



**HOSPITALITY
NT
BEST
CASUAL DINING
2018 & 2021**



**HOSPITALITY
NT
BEST PUBLIC BAR
PRESENTATION
AND SERVICE
2018 & 2022**



**AHA
NATIONAL
BEST SPORTING
ENTERTAINMENT
VENUE 2017**



**HOSPITALITY
NT
BEST OVERALL
METROPOLITAN
HOTEL
2017 & 2022**



**HOSPITALITY
NT
BEST UBET
LICENSED
VENUE
2017**

**HOSPITALITY
NT
BEST UBET
LICENSED
VENUE
2017**

WELCOME TO HOTEL DARWIN

Thank you for considering Hotel Darwin for your upcoming function! It is our pleasure to assist you.

Hotel Darwin can cater for functions of any type including Corporate Sundowners, Birthdays, Engagements, Farewells, 21st Birthday parties and Private Dinners. We have the ability to cater for groups from 20-300, and we can tailor your event to your specific needs. Speak to one of our friendly staff from our functions team, and they will be able to assist you in ensuring your next event is professionally run, stress free and memorable.

 www.thehoteldarwin.com.au

 www.facebook.com/HotelDarwin

 www.instagram.com/thehoteldarwin

Hotel Darwin is open to the public from 10am until 2am 7 days a week. Functions are considered at any time the venue is open, and events can be tailored to your specific requirements.

Please note that functions are not confirmed until receipt of \$400 deposit. Any cancellations or date changes must occur before 6 weeks from booked date otherwise deposit is non-refundable.



FUNCTION SPACES

Below is a list of information to assist you in the planning of your special occasion. If you have any special requests, please do not hesitate to ask as we can tailor our packages to suit any need.



FRONT BAR

20-100 guests

- Semi-Private indoor area
- Visual facilities – 2 x 65' LED screens
- Bar Facilities
- \$400 deposit to confirm your booking
- Our Front Bar can be hired semi-privately and is available for hire 7 days a week from 10am until 2am.



BEER GARDEN

20-300 guests

- Visual facilities – 4 x 65' LED screens
- \$400 deposit to confirm your booking
- Our Beer Garden can be hired semi-privately and is available for hire 7 days a week from 10am until 2am.

DRINK SPECIALS

HOTEL DARWIN OFFERS 2 PACKAGES:

Option 1

PAY AS YOU GO

Your guests pay for their own drinks, and receive a 20% discount on beverage purchases for two hours up until 10pm at the latest.

Option 2

BAR TAB

If you would like to provide a bar tab for your guests, we will increase your tab by 25%. For example, a tab of \$500 would be topped up to \$625 at no extra cost.

Alternatively, if you don't have a limit in mind, your tab receives a 20% discount on completion.



FUNCTIONS PLATTER MENU

*Please be advised there may be trace amounts of allergens on any dish due to the use of gluten, nuts, seafood and chilli in our kitchen.

The following options are individual platters. Please note, we require one week notice on platter orders.

We recommend 4/5 pieces per guest as a light snack

We recommend 7/8 pieces per guest as a more substantial offering

V Vegetarian	VE Vegan
GF Gluten Friendly	GFO Gluten Friendly option



	\$	QTY		\$	QTY
PULLED PORK SLIDER <i>Pulled pork tossed with smoky BBQ sauce topped with red/ green coleslaw and aioli (10 pieces minimum order)</i>	6 EACH		CHICKEN KEBAB GFO <i>Served with satay sauce (25 pieces)</i>	70	
BEEF SLIDERS <i>Served with lettuce tomato sauce and aioli (10 pieces minimum order)</i>	6 EACH		DESSERT PLATTER <i>Vanilla profiteroles, banana eclairs, vanilla slice, chocolate profiteroles (26 pieces)</i>	75	
PERI PERI HALOUMI SLIDER BURGERS <i>Grilled haloumi topped with peri spice honey Dijon mayo Fennel, cabbage and red onion slaw (10 pieces minimum order)</i>	5.5 EACH		PIE PLATTER <i>Mini beef pies, served with a side of tomato sauce (25 pieces)</i>	75	
BEEF KEBAB GF <i>Served with a smoky BBQ sauce (25 pieces)</i>	85		ASIAN PLATTER V, VE <i>Vegetarian samosas, mini spring rolls and money bags, served with a sweet chilli dipping sauce</i>	50	
SEAFOOD PLATTER <i>Salt and Pepper Squid, Tempura Prawns and Battered Barramundi, served with tartare sauce</i>	95		CRUDITIES V, GF <i>Celery, Carrot, Red Capsicum and Cucumber served with a homemade dip</i>	50	
CHEESE BOARD <i>Includes a serve of brie, blue vein, and smoked cheddar cheeses, served with a selection of crackers</i>	95		TURKISH BREAD WITH DIP V <i>Turkish bread served with dips</i>	50	
MINI ARANCINI BALLS <i>Served with a side garlic aioli (30 pieces)</i>	90		12" PIZZAS <i>BBQ Chicken, Caveman, Hawaiian, Margherita and Vegetarian</i>	25 EACH	



CATERING

Hotel Darwin chefs prepare all function catering requirements from our very own kitchen, ensuring oven fresh food at all times. Our function platter menu is available at the end of this pack.

Please note, the chef requires one week notice on all catering requirements.



ENTERTAINMENT

Hotel Darwin offers free entertainment for you and your guests to enjoy. On Fridays and Saturdays, Hotel Darwin has a regular soloist in the beer garden playing a mix of upbeat party songs and soulful classics.



DECORATIONS

You are welcome to bring in balloons and other decorations. If you wish to drop balloons in prior to the event, we can keep them secure in the office and bring them out just before your event starts.

Please note, unfortunately, we cannot allow the use of glitter or confetti.

PRESENTATION FACILITIES

If you would like to play a presentation via a laptop, this can be linked to our LED screens. USBs can also be used to play slide shows on the LED screens.



STAFF

Your event will be attended by one of our function co-ordinators. They will show you to your area and most importantly, they will ensure your function runs in a professional manner, and your catering is served to your requirements.

If we can be of any assistance throughout the evening please do not hesitate to ask.

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UNDERAGE GUESTS

Due to the fact that Hotel Darwin is a licensed premises the following conditions apply to any minor wishing to attend functions here at the venue:

- 1. All minors must be accompanied by their parent at all times in all areas of the venue, and must leave by 10pm.**
- 2. Minors must have some sort of identification to match the parent/s photo ID.**
- 3. Minors must wear an ID wristband provided by us for the entire duration they are in attendance.**



ENQUIRY FORM

PERSONAL AND COMPANY DETAILS

EVENT ORGANISER: _____

EVENT NAME: _____

COMPANY NAME *(if applicable)*: _____

PRIMARY CONTACT NUMBER: _____

EMAIL: _____

FUNCTION/RESERVATION DETAILS

PROPOSED DATE OF FUNCTION/RESERVATION: ____/____/____

COMMENCEMENT TIME: _____ CONCLUSION TIME: _____

APPROX. NUMBER OF GUESTS: _____

PLATTER MENU PREFERENCE *(please tick)*

FUNCTION PLATTER MENU A LA CARTE MENU

DRINKS PREFERENCE *(please tick)*

PAY AS YOU GO BAR TAB

AREA PREFERENCE *(please tick)*

FRONT BAR BEER GARDEN WHOLE VENUE

I UNDERSTAND THAT THIS IS AN ENQUIRY ONLY
AND THAT THE HOTEL DARWIN TEAM WILL CONTACT ME TO CONFIRM AVAILABILITY.

I HAVE READ THE TERMS AND CONDITIONS

TERMS AND CONDITIONS

- 1. TENTATIVE BOOKINGS:** A tentative booking will be held for 48 hours and if not confirmed will be cancelled after this period unless extension is requested.
- 2. CONFIRMATION OF BOOKING/DEPOSIT:** A deposit and a signed function e-contract is required to confirm your function booking.
- 3. CONFIRMATION OF FINAL NUMBERS:** Final number of guests must be confirmed, in writing, at least 10 days prior to the date of your function. If confirmation of final numbers is not received 10 days prior, your function will be catered for and charged to the maximum number quoted on your confirmations form.
- 4. CANCELLATION:** All cancellations must be made in writing to functions@thehoteldarwin.com.au at least 6 weeks prior to function date, otherwise the client will forfeit the deposit.
- 5. PAYMENT:** Payment for all function accounts must be received no less than 10 days prior to your function. Payments can be made with cash, credit card, direct deposit or bank cheque. Personal or company cheques will only be accepted with prior management approval. Direct deposits must be received at least 10 days prior to function date and must be accompanied by a remittance advice, emailed to functions@thehoteldarwin.com.au at the time of payment. Any additional charges, such as, beverages on consumption are to be paid upon completion of the function. Booking on a public holiday a 10% surcharge applies
- 6. MINIMUM SPENDS:** The Hotel Darwin reserves the right to apply minimum food and beverage spends where a room is specifically allocated for a function. If the minimum food and beverage spend quoted is not met the difference will be charged as venue hire.
- 7. FOOD AND BEVERAGE:** Food and Beverage Packages must be confirmed and selections advised to the venue 14 days prior to the date of the function. No food or beverage of any kind will be permitted to be brought into the venue by the client or any other person attending a function unless by prior arrangement with The Hotel Darwin, and may incur a charge.
- 8. ALLERGIES AND INTOLERANCES:** Gluten Friendly dishes are not known to directly contain gluten. Please be advised, there may be trace amounts of allergens on any dish due to the use of gluten, nuts, seafood and chilli in our kitchen.
- 9. PRICE VARIATION:** Every endeavour is made to maintain our prices. Should any increases occur, we will notify you immediately.
- 10. AREA ALLOCATION:** The Hotel Darwin reserves the right to allocate reservation areas according to function size and suitability. Please note requests for specific areas cannot be guaranteed.
- 11. DECORATIONS**
You are welcome to arrange decorations for your event such as balloons, light up numbers, a photo booth and party lighting. Glitter/confetti or items stapled/adhered to furniture are not permitted. All items must be packed up or stored away by 11pm, unless you have booked extended hire of the room.
- 12. STORAGE:** All belongings are asked to be collected at the conclusion of your function. Unfortunately there are no facilities for storage of any items on the premise. The Hotel Darwin does not accept responsibility for the damage or loss of goods left on the premises prior to, during or after a function.
- 13. ACCESS:** Please advise when confirming the booking if you require access to the venue prior to your function for set up, deliveries, equipment etc, so that The Hotel Darwin staff can arrange a time suitable for you and the venue. Standard access time is 30 minutes prior to booked function time.
- 14. SIGNAGE:** Nothing is to be nailed, screwed, stapled or adhered to any wall, door or other surface or part of the building. Signage in The Hotel Darwin public areas is to be kept to a minimum and must be approved by the Manager in writing prior to the function.
- 15. SUPPLY OF ALCOHOLIC BEVERAGES:** The Hotel Darwin reserves the right to refuse the supply of alcoholic beverages to any guest attending the function that are considered to be under age, intoxicated or behaving in an offensive manner.
- 16. UNDERAGE GUESTS:** Under NT law, all guests under the age of 18 must be accompanied by their legal guardian and supervised at all times. Minors must wear an ID wristband provided by us for the entire duration they are in attendance. All guests must be 18 or over to consume alcohol and are expected to provide legal identification where necessary.
- 17. RESPONSIBILITY:** The client is financially responsible for any damage that is sustained to the venue or any other property owned by or in the care and custody of The Hotel Darwin, which is caused by the client or any other person attending the function. General and normal cleaning is included in the cost of the function, however additional charges may be payable if the function has created cleaning needs above and beyond normal cleaning.
- 18. TERMINATION OF FUNCTIONS:** Without limiting any other rights, The Hotel Darwin may terminate the function if you and/or any of your guests, or invitees fail to comply strictly with these terms and conditions; or an event which is beyond reasonable control, which prevents the holding of the function. It is the responsibility of you, the organiser, to inform all guests of The Hotel Darwin's terms and conditions.
- 19. CHANGE OF AREA:** In the event of unforeseen circumstances or any dramatic alteration to numbers, The Hotel Darwin reserves the right to change the allocated area to another suitable area. Every effort will be made to discuss the changes with the organiser well in advance where possible.
- 20. RESPONSIBLE SERVICE OF ALCOHOL:** The Hotel Darwin abides by NT guidelines on responsible service of alcohol as per our house policy. The venue reserves the right to refuse the service of alcohol to any patron deemed to be showing signs of intoxication. This includes guests on a beverage package.
- 21. HEALTH AND SAFETY:** Due to health and safety regulations, any leftover function food cannot be taken home. Usually, the food is sitting out at an uncontrolled temperature for a long period of time and would not meet the criteria required to be kept, stored, or reheated.



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