

THE UGLY



DUCKLING

FUNCTION PACK 2021

OUR FUNCTIONS

TABLE BOOKINGS - 2 TO 10 GUESTS

Our beautiful atrium accommodates tables bookings of up to 10 guests from Tuesday to Sunday night. Positioned beneath our beautiful atrium roof and trees enjoy an evening of cocktails, wine, and cheese.



FRONT BAR BOOKINGS - 10 TO 20 GUESTS

Our popular front bar space is best suited for groups of 10-20 guests in the evening from Tuesday to Sunday. With no minimum spend, guests can pay-as-they-go over the bar. Best suited for after-work gatherings, birthday drinks and casual celebrations.



AFTERNOON FUNCTIONS - UP 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 - 2 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

Tue-Sun 4pm onwards

BOOKING DURATION

As part of your booking you'll have the table secured for up to 2 hours from your booking time. Please let us know if you require more time.

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. with no minimum spend

AVAILABILITY / BOOKING FEE

Tue-Sun 3pm onwards

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 wil 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 permittted 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: 12pm - 6pm

VENUE FEE

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

Weekdays	\$200
Weekends	\$450

MINIMUM SPEND

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

The minimum spend is based on drinks-only for up to four hours. 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.

See the beverage options on next page for per head costs and pre-order cocktail option.

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.

Grazing style catering permitted (no on-site cooking), we recommend the following grazing caterers;

- Ed Dixon Food Design
- FaraFeast
- Melbourne Grazing
- I Am Board

We're happy to liaise with your caterer for setup & service.





BEVERAGE OPTIONS

BAR MENU

Our regular drinks menu is available during functions if you prefer a pay-as-you-go option or just a bar tab. All drinks will be priced at our regular menu prices.

BEVERAGE PACKAGE

2 hour duration \$50 per person

3 hour duration \$65 per person

4 hour duration \$75 per person

Includes Prosecco, rose, two white & red wines by the glass, Peroni on tap and non alcoholics.

ADD-ONS

Basic spirits \$12 per person

NV Laurent-Perrier La Cuvée \$118 by the bottle

PRE-ORDER COCKTAILS

The perfect option for arrival drinks.

Espresso Martini

Vodka, coffee, coffee liquor, white cacao

Aperol Spritz

Aperol, prosecco, soda

Cosmopolitan

Vodka, triple sec, cranberry & lime juice

Negroni

Gin, Campari, vermouth

Southside

Gin, mint, lime juice

French 75

Gin, lemon, sparkling wine

Margarita

Tequila, lime, triple sec

Pre-order cocktail prices;

1 - 14 cocktails \$20 each

15 - 29 cocktails \$19 each

30 - 44 cocktails \$18 each

45 or more cocktails \$17 each

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, 30 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.



THE UGLY  DUCKLING

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

