



THE DUKE OF KENT HOTEL

Function Information

Bookings & Deposits

Rooms cannot be held without a deposit. Your booking is only considered an inquiry until a deposit is paid. Confirmation is by way of \$300 deposit, which is then deducted from your final account providing the minimum spend of \$1500 is met. In the event that this is not met, the deposit will be retained.

Finalisation Details

Your final details are required seven days prior to your function to ensure that your function runs smoothly. We are more than happy to discuss any aspect of your function at any time. Final numbers must be confirmed seven days prior to your function.

Payment

Payment for your function is due seven days prior to your function. Drink tabs may be paid on the day of the function, with bar tabs only to commence upon receipt of a valid credit card or pre-determined amount of cash. It is the obligation of the functions host to meet the \$1500 minimum spend.

Cancellations

We require a minimum 8 weeks notice for all cancellations from the date of your function, otherwise your deposit will be forfeited.

Children on premises

Persons under the age of 18 are permitted in function areas of the hotel but must be in the immediate presence of their parent or legal guardian at all times. Management and Security reserve the right to refuse entry. Please enquire for further details.

Food

The Duke of Kent Hotel must cater for all food required for the function. Cakes are allowed to be bought onto the premises and serving implements can be supplied with prior arrangement with management.

Audio Visual Equipment

The Duke of Kent allows equipment be hired and brought into the venue. Delivery must be arranged with management prior to the function and it is appreciated that no equipment be delivered more than 2 hours prior to your function unless alternative arrangements have been made with management.

Sound Levels

Due to various council licensing regulations, the management reserves the right to monitor and adjust any sound levels.

Damage & Loss

Unfortunately we cannot accept responsibility for damage or loss of items before, during or after a function. *Any damage caused to the venue during a function is the financial responsibility of the hirer.*

The Duke of Kent Hotel Can Provide

The Duke of Kent hotel can provide 1 projector screen, background music, Ipod connections for use through our sound system, Some TV's are USB compatible for photos.

The Duke of Kent can organise the Hire of DJ's, balloons, coffee station and trivia hosts (for pricing speak to management). Please discuss your requirements with management.

Not Sure? Just Ask

ALL PRICES ARE SUBJECT TO CHANGE

**Duke of Kent Hotel
293 Latrobe Street Melbourne
Ph: 9670 0128**

www.dofk.com.au e-mail dukeofkent@bigpond.com



THE DUKE OF KENT HOTEL

Finger Food Menu

\$50.00 FRESH DIP PLATTER

Consisting of three dips with freshly toasted ciabatta bread, corn chips & vegetable crudités.....the perfect way to start any function

\$65.00 COCKTAIL PLATTER (all items included...66 pieces)

Cocktail Sausage Rolls

Party Pies

Mini Spring Rolls (V)

Mini Dim Sims

Party Pizzas

Cocktail Samosas (V)

\$85.00 DELUXE PLATTER (all items included...60 pieces)

Assorted Gourmet Party Pies

Nori Rolls

Spinach & Ricotta Puff (V)

Gourmet Vegetarian Bites (V)

Chicken Satay Sticks

Ham & Leek Risotto Balls

\$100.00 PLATINUM PLATTER (all items included...60 pieces)

**Tempura Prawns
Hotdog in Puff Pastry
Chicken & Prawn Sui Mai
Salt & Pepper Calamari
Chicken & Mushroom Vol au vents
Roast Pumpkin & Fetta Risotto Balls (V)**

(V) – Vegetarian Item

Each platter serves approximately 10 guests

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THE DUKE OF KENT HOTEL

ORGANISATIONAL EXTRAS

DJ: Equipment & Host for the entire 5 hour duration of your function. Effect lighting is included & a song list is available at your request.

KARAOKE: Karaoke Host and Equipment for the entire 5 hour duration of your function. Effect lighting is included & a song list is available at your request.

BALLOONS: 100 or more helium filled balloons with a wide variety of colours provided. For best effect 3 colours are recommended

COFFEE STATION: minimum of 25 unlimited cups. Station includes self serve tea and coffee.

TRIVIA HOSTS: Available on request for a quote speak to management.

**PLEASE DO NOT HESITATE TO ASK FOR
ADDITIONAL OPTIONS**

For all prices please speak to management

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