platter.

### ***\$70 each***

Party Pies  
Cocktail spring rolls (v)  
Traditional Sausage rolls  
Mini Dim Sims  
Trio of dips with warm Turkish bread (v)  
Mixed Quiches  
Fresh chocolate or carrot cake

### ***\$80 each***

Mushroom and fetta Arancini balls (v)  
Grilled Chicken and cherry tomato skewers (GF)  
Mini frittatas with semi dried tomatoes, spinach and pumpkin (v) (GF)  
Sundried tomato, rocket and Fetta Bruschetta (v)  
Assorted sandwiches- variety of fillings including vegetarian options (v)  
Crumbed lemon pepper chicken tenders with a side of chilli aioli  
Satay chicken skewers  
Garlic chicken Kiev balls  
Peri Peri Chicken skewers with mint yoghurt (GF)

### ***\$95 each***

Assorted cheeses, accompanied with crackers (v)  
Mini Hamburgers  
Lemon pepper calamari with aioli (GF)  
Prawn twists served with lime chilli aioli  
Beef meatballs with Jack Daniels dipping sauce  
Fresh seasonal fruit platter (v) (GF)  
Thai Beef skewers served with sweet chilli dipping sauce (GFA)  
Chilli and Lime Prawn skewers (GF)

# ***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.

## ***Room Hire***

An amount of \$500 room hire (or \$500 deposit for the Sun Room) 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 incur a cost for security, the cost for functions of \$175 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 Tavern 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.**