



*Explore Arnhem Land - Australia*



# FUNCTIONS PACKAGE

2018



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*Explore Arnhem Land - Australia*

Here at the Walkabout Lodge, we can offer the perfect venue option for your upcoming event.

We have developed this function package to allow us to tailor together the best conference or event to suit your needs.



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## CONTACT INFORMATION

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To discuss your function requirements, please contact our functions manager at:

[Functions@walkaboutlodge.com.au](mailto:Functions@walkaboutlodge.com.au)

08 8939 2000



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## VENUE OPTIONS

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### GULF ROOM\*

The largest of our functions rooms is located upstairs on our first floor. Boasting stunning natural light and views, the room is perfect for large business meetings, workshops or dinners.

Max Seated 80

### BOARD ROOM\*

Our Board Room is specifically for smaller meetings, interviews or trainings. This room may also be used as a break-out room from the larger Gulf Room.

Max Seated 12

### CONSULTATION ROOM\*

With its external entrance and private waiting room, our Consultation Room is the perfect opportunity for your personal practice.

For short term or long term hire.

Max Seated 8

### LATITUDE 12

Latitude 12 is our al-a-carte restaurant located here at the Walkabout Lodge. Hold your next party or get together in in our poolside-alfresco dining area or on our relaxing back lawn.

Discuss these options further with our functions manager.

### FLINDERS TAVERN AND BISTRO

Flinders Tavern and Bistro is a fun and friendly atmosphere to host your next celebration. With the footy on the large screen and a DJ on Friday and Saturday nights to keep all of your guests entertained.

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\* No Wheel-chair Access



## ROOM HIRE RATES

	MAXIMUM OCCUPANCY	PART DAY RATE UP TO 5 HOURS	FULL DAY RATE MORE THAN 5 HOURS
GULF ROOM	80	\$250	\$400
BOARD ROOM	12	\$125	\$175
CONSULTATION ROOM	8	\$150 Per day	\$700 Per week
LATITUDE 12 RESTAURANT	NA	\$NEG	\$NEG
LATITUDE 12 POOLSIDE / VERANDA	140	\$NEG	\$NEG
LATITUDE 12 BACK LAWN	500	Minimum spend of \$5000	Minimum spend of \$5000
FLINDERS TAVERN AND BISTRO	NA	\$NEG	\$NEG

Events in the function rooms or outside have to be finished by midnight at the latest.

Our **Gulf Room** and **Board Room** hire rates include:

- Chilled Water and 1 Jug of Juice
- Tea and Coffee Station and Biscuits
- Table and Chair setup (incl. tablecloths & chair covers)
- White Board and Markers
- Data Projector



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## CATERING

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Our a la carte restaurant, **Latitude 12**, is open daily for breakfast, lunch and dinner.

Breakfast is served on the weekends from 6am - 10am.

Lunch is served daily from 12pm - 3pm.

Dinner is served daily from 6pm - 9pm.

### BEVERAGES

Jug of Juice	\$ 8.00 per jug
Jug of Soft Drink	\$ 7.00 per jug

### LIGHT OPTIONS

Danishes and Croissants	\$ 10.00 per person
Cakes/Muffins/Slices	\$ 10.00 per person
Fruit Platter	\$ 10.00 per person
Cheese Platter	\$ 12.00 per person
Wraps/Rolls/Sandwiches	\$ 15.00 per person



Please note, all catering is subject to availability  
Please advise of any dietary requirements when booking

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## PLATTER MENUS

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We only offer Platter Menus for groups of 10 people and more

### MENU A

*Dim Sims, Mini Savoury Pies, Fish Bites, Curry  
Puffs, Samosas,  
Vegetable Spring Rolls & Pork Gyoza*

\$16.00 per person

### MENU B

*Arancini Balls, Tempura Nori Rolls (vegetarian  
option available), Bruschetta, Scallop &  
Chorizo Skewer*

\$17.00 per person

### MENU C

*3 house made Dips with assorted selection of  
Breads and pickled Vegetables*

\$9.00 per person

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### MENU 1 Feeds 3 - 4

*Pork Gyoza, Fish Bites, Samosas, Spring Rolls,  
Tempura Prawns, Beef Skewers*

\$60.00 per platter



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Dinner Bread Rolls	\$0.80 per person
Roasted Vegetables	\$70.00
Large Pasta Salad	\$50.00
Large Cous-Cous Salad	\$50.00
Large Potato Salad	\$45.00
Large Mixed Garden Salad	\$35.00



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## SET COURSE MEALS

For large group occasions, we offer a set menu dining experience. With groups of 25 people or more, we suggest an alternate placement style of dining.

Our chefs will tailor your menu when you make your function booking.

Ask our functions manager what is up for offer.

### SET COURSE MEALS

1 Course - Main course only	\$ 35.00
2 Course - Main, Dessert	\$ 45.00
3 Course - Entrée, Main, Dessert	\$ 70.00
4 Course - Starters, Entrée, Main, Dessert	\$ 80.00

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## BUFFET

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**BUFFET** - \$35 per person

We only offer Buffet Dining to groups larger than 25 people.

Roasted Vegetables and Potatoes

Dinner Bread Rolls

Selection of two salads:

Pasta Salad

Cous-cous Salad

Potato Salad

Mixed Garden Salad

Selection of two Meats:

Chicken

Beef

Lamb

Fish

Add Dessert for \$12 per person

Please note, all catering is subject to availability  
Please advise of any dietary requirements when booking



# TERMS AND CONDITIONS

## CONFIRMATION OF BOOKING

Bookings are not deemed confirmed until a final confirmation letter has been received by the client, from the venue, and details of payment confirmed in writing. Tentative bookings will be held for 14 days only. Tentative bookings not confirmed within 14 days will be made available to other clients.

## PAYMENT

Payment must be received in full before the commencement of the event, unless prior alternative arrangements have been made with our functions manager. We accept payments by CASH, EFTPOS, VISA, MASTERCARD, DINERS or AMEX. We do not accept payment by cheque nor do we invoice for later payment unless a company account is held with The Walkabout Lodge.

## CANCELLATION POLICY

<u>Period</u>	<u>Cancellation Fee</u>
More than 14 days prior to function date	100% of total function cost refunded
Less than 14 days prior to function date	50% of total function cost refunded
Less than 48 hours prior to function date	No refund - full function costs incurred

## DECORATIONS

If decorations are required for your function, please consult with the functions manager to ensure these will be permitted in the venue. Please note that confetti or table scatters of any kind are not permitted. We allow blue tack only for fixing items to walls. If any damage to walls or paint is caused by use of any other product, costs of repair will be recovered.

## DAMAGES AND CLEANING

General cleaning is included into the cost of your function. If cleaning requirements following your function are judged to be excessive, additional cleaning charges will be incurred.

Organiser are financially responsible for any damage to the property, building, furniture, fixtures and fittings during and immediately following the function; this includes damage caused by guests and/or outside contractors. This includes any cost for repair or replacement.

## FOOD

To enable us to correctly cater for your function, final numbers and food orders must be confirmed 14 days prior to the function, unless organised with our functions department in writing.

Please communicate all dietary requirements at the time of your booking.

Due to our Food and Beverage licensing, no food or beverage of any kind will be permitted into the venue.

Birthday/celebration cakes are permitted only upon prior arrangement.

## BEVERAGES

All beverages are charged based on consumption. The Walkabout Lodge does not offer drink packages or discounted beverages for functions.

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## RESPONSIBLE SERVICE OF ALCOHOL

The Walkabout Lodge complies with Northern Territory responsible service of alcohol legislation. All staff are trained in the Liquor Licensing Accredited 'RSA' and may refuse to serve alcohol to any person who they believe to be intoxicated and/or acting in disorderly conduct.

In accordance with liquor licensing laws, minors are only permitted on the premises in the direct company of their parent or legal guardian and may be asked to leave at the discretion of management. At no time is a minor permitted to approach and purchase anything from our bar.

Children are under the direct responsibility of their parent or legal guardian and constant supervision is required at all times.

## RESPONSIBILITY

Organisers are financially responsible for any damages/breakages sustained to The Walkabout Lodge by the organiser, organisers guests, invitees or other persons attending the function.

The Walkabout Lodge will not accept any responsibility for the damage or loss of merchandise left prior to or after any function.

## CONTENT OF THE EVENT

If the Walkabout Lodge has reasons to believe that any function will affect the smooth running of the venue, its reputation or for security purposes, the management reserves the right to cancel at its discretion without any notice or liability.

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**I have read and understood the Terms and Conditions.**

**Please sign and date to confirm your booking.**

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