

E V E N T S P A C K

X

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Situated to the left of the upstairs events space, our stylish and light-filled Private Dining Room provides an intimate yet comfortable environment for a dinner party for up to 14 guests.

We can tailor a menu that suits your needs.

Choose between 2 or 3 courses for your guests.

Consult with our functions manager on - 9525 4250

TABLE LAYOUT





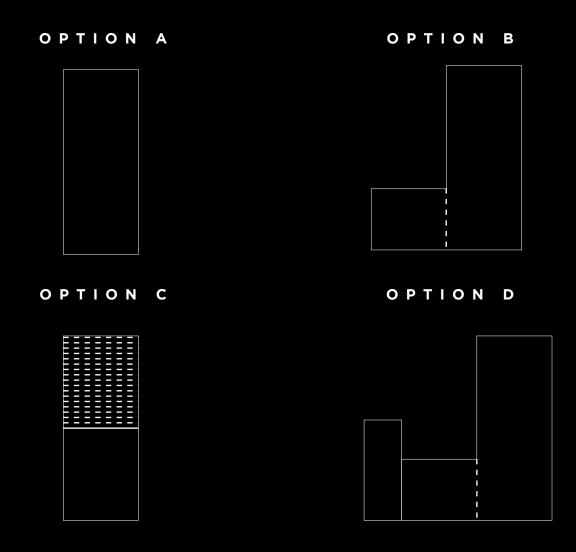




With its original ceiling features, versatile design and abundant space, our Events Room Upstairs makes for the perfect area to hold large cocktail style events for up to 100 guests. Whether you need the entire space or not – we can tailor the physical set-up of the room to suit any function big or small. The bar and private dining room can also be utilised on request for larger functions. The Events Room Upstairs' menu offers an extensive list of 20 piece platters to suit all tastes, dietary and event requirements.

ROOM ARRANGEMENTS







EVENTS MENU

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Lamb Madras Samosas w Coconut Chutney
Butter Chicken Samosas w Coconut Chutney
Assorted Wood Fired Pizzas (GF option available)
Chicken Garlic Balls
Ivan's Traditional Gourmet Party Pies
Party Pies (Curry Chicken, Pepper Beef, Lamb & Rosemary)
Sausage Rolls w Chunky Relish
Assorted Vegetarian Arancini Balls (V)
Falafel Balls (V)
Prawn Dumplings
Spinach & Ricotta Pastries (V)
Cevapi Sausage w Wild Tomato Relish (GF)
Salt & Pepper Prawns
Salt & Pepper Calamari
Falafel Crusted Lamb Cutlets w Tzatziki
Brioche Sliders - Spicy Chicken & Bacon
Chicken skewers with dipping sauce
Crispy fried beef with spicy, sweet & sour sauce



WHITE WINES	RED WINES
Passing Clouds Chardonnay (Goulburn Val, VIC)	Val De Loire Rose (France)
Swings & Roundabouts Chardonnay (Margaret River, WA)	Stefano Lubiana Pinot Noir (Tas)
Oyster Bay Sauvignon Blanc (Marlborough, NZ)	Hinton Estate Pinot Noir (Central Otago,NZ)
Dog Point Sauvignon Blanc (Marlborough, NZ)	Granite Hills Merlot (Heathcote, VIC)
Tar & Roses Pinot Grigio (Central VIC)	Black Chook Shiraz (McLaren Vale, SA)
Mr Wolf Pinot Gris (Mornington Peninsula, VIC)	Greenstone Cambrian Ridge Shiraz (Heathcote)
Brown Brothers Moscato (Milawa, VIC)	Black Jack Shiraz(Bendigo, VIC)
Mt Langi Ghiran Cliff Edge Riesling (Grampians)	Penfold Bin 150 Shiraz (Barossa Val, SA)
	Howard Park Cab Sauv (Margaret Riv, WA)
	Bowen Estate Cab Sauv (Coonawarra SA)

SPARKLING	FORTIFIED & DESSERT
Jansz Premium Cuvee (Tasmania)	Hanwood 10 y/o Tawny Port
Chandon Brut (Yarra Valley, VIC)	Old Codger Tawny Port SA
Corte Giara Prosecco (Italy)	Limoncello
	Stanton & Killeen 12y/o Muscat (Rutherglen)
	Debortoli Botrytis Semillion



EVENT DETAILS TERM & CONDITIONS

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In order to confirm your reservation a deposit of \$250 is required 14 days prior to event, depending on specific details of the function. A signed copy of the Booking Sheet must also be submitted at the time of the deposit to confirm event date. A full payment for all food and beverage can be paid on the event day/night where the deposit will be deducted from the total bill.

CANCELLATIONS

All cancellations must be submitted in writing seven days prior to the confirmed event date. Deposits are non-refundable if the event is cancelled seven days out from the agreed date.

MINIMUM SPEND

For any event held upstairs at The Dick Whittington Hotel, we require a \$1000 minimum spend which can be in the consumption of either food and/or alcohol.

FOOD ORDERS

Function menus and dietary requirements must be confirmed a minimum seven days out from the confirmed function date. Beverage selections can be chosen as agreed to with the events team on request.

DECORATING

You are welcome to arrive early to decorate the room on the day of event. Please advise a hotel team member of your requirements prior to the event.

MUSIC

Your own personal music can be streamed through the hotels

PA system on request for upstairs functions. You are also welcome to organise an external DJ or Band to provide entertainment for the event. Please notify a team member on either option prior to confirmed function date.

RESPONSIBLE SERVICE OF ALCOHOL

Our team are trained and have accreditations with the Liquor License of Victoria's Responsible Service of Alcohol (RSA). By law, a team member can refuse a patron alcohol if they appear intoxicated. In compliance with the Liquor Licensing Act, outside alcohol is not allowed to be bought into the hotel for consumption.

BEVERAGE CONSUMPTION & BAR TABS

Drinks can be charged to a tab on consumption or a drink package can be tailored to your needs. Drinks can also be purchased on a cash basis (meaning guests pay for their own). All of the team at The Dick Whittington Hotel are trained in Responsible Serving of Alcohol and by law can refuse to serve alcoholic drinks to guests whom appear to be intoxicated.

DAMAGE TO VENUE

If any serious damage occurs to any part of the venue by guests attending the function, the host or event organiser will be deemed responsible to cover costs of repair.

OPERATIONAL HOURS

On Monday to Saturday the venue is open until 1am and Sunday to 11pm – we are licensed during these times.



BOOKING SHEET

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F U N C T I O N	DETAILS
Date Name:	
Date & Time of Function:	
Number of Guests:	
Contact Name:	
Company Name:	
Address:	
Phone:	Mobile:
Email:	
Room required:	Function Room: A B C or D
Special Requirements:	
Music /Entertainment Requirem	ents:
Cardholder name:	
Amount:	
Card Type:	
Card Number:	CCV Number:
Card Expiry Date:	

By filling out these details, I hereby authorise The Dick Whittington Hotel to debit my credit card the deposit and / or minimum spend for my event, as per information included in this document and have read and fully understand The Dick Whittington Hotels terms and conditions relating to function bookings.

Signea:	Date: