



EVENTS PACKAGES



DUXTON
- O'CONNOR -

OUR STORY

Bursting with rustic character and charm, The Duxton provides Canberrans with two comfortable levels to bring any occasion to life.

Elevated on the first floor of The Duxton, our events floor provides a warm rustic atmosphere with several spaces suitable for any function. A leafy outlook of surrounding O'Connor, The Duxton is an idyllic entertainment venue. It features several different versatile function areas to suit any group from a small casual get together, to exclusive private weddings, corporate functions and birthdays. With open ceilings, suspended greenery, and rustic finishes, our spaces are styled to impress your guests, and we welcome additional styling brought in to personalise the spaces.

Whether your booking is for 10 people or 250 people, our functions team can assist you with planning an experience which your guests will be talking about long after your function has ended.

Rooms available include The Loft Bar, The Living Room, The Rooftop Terrace and The Oak Room. Spaces are available for private exclusive use, cocktail style functions, corporate and conference meetings as well as elegant seated meals.

Our events packages have been designed to cater to a variety of requirements. Select from our feasting menu experiences, cocktail canapé packages, or even mix and match. Beverages may be selected either as a package or a customised bar tab. Please ask our functions team to customise any packages.

Whatever the size or style of your event, rest assured knowing we will make you feel at home.

Function enquiries can be directed to our Events Coordinator at duxton@theduxton.com.au or call direct 02 6162 0799.



BEVERAGE OPTIONS

Expect a broad beverage selection from frothy tap beers to full-bodied wines and specialty cocktails – The Duxton can satisfy every thirst. The following beverage options are available for groups.

BAR TABS

A bar tab can be set up at the beginning of your function with a specified limit. This can be revised as your function progresses and increased if need be.

CASH BAR

A fully stocked bar and beers on tap, your guests will be able to select from a long list of drinks, which are available for purchase throughout your function.

OUR HOUSE PACKAGE

	2 hour	\$33
• Selection of Domestic Tap Beers	3 hour	\$38
• House Red, White & Sparkling Wine	4 hour	\$43
• Includes all Soft Drinks & Juices	5 hour	\$48

OUR PREMIUM PACKAGE

	2 hour	\$41
• Selection of Domestic Tap Beers, Craft and Premium Beer & Cider	3 hour	\$47
• Premium Red, White & Sparkling Wine	4 hour	\$51
• Includes all Soft Drinks & Juices	5 hour	\$55

OUR SPIRITS PACKAGE

	2 hour	\$71
• Selection of Domestic Tap Beers, Craft and Premium Beer & Cider	3 hour	\$78
• Premium Red, White & Sparkling Wine	4 hour	\$85
• House Spirits	5 hour	\$92
• Includes all Soft Drinks & Juices		

*Prices are per person
One package per group. Prices and products are subject to change without notice.



CANAPE PACKAGES

* Prices Per Head

BRONZE – 5 CANAPES

\$32 PER HEAD

Caponata Fritter, Baba Ganoush VG
Tandoori Chicken Lollipop, Mint Yoghurt GF
Salmon Tartlet, Edamame, Wasabi & Ponzu DF
Beef Slider, House Pickles, American Cheese, Tomato Sauce
Crispy Pork Belly, Vanilla Apple Puree, Smoked Mustard DF, GF

SILVER – 7 CANAPES

\$46 PER HEAD

Caponata Fritter, Baba Ganoush VG
Tandoori Chicken Lollipop, Mint Yoghurt GF
Salmon Tartlet, Edamame, Wasabi & Ponzu DF
Beef Slider, House Pickles, American Cheese, Tomato Sauce
Crispy Pork Belly, Vanilla Apple Puree, Smoked Mustard DF, GF
Mac n' Cheese Croquette, Aioli V
Chicken Liver Parfait, Hazelnut, Charcoal Baguette

GOLD – 10 CANAPES

\$60 PER HEAD

Caponata Fritter, Baba Ganoush VG
Tandoori Chicken Lollipop, Mint Yoghurt GF
Salmon Tartlet, Edamame, Wasabi & Ponzu DF
Beef Slider, House Pickles, American Cheese, Tomato Sauce
Crispy Pork Belly, Vanilla Apple Puree, Smoked Mustard DF, GF
Mac n' Cheese Croquette, Aioli V
Chicken Liver Parfait, Hazelnut, Charcoal Baguette
Fish Croquette, Saffron Aioli DF
Bubble & Squeek Croquette, Roast Onion Aioli VG, GF
Chocolate Mousse Tart, Raspberry V

MINIMUM 20 PEOPLE

Note: Special dietary needs can be accommodated upon prior request. Products and pricing are subject to change at any time, notice of changes will be given to functions affected. Items cannot be changed during the function.



PACKAGE OPTIONS

* Prices Per Head

THE DUXTON PACKAGE

\$80 PER HEAD

Three-Hour Drinks Package and Seven Canapés.

Great for all special celebrations such as birthdays, engagement parties and corporate events.

Caponata Fritter, Baba Ganoush VG,
Tandoori Chicken Lollipop, Mint Yoghurt GF
Salmon Tartlet, Edamame, Wasabi & Ponzu DF
Beef Slider, House Pickles, American Cheese, Tomato Sauce
Crispy Pork Belly, Vanilla Apple Puree, Smoked Mustard DF, GF
Mac n' Cheese Croquette, Aioli V
Chicken Liver Parfait, Hazelnut, Charcoal Baguette

BEVERAGES

Selection of Domestic Tap Beers
House Red, White & Sparkling Wine
Includes all Soft Drinks & Juices

MINIMUM 50 PEOPLE

IT'S A PIZZA PACKAGE

\$55 PER HEAD

Perfect for the casual functions, with a chef's selection of pizza's and sides to share for the first hour.

Reserved Area
2-Hour House Beverage Package
Chef's Selection of Pizzas to Share

MINIMUM 20 PEOPLE. MAXIMUM 80 PEOPLE

Note: Special dietary needs can be accommodated upon prior request. Products and pricing are subject to change at any time, notice of changes will be given to functions affected. Items cannot be changed during the function.



FEASTING MENU

2 COURSE \$58 PER HEAD

3 COURSE \$75 PER HEAD

ON ARRIVAL

Sonoma Rosemary Focaccia, Pepe Saya DFA/V

FOR THE TABLE

Smoked Mortadella, Green Olive, Pickled Chilies, Grissini DF

Antipasto, Marinated & Grilled Vegetables, Crudites, Stuffed Bell Peppers,
ALTO Olives, Hummus DFA/GF/V/VGA

Kingfish Ceviche, Cucumber, Avocado, Wasabi Peas, Shiso,
Potato & Seaweed Cracker DF/GF

CHOICE OF TWO

Porchetta, Apricot & Pistachio Stuffing, Roast Potato,
Honey Glazed Carrots, Seeded Mustard Gravy DF/GF

Wood Roasted Free Range Chicken, Seasonal Vegetables, Fregola,
Chicken Broth, Chopped Herbs DF

Eggplant Shawarma, Pickled Sumac Onion, Semi Dried Tomato,
Herbs, Mint Yoghurt, Grilled Pita Bread DFA/GFA/V/VGA

Slow Cooked Salmon, Herb Crushed Kipfler Potato,
Vanilla Honey Dressing, Peas, Black Garlic, Olives GF/DF

FOR THE TABLE

Chef's Chopped Salad GF/DF/VG

CHOICE OF ONE

Black Forest Trifle

Tiramisu

Roasted Coconut Pannacotta, Mango, Black Sesame GF/DF/VG



CATERING BOARDS

* Prices Per Board

*Enjoy a selection
of The Duxton's
premium grazing
boards. Ideal as an
add-on to your event
package for guests to
share on arrival.*

CHARCUTERIE BOARD

\$100 PER BOARD

Chefs Selection of Cold Cut Meats, House Pickles & Preserves, Lavosh, Grilled Sourdough, Grissini

MARKET MEZZE

\$90 PER BOARD

Chef's Selection of Marinated Olives, Caponata Fritter, Baba Ganoush VG, Selection of House Made Dips, Raw & Preserved Vegetables, Grilled Sourdough

CHEESE BOARD

\$90 PER BOARD

Chefs Selection of Australian & Imported Cheese, House Preserves, Seasonal Fruit, Lavosh

DUXTON BAKEHOUSE

\$100 PER BOARD

Pork & Fennel Sausage Roll, Shepherd's Pie, Fisherman's Pie, Spinach & Ricotta Roll, Country Chicken Pie

FRUIT PLATTER

\$90 PER BOARD

Chef's Selection of Seasonal Fresh Fruits

Note: Special dietary needs can be accommodated upon prior request. Products and pricing are subject to change at any time, notice of changes will be given to functions affected. Items cannot be changed during the function.



GRAZING TABLE

Our Grazing Table is ideal for cocktail parties, birthdays and engagements or any occasion. Enjoy a locally-sourced and eye-catching spread that is sure to please your guests.

\$35 PER HEAD

A Selection of Local Imported Cheese with Condiments, Assortment of Cured & Cold Cut Meats, House Pickled & Marinated Vegetables, Marinated ALTO Olives, A Variety of Freshly Baked Breads, Grissini, & Crackers, Fresh Seasonal Fruit, Spiced Nuts, Smoked Salmon Rilletto, Pickled Mussels, & a Selection of House Made Dips with Crudites.

MINIMUM 30 PEOPLE

Note: Special dietary needs can be accommodated upon prior request. Products and pricing are subject to change at any time, notice of changes will be given to functions affected. Items cannot be changed during the function.



DAY DELEGATES

FULL DAY \$69 PER HEAD
HALF DAY \$59 PER HEAD

INCLUDES

All Day Access to Coffee and Tea

Morning Tea - Chef's Selection of Bakery Items

Lunch - Selection of Pizzas & Salads, including juice and soft drinks

Afternoon Tea - Chef's Selection of Sweet Items & Fruit Platter

AV Equipment - Data Projector & Screen

*Minimum 40 delegates per package., or minimum \$2000 spend.
Packages can be tailored to suit event requirements.

ROOM INFORMATION

	Maximum number of people	
ROOM SET UP	OAK ROOM	LIVING ROOM
Theatre	120	40
Board Room	40	20
U Shape	35	20
Classroom	70	30
Banquet	120	50

DURATION	ROOM HIRE FEES	
Full Day	\$650.00	\$300.00
Half Day	\$400.00	\$250.00

Note: Special dietary needs can be accommodated upon prior request. Products and pricing are subject to change at any time, notice of changes will be given to functions affected. Items cannot be changed during the function.



TERMS & CONDITIONS

1. Tentative Bookings

- 1.1. Event bookings will be considered tentative until the booking form is completed, and deposit payment has been received.
- 1.2. Tentative bookings will be held for a period of 48 hours only, unless otherwise agreed to in writing by Duxton staff, after which the booking will be released by The Duxton and the room made available to other interested parties.

2. Deposits and Payment

- 2.1. The client is required to make a non-refundable deposit payment of 10% of the event spend, or \$500 whichever the greater to secure their event reservation.
- 2.2. All deposits can be paid via direct deposit, over the phone, or in person, cash payments will not be accepted; Eftpos, Mastercard, Visa, and Amex are accepted methods of payment. All charges made with Amex will incur a 3% surcharge and charges made with Visa/Mastercard will incur a 1.5% surcharge.
- 2.3. All deposits will be used towards the event space minimum spend requirement. By making the deposit payment you acknowledge you would like to make a reservation at The Duxton in O'Connor.
- 2.4. Balance owing to be paid 48 hours before event.

3. Cancellation

- 3.1. In confirming the booking and making the deposit payment the client acknowledges and accepts the terms of our cancellation policy:
 - 3.1.1. In the case of the client cancelling their confirmed event over three months prior to the event date, 50% of the deposit payment will be refunded.
 - 3.1.2. In the case of the client cancelling their confirmed event within one to three months prior to their event, a voucher to the value of 50% of deposit amount will be provided to the client to be used within three months of the original event to book another function.
 - 3.1.3. In the case of the client cancelling their event within one month of the event date, no credit will be returned to the client, and the full deposit forfeited.
 - 3.1.4. In the case of the client cancelling their event within seven (7) days of the event date, no credit will be returned to the client, and the full amount of any food pre ordered will be charged to the credit card on file, along with a \$50 processing fee.
- 3.2. If The Duxton is unable to proceed with your booking due to any reason beyond The Duxton's reasonable control (e.g. fire or flood), then The Duxton has the right to cancel your booking and The Duxton will return your deposit. The Duxton will have no further liability for such cancellation.

4. Event Minimum Spend / Minimum Numbers

- 4.1. A minimum spend and/or minimum numbers apply to function spaces at The Duxton. These may vary depending on time, day, or season of the event.
 - 4.1.1. Minimum numbers are based on full paying adults only, children and teenagers are additional to this.
 - 4.1.2. Should your event numbers fall below our required minimum, please ask us about alternative package options, or in some cases a room hire fee may apply.
- 4.2. Unless a private room has been booked with a food and beverage minimum spend met, management will allocate the booking wherever they see fit. Prior requests will be considered.

5. Surcharges

- 5.1. Should your function extend past five hours, a room hire surcharge minimum of \$500.00 per hour or part thereof may apply.
- 5.2. Surcharges may apply for bookings made on a Sunday or a Public Holiday, for 10% and 15%, respectively.
- 5.3. Surcharges will be advised and added to all event quotes where applicable.

6. Damages

- 6.1. The Duxton accepts no responsibility for the loss or damage to any equipment or property left on the premises prior to, during, or after the function.
- 6.2. You agree to indemnify The Duxton for all loss, harm, cost or expense resulting from any damage to any property belonging to The Duxton or injury to any Duxton staff during the function, caused by any guests or other persons attending the function.
- 6.3. The client is financially responsible for any damages to the venues' property, equipment including, but not limited to, any equipment hired and allocated to your event. Damages will be charged to the credit card provide.
- 6.4. No glitter, body paint, confetti, sticky tape, silly string, etc is allowed. Any decorations which require more than the usual amount of cleaning (ie. Professional cleaning, glitter cleanup, etc) will incur a cleaning fee charged to the credit card provided.

7. Compliance

- 7.1. Clients will be responsible to ensure the orderly behavior of their guests and The Duxton reserves the right to intervene where it sees fit.
- 7.2. To ensure compliance with its Responsible Service of Alcohol obligations, The Duxton reserves the right to refuse service or eject any person suspected of being intoxicated, or displaying unruly behavior. Refunds will not be issued to event guests if entry is refused. All guests 18 years or older must hold a valid form of identification.

8. Approvals

- 8.1. Clients must obtain The Duxton's written consent before any third party goods, equipment, or food/beverage options are brought into the venue.
 - 8.1.1. All property is to be removed at the conclusion of your event.

9. Final Numbers

- 9.1. For catering purposes, final numbers for your event are required 7 days in advance of your function, numbers can not be reduced after this time, though increases may be possible.
- 9.2. Charges will be based on final numbers, minimum numbers, or on final head count, whichever is greater.

10. Catering

- 10.1. All Catering selections must be confirmed 7 days prior to your event date.
- 10.2. No external catering, including but not limited to cakes, is to be brought into the venue without prior authorization.
- 10.3. Any dietary requirements need to be advised when confirming your catering selection.
- 10.4. Catering orders can not be changed on the day of the event.
- 10.5. Function menu prices and options are subject to change, particularly if a function is booked more than six months in advance. Menu options are subject to change due to market availability and seasonal demands.

11. Cakeage

- 11.1. All cakes will incur a cakeage charge of \$50. This cakeage charge will include serviettes, plates, cutlery and a cake knife. Our function staff on the night will cut and serve the cake at a pre-arranged time during the event.
- 11.2. The Duxton and all staff do not take any responsibility for damage or loss of cakes held/left at the venue.

12. Final Payment

- 12.1. Final event payment must be received 48 hours prior to the event.
- 12.2. A valid credit card will be held on the night as payment security.

13. Other Functions

- 13.1. The Duxton has the right to book other functions in the same function room up to two hours before the scheduled function commencement time and one hour after the scheduled function finishing time.
- 13.2. Additionally, The Duxton reserves the right to book other functions in adjoining rooms at any time.

14. Fire, Light & Safety

- 14.1. The Duxton reserves the right to adjust any set-up to ensure fire, light, and safety codes are met.

15. Under 18

- 15.1. Minors are permitted to attend events in the upstairs function rooms only and must be accompanied at all times by their parent or legal guardian as defined in the Liquor Act 2010.
- 15.2. Minors may not leave the function room unless accompanied by their parent or legal guardian.
- 15.3. Minors or those without ID must not consume any form of alcoholic beverage, tobacco, or approach the bar.
- 15.4. All minors must be off the premises by 9:00pm.

16. 18th Birthdays

- 16.1. Bookings for 18th birthday celebrations may be booked privately either in the Loft with exclusive use, or the Oak Room with exclusive use (food and beverage minimums apply).
- 16.2. A security officer will be hired at the expense of the client for a fee of \$100/hr (additional to the food and beverage minimum) for all 18th birthday parties.

17. Audio Visual

- 17.1. Functions booked in The Living Room, The Loft & Living Room, and The Oak Room may choose to hire AV equipment including a cordless microphone, MP3 connector (auxiliary compatible with most phones and MP3 players), and projector/screen.
- 17.2. If hiring the projector, the client must provide a computer and any required adapters for VGA/HDMI input. Please see the event manager for details.
- 17.3. The Duxton recommends booking a time to test your AV equipment (by appointment only or before the start of your function).
- 17.4. Any DJs or musicians hired are required to patch into The Duxton's sound system and no external speakers will be permitted in the venue. Please note: Bands are limited to a maximum of three piece (no drums).

18. Licensing

- 18.1. The Duxton is licensed until 12:00am. All patrons must vacate the premises prior to the time.
 - 18.1.1. A last call for drinks will be placed before this time.
 - 18.1.2. The Duxton reserves the right to close any area before this time as necessary. Minors must vacate the premises prior to 9pm.
- 18.2. Due to strict licensing laws and our ongoing commitment to the community, we are required to remind you of the following
 - 18.2.1. No liquor will be served to minors (under 18 years of age)
 - 18.2.2. Any persons under the age of 18 must be accompanied by a parent or legal guardian at all times.
 - 18.2.3. No intoxicated persons will be admitted to the venue.
 - 18.2.4. Intoxicated persons will be refused service of liquor
 - 18.2.5. All amplified noise to be monitored and kept below legal limits
 - 18.2.5.1. 55dB(A) 7am – 10pm Monday – Sunday
 - 18.2.5.2. 35dB(A) 10pm – 7am Monday – Sunday

19. Credit Card Information

- 19.1. A credit card number is required for all bookings as security. This is kept on file in case of damages or failure to provide payment, etc.
- 19.2. Bookings will not be confirmed without a credit card on file. You may choose to provide these details over the phone or in person if preferred.



DUXTON

- O'CONNOR -

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