

THE UGLY



DUCKLING

FUNCTION PACK

## PACKAGES

### SMALL GATHERINGS - 10 TO 20 GUESTS

Our popular front bar space is best suited for groups of 10-20 guests in the evening from Wednesday 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.



### DAYTIME VENUE HIRE - LET US KNOW.

Looking to hire the venue for a daytime occasion without a minimum spend or beverage package? Available for corporate team days, product launches, photoshoots, wedding ceremonies, morning teas or baby showers. Book in a full day, half or even by the hour. Just ask us.







## SMALL GATHERINGS

### 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

Wed-Fri	5pm onwards
Sat	4pm onwards
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 will have the space until later in the evening or until your guests depart.

### BOOKING FEE

Front bar bookings on Friday and Saturday night from 7pm onwards require a \$300 booking fee paid. This is made available as a bar tab on the night for you and your guests to use. Booking fees are non refundable.

### 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.

### BEVERAGE OPTIONS

With close proximity to the bar guest can pay individually for drinks from the bar or set up tabs. our full cocktail and wine list is available to order from at bar prices. You can pre-order bulk cocktails for your guests from our function drinks menu if you like.

### FOOD OPTIONS

A selection of antipasto style food is available from the bar menu including marinated olives, freshly sliced charcuterie and cheese platters. order can be placed on the night at the bar with no minimum spend. Download a copy of our bar menu from the website.

## AFTERNOON DRINKS

### AFTERNOON DRINKS - UP TO 65 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

The afternoon time slot is available each day from between 1pm - 6pm. Guests depart by 6.30pm.

### VENUE HIRE

Sunday - Friday	\$250
Saturdays	\$500

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

### MINIMUM SPEND

Sunday - Friday	\$1,550
Saturdays	\$1,700

The minimum spend is based on drinks-only for up to 4-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 full cocktail, wine and drinks 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.





## CUSTOM VENUE HIRE

### VENUE HIRE - UP TO 65 GUESTS

Looking to hire the venue for a special occasion without a minimum spend or beverage package? We can tailor a custom package fee based on your requirements. Available for corporate team days, product launches, photoshoots, wedding ceremonies, morning teas or baby showers.

### AVAILABILITY

Our venue is available for private hire:

Weekdays	8am - 5pm
Weekends	9am - 5pm

### HIRE COSTS

	Weekday	Weekend
Full day 8hrs	\$1,200	\$1,500
Half day 4hrs	\$750	\$950
Per hour hire	\$300	\$400

*\*Prices do not include any food or beverage served.*

*\*Bump in/out time is to be included into the hire time.*





## 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 \$60 per person

3 hour duration \$75 per person

4 hour duration \$95 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

Champagne priced as per our regular menu

### 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](mailto:bookings@theuglyduckling.com.au)  
238 Swan Street, Richmond Vic 3121

