

RACECOURSE ROAD • FLEMINGTON

The
Doutta Galla
Hotel
SINCE 1889

T (03) 9376 7233 F (03) 9376 5739

The Magnolia Function Room

The Doutta Galla Hotel, located on Racecourse Road in Flemington, is an ideal venue to hold your next private function, whether you are celebrating a birthday, engagement, anniversary or a corporate meeting. The ample free parking at the side of the hotel offers convenience for your guests.

Our newly refurbished private function rooms are closed off to the public, ensuring privacy and security for you and your guests. These rooms allow you to hold functions for up to 150 of your closest friends and family or corporate clients. You will enjoy your own private bar with the experienced Doutta Galla Hotel staff serving an extensive range of spirits, beers and alcohol at great bar prices.

Our music system is set up by our qualified music directors so you are able to select all songs in which suit your party needs. While dancing on a state-of-the-art dance floor you are able to see the latest film clips, special photos of loved ones or have your business logo featured for a corporate function. In addition to the music, decorations are also welcome allowing you to set the mood with your own theme.

Catering

The Douтта Galla Hotel offers a range of finger food platters all served to your guests by our friendly staff.

There are three platters (\$45, \$55, \$65) based on three levels of quality food offered. You are welcome to mix and match from the three price points in order to come up with your own function menu that will suit all your needs. All drinks are served at bar prices.

For a function time of between **6pm – 8pm**, we recommend serving **10 – 15 pieces** of food per guest. For a function time of between **8pm – 10pm**, we recommend serving **6 – 10 pieces** of food per guest.

Based on the above figures, you could choose a variety of platters from each price point as follows:

100 guests catered for at **6 pieces** of food per guest (based on 24 pieces per platter) may consist of:

8 x Platters @ \$45 = \$360	} 24 Platters @ \$1,320
8 x Platters @ \$55 = \$450	
8 x Platters @ \$65 = \$520	

Function Food Choices

Please Note: These food items are all individual platters

\$45
per platter

- Tomato and basil bruschetta
- Mini party pies
- Sausage rolls
- A mixture of mini dim sims, spring rolls and mini samosa
- Fish balls and dill aioli
- Meat balls and mild salsa

\$55
per platter

- Assorted mini quiches
- Satay chicken skewers
- Cajun chicken skewers
- Satay beef skewers
- Mini pork chipolatas
- Honey soy chicken drumettes

\$65
per platter

- A selection of nori rolls
- Sun-dried tomato and basil risotto balls
- Tempura prawns
- Marinated mustard lamb backstrap
- Mini "Doot" burger
- Smoked salmon lemon aioli
- Peking duck with spring onion, cucumber and hoisin sauce

Function Booking Agreement

Name/Company _____

Address _____

Phone (W) _____ Mobile _____ Fax _____

Email _____

Function Details:

Date _____ Time _____ No of guests _____

Function Occasion _____

Booking requirements:

I, the named client agree to pay a one off non-refundable room hire/ deposit of \$250 being for the above stated function and the balance to be paid on the conclusion of the event.

I, the named client agree to my credit card details to be held as security and if necessary debited in the event of the minimum spend not reached or outstanding accounts not paid on the conclusion of the event.

Credit Card Details:

Name as shown on card _____

Card Type VISA MASTER CARD AMEX DINNERSCredit Card Number Expiry Date / CCV (last three numbers on back of card)

Signature of card holder _____

Please see the next page for conditions and the function agreement.



Deposit / Room Hire

A \$250 Non-Refundable Room Hire/ Deposit is required for venue hire for all functions in order to secure a booking and to arrange any special requirements. Your function will not be booked in until such payment is made to secure your date

Cancellations

If the client cancels the function within 14 days prior to the function date, the client shall forfeit the deposit.

Confirmation

Final details must be confirmed with the function coordinator 14 days prior to the event.

Liability

The client is financially responsible for any damages or theft that may occur to, or at the hotel during the function. In the instance where damages occur, all costs will be charged to the nominated credit card.

Food

Under no circumstances is food to be brought into the premises without the express of written approval of the function coordinator. Any food approved and brought into the premises will be the sole responsibility of the client.

Responsible Service of Alcohol

The Doutta Galla Hotel practices Responsible Service of Alcohol. We reserve the right, without liability, to refuse the supply of alcohol to any guest or patron it deems necessary.

Security

The Doutta Galla Hotel reserves the right to request the client to provide mandatory security for any function it deems necessary. If security for a function is provided through The Doutta Galla Hotel, the client is to cover the costs involved.

Smoking Policies

All indoor areas of the Doutta Galla Hotel are non smoking. Smoking is only permitted outside the building.

Signed by Client (please print name) _____

Date ___ / ___ / 20___ Signature _____

Authorised by The Doutta Galla Hotel Manager _____

Date ___ / ___ / 20___ Signature _____

FAQ's for booking a function

Q: How many people does the function room hold?

A: 150PAX

Q: Do you allow scatters?

A: No we don't.

Q: Are children allowed?

A: *With regard to the minors, it is our policy that they are asked to leave the premises at the conclusion of dinner service (9.30pm). In regards to functions, we stretch this out to 10pm to give them the opportunity to be here for Cake and Speeches but unfortunately, due to the nature of our Liquor Licence (Late Night - General Licence), we are unable to extend this any later.*
All minors must be accompanied by a Responsible Adult.

Q: Is there a smoking area?

A: Only down stairs.

Q: Are there toilets upstairs?

A: Yes there is, in the bar area.

Q: Can we bring our own decorations?

A: Yes you can.
Please be aware that sticky tape is not permitted on the walls

Q: Can I bring my own cake?

A: Yes you can and we can set up a cake table for you.

Q: Can we bring in photos?

A: You can bring in photos in a jpeg file. We suggest you bring it in a week before so we can upload it to our computer and make sure everything runs smoothly.

Q: Can I bring my own DJ or band?

A: Yes you can, however the DJ will need to bring his own equipment and speakers. The band will also need to bring their own equipment.

Q: Can I run a bar tab?

A: You can run a bar tab, just tell us how much you would like to put down over the bar and what drinks you would like.

Q: Is there a present's table?

A: The present's table is located at the top of the stairs and the stairs are guarded with one of our professional security members.