

THE UGLY



DUCKLING

FUNCTION PACK 2021

OUR FUNCTIONS

TABLE BOOKINGS - 8 TO 10 GUESTS

Our beautiful atrium accommodates tables bookings of up to 10 guests from Tuesday to Saturday night. Positioned beneath our beautiful atrium roof and trees enjoy an evening of cocktails, wine, and cheese. Booking pre-payment of \$55 per person applies and will be taken off the bill on the night.



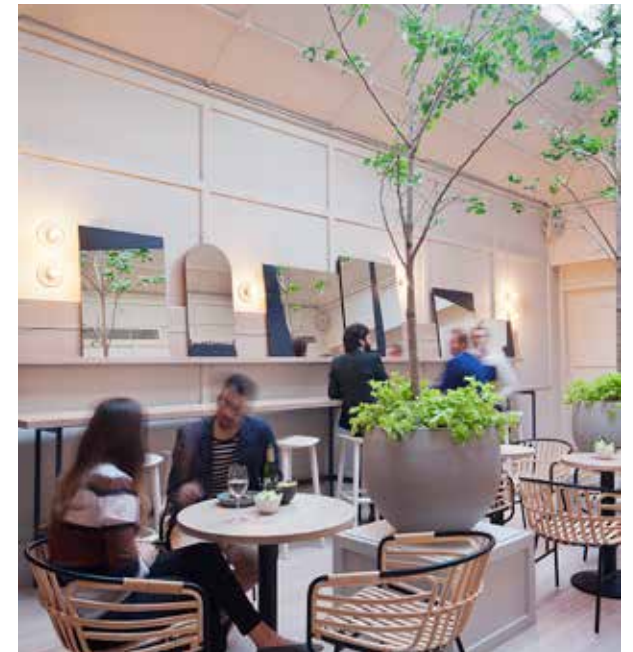
FRONT BAR BOOKINGS - 10 TO 20 GUESTS

Our popular front bar space is best suited for groups of 10-20 guests in the evening, available for Wednesday to Saturday night guests can pay-as-they-go over the bar, booking pre-payment of \$350 applies to weekend bookings and will be taken off the bill on the night. Best suited for after-work gatherings, birthday drinks and casual celebrations.



AFTERNOON FUNCTIONS - 25 TO 65 GUESTS

Not quite lunch or dinner, we can host your afternoon event exclusively in our venue with a pay-as-you-go option (minimum spend), or a tailored drinks package. If food is required, catering must be sourced by you from external caterers or you may do-it-yourself and bring-your-own catering.





BAR BOOKINGS

TABLE BOOKINGS - 8 TO 10 GUESTS

A table booking in the atrium is ideal for smaller intimate occasions. The space includes our beautiful indoor large trees and European designer furniture.

AVAILABILITY / BOOKING FEE

Wed-Sat	4pm onwards
Pre-Payment	\$55 per person (Fri/Sat) (Taken off the bill on the night)

BOOKING DURATION

As part of your booking you'll have the table secured for up to 2.5 hours for early bookings or until your guests depart for bookings after 6pm.

BOOKING DETAILS

As this is not a private space, we do not allow any decorations, speeches or presentation.

THE FRONT BAR - 10 TO 20 GUESTS

The front bar features two large bench tables allowing for up to 10 seated or up to 20 standing. It's perfect for after work gatherings, birthday drinks or casual celebrations. And you can pay-as-you-go over the bar.

AVAILABILITY / BOOKING FEE

Wed-Sat	4pm onwards
Booking Fee	\$350 per booking (After 7pm Fri/Sat) (Provided as a bar tab on night)

BOOKING DURATION

As part of your booking, you'll have use of the front bar tables for the booking duration. Bookings duration is 2.5hrs for bookings made from 4pm to 6pm and bookings from 7pm onwards will have the space until later in the evening or until your guests depart.

BOOKING DETAILS

As this is not a private space, we do not allow any decorations, speeches or presentation. Cakes are also not permitted to be brought in.

AFTERNOON FUNCTIONS

AFTERNOON FUNCTIONS - UP TO 70 GUESTS

Perfect for when it's not quite lunch or dinner, our light-filled venue is the ultimate space for afternoon drinks that will impress and delight. Ideal for hens parties, birthdays, teas and showers. Enjoy the privacy and intimacy of our venue with your guests.

AVAILABILITY

Afternoon functions are available during the following times:

Weekdays	12pm - 6pm
Weekends	12pm - 6pm

HIRE FEE

Our room hire fee cover the costs of set up, staffing, cleaning and management of your function:

Weekdays	\$200
Weekends	\$450

Daytime/Corporate 9am-5pm	\$1,000 (Venue only hire, no minimum spend on drinks required)
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MINIMUM SPEND

Weekdays	\$1,000
Weekends	\$1,550

The minimum spend is based on drinks-only for up to four hours. Additional hours are \$250 per hour spend. Meet the minimum spend through our beverage options.

BEVERAGE OPTIONS

Choose between:

- A pay-as-you-go option, allowing your guests to order from our vast cocktail, wine and spirit menu
- A bar tab by you, select an amount to cover the costs for your guests.
- A per head all inclusive beverage package.

FOOD CATERING

If food is required, catering must be sourced by you from external caterers or you may do-it-yourself and bring your own catering.

Ask us for recommended catering suppliers we've worked with before.



IMPORTANT INFORMATION

CONFIRMATION AND DEPOSIT

To confirm your booking, we require a \$750 non-refundable deposit, during December full min spend is required as deposit.

VENUE ACCESS AND PACK DOWN

We allow access for up to one hour prior to the event start time to set up catering / décor, and, 45 minutes after the event conclusion to pack down and remove personal items.

CATERING

The Ugly Duckling is not equipped with its own commercial kitchen. External catering is permitted and must be delivered prior to event and picked up at the conclusion of the event. No cooking equipment is permitted inside the venue.

GETTING THERE

There is a public car park at the rear of The Ugly Duckling (entry via Milton Place). There is also ticketed street parking on Swan Street, and surrounding areas. We're just a short walk (approximately five minutes) from East Richmond and Richmond Railway Stations.

MUSIC

We offer an in house sound system with Spotify so you can play your own playlists (only for private venue events) connected (no live music/DJs permitted) as per our liquor license conditions).

DECORATIONS

Your welcome to bring flowers, balloons and table decorations, we don't allow any wall decorations to be stuck up. All decorations must be removed at the conclusion of the event.





Please contact us with your reservation enquiry on bookings@theuglyduckling.com.au
238 Swan Street, Richmond Vic 3121

