



DIPLOMAT

BOUTIQUE HOTEL

CONFERENCE & EVENTS

2 HELY ST GRIFFITH, ACT
EVENTS@DIPLOMATHOTEL.COM.AU

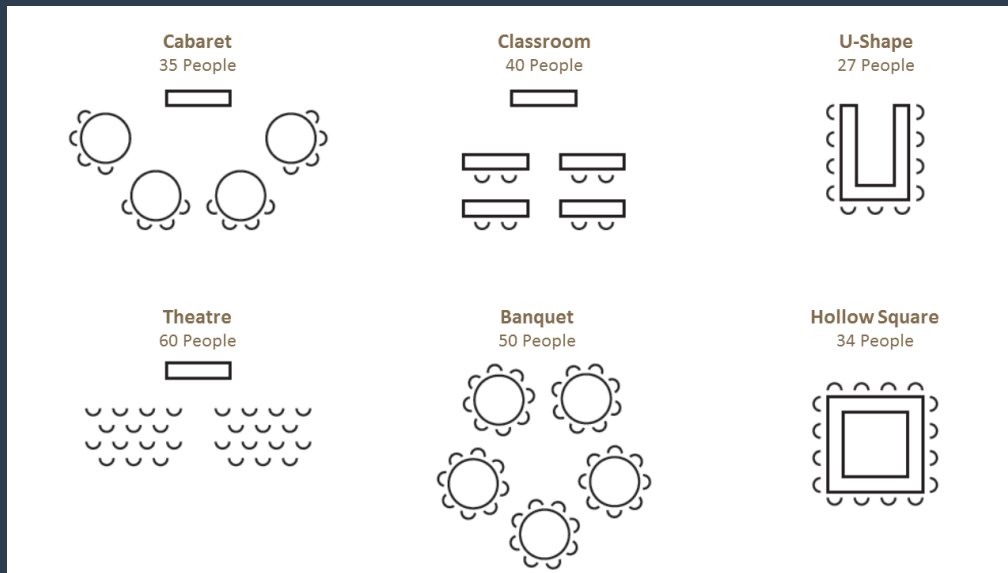
02 6295 2277

WHO WE ARE

The Diplomat is a setting with over 30 years of history in the Nation's Capital.

Attache conference room is nestled to the rear of the hotel's atrium and offers a temperature controlled canvas for you to build events for up to 60 people. Talk to us about your objectives and we would be pleased to offer our recommendations!

People can be seated in a style that suits your event's objectives:



READY
TO
SET

SPACE

DAY DELEGATE PACKAGE

At \$63 per person, this pricing style includes your room hire, AV and catering for lunch morning and afternoon tea. A simple way to budget for your meeting. (minimum 15 people)

\$450 per day.

ATTACHE ROOM HIRE

Measuring 104sqm, Attache incorporates a wall for blackboard team building, light projector and speakers as well as a conference cache housing an abundance of administrative supplies to keep your group focused on your objective.

BOARDROOM SUITE HIRE

\$275 per day.

Measuring 55sqm, this space features a 60in SMART TV and boardtable with seating for 8. Perfect for interviews, the Board or more personal meetings

BOOKED RESTAURANT & BAR

Pricing on Enquiry.

Booked restaurant and Bar can seat up to 80 people and can be made available for drinks, canapes or hosted dinners.

MENU

REFRESHMENTS

Tea & Coffee \$4 per person per break

A range of Nespresso coffees and UTZ certified teas served during a break of your choice

Juice & Soft drinks \$4 per person per break

A selection of individually bottled juices, softdrink & mineral water

MORNING/ AFTERNOON TEA

\$5.50 per person

Scones with cream & Jam

Muffins - berry, chocolate, orange/poppy-seed

Cookies - choc chip, double choc, anzac, shortbread, macadamia

Mini Quiche – capsicum/ tomato, spinach/fetta,
cheese/tomato/bacon, mixed veg

\$6.50 per person

Double chocolate brownies with cream

Baked pastry turnovers

Home made mini pies - chicken, veg, pulled lamb

Three point sandwiches - smoked salmon/dill/cream cheese,
peppered egg/aioli, simple cucumber

Warmed croissants with ham, cheese & dijon mustard

Macadamia shortbread icecream sandwiches

Selection of Streets Magnums

MENU

All lunches are served with juice, soft drink & mineral water

DIY Sandwiches \$20

A selection of breads, rolls, wraps fillings & condiments ready for you to combine into your favourite sandwich!

Salad Buffet \$22 per person

4 salads from the below served w breadrolls, super seeds & fruits

1. Mixed veg tossed through brown rice, parsley & mint .
2. Quinoa, roasted pumpkin & roasted beets tossed w spinach
3. Penne pasta w grilled veg & pesto mayo
4. Charred eggplant, zucchini, grilled capsicum & feta w rocket
5. Glazed carrots w cumin, sautéed green beans & rocket
6. Sautéed Five bean with red onion & kale leaves.
7. Asian noodles salad w roasted beef, sprouts, red chilli, steamed veg & a Thai dressing
8. Asparagus, walnuts , beets, spinach & feta tossed through mixed leaves
9. Roasted pork neck tossed through roasted veg & steamed apple
10. Chopped kale mixed w red onion, mixed chili & grated coconut.

LUNCH
1 OF 2

MENU

All lunches are served with juice, soft drink & mineral water

Wraps & Salad \$22 per person

An assortment of wraps served w garden salad, & sliced fruits

Bento Buffet \$28 per person

Miso Soup, edamame, tempura prawns, beef teriyaki, vegetable katsu, sticky rice & green tea cake

A taste of Italy \$28 per person

Garlic bread, green salad, 2 pastas and tiramisu w shaved chocolate

A taste of India \$25 per person

Naan, jasmine rice, 2 curries, riata, pappadum & sliced fruit

The Big Lunch \$45 per person

Slow cooked lamb shanks, poached fish in a lemon butter sauce, mixed vegetables, 2 salads with berry cheesecake & ice-cream

**LUNCH
2 OF 2**

MENU

Please select up to 2 items per platter

\$45 Platter – 40 pieces

Sautéed chickpea & coconut shard spoons

Crumbed chicken & garlic balls

Baked spinach & fetta wrapped in puff pastry

Classic sausage rolls & sauce

Fish goujons w tartare

Crumbed Chicken strips w sweet chilli mayo

Virgin mary shooters

Chilli coated squid

Calamari rings w tartare

CANAPES 1 OF 2

\$60 Platter - 30 pieces

Mixed mini pies – pulled lamb, minced beef, chicken w house relish

Prawns twisters w sweet chili

Watermelon, mint & fetta skewers

Buffalo wings w blue cheese dip

Seared scallops

Grilled chorizo, capsicum & pickled onion skewers

Shaved roasted beef on crouton w horseradish cream

Rum soaked grape tarts w blue cheese dip

MENU

Please select up to 2 items per platter

\$80 Platter - 30 pieces

Beef sliders

Pan fried garlic king prawn on crab & avocado tart

Marinated lamb skewers w tzatziki sauce

Blue cheese stuffed dates wrapped in mint & prosciutto

Charred vegetable skewers

Crumbed king prawns w cocktail sauce

Chicken, potato and leek turn overs

**CANAPES
2 OF 2**

\$75 Sweet Platters – 30 pieces

Chocolate & ginger brownies with cream

Assorted mini magnums

Oreo cheesecake slices

Gin & tonic sorbet shots

MENU

Please select two items from each course to be served alternately

1 Course - \$33 per person

2 Courses - \$48 per person

3 Courses - \$63 per person

Entrée

Charcuterie plate w pickled onions, gherkin, olives, sour dough & olive oil

Garlic prawns w Asian style noodles & vegetables

Trio style mushroom & feta tarts w wasabi mayo

Chef's soup of the day

Traditional caesar salad

Nicoise salad w smoked salmon

Moroccan spiced lamb back strap on couscous w tzatziki

Assorted cherry tomato & feta tart w herb mayo

Main

Medium rare eye fillet beef on herb crushed potatoes w steamed veg
Confit duck w smashed kipfler, sautéed garlic & spinach w an orange reduction

Slow cooked lamb shanks w charred vegetables & garlic mash

Dukkha crusted lamb rack on couscous w vegetables & a mint sauce

Pan fried snapper w sweet potato, steamed veg & a red pepper sauce

Three mushroom risotto w cherry tomato, spinach & aged parmesan

DINNER
1 OF 2

MENU

Please select two items from each course to be served alternately

1 Course - \$33 per person

2 Courses - \$48 per person

3 Courses - \$63 per person

Dessert

Trans Tasman pavlova w kiwi, banana, whipped cream & passionfruit

Sticky date pudding w cinnamon laced brandy caramel sauce

Coconut caramel custard w honey comb

Traditional tiramisu w raspberry & pitted cherries.

Oreo cheese cake w a berry coulis and ice cream

Cheese plate for one w dried fruit, mixed nuts & crackers

DINNER
2 OF 2

THE FINE PRINT

TERMS & CONDITIONS 1 OF 3

SECURING A BOOKING:

1.1 Tentative bookings can be held on request by you (the Client). These are held for 3 days by which time confirmation must be made in writing. If confirmation has not been received, Diplomat Hotel (the Hotel) reserves the right to cancel the tentative booking and allocate the venue to another booking.

1.2 A booking is not confirmed until signed terms & conditions have been received along with a \$500.00 deposit. Deposits will be credited towards the Client's final account pending guest adherence to these terms and conditions.

1.3 The event run sheet as drafted by the Hotel must be signed and returned by the Client prior to the commencement of the event.

CATERING REQUIREMENTS:

2.1 Selected menus and dietary requirements are required at least two (2) weeks prior to the event, unless prior arrangements are made.

2.2 Final confirmation of attendees is required 72 hours prior to event. Should these be less than 75% of the original booking a cancellation may apply

2.3 The hotel's safety plan and licensing depends on the control of food and beverages being consumed onsite. The Client and/or their guests are not permitted to bring food or beverages onto the premises unless arranged in advance with Management. Management reserves the right to refuse food and beverage being brought onsite for reasons of safety, guest enjoyment, branding or revenue loss

2.4 The hotel will do its best to cater for unexpected increases in attendees but cannot guarantee availability of catering supplies. Additional pricing will apply

2.5 A.C.T health & safety regulations do not permit food to be taken off of Hotel premises at any time.

CANCELLATIONS/ POSTPONEMENTS:

3.1 All cancellations must be received in writing. The following cancellation fee schedule will apply:

- All deposits are non-refundable.
- Between 30 and 7 working days prior to the event a fee equal to 75% of the estimated event total will be charged.
- Less than 7 working days prior to the event a fee equal to 100% of the estimated event total will be charged.

3.2 Upon the Client's request, the Hotel will attempt to move an event to another date pending the availability of space and Hotel resources. If the postponement is requested within 14 days of the booked event it will be treated as a cancellation. If the requested postponement date is not within 30 days of the original booking, it will be treated as a cancellation.

THE FINE PRINT

TERMS & CONDITIONS 2 OF 3

OVERTIME SURCHARGES:

- 4.1 A surcharge of 25% applies to bookings which occur on Sundays or public holidays. This surcharge will be applied to the final account and also applies to bookings which run past midnight on a Saturday night.
- 4.2 The Client agrees to commence and vacate the Hotel at the times agreed. Early access to, and late departures from the Hotel is to be pre-arranged. An additional hire fee of \$250.00 per hour will apply for bookings which continue past the agreed finishing time.
- 4.3 Any cleaning, setup or packing down of the Clients' equipment or goods will incur an overtime surcharge. This must be pre-arranged with management prior to the commencement of the event.

PAYMENT:

- 5.1 A 30day account may be arranged with management prior to the event. This is subject to approval
- 5.2 Unless a 30day account has been arranged, total payment is required 7 days prior to the event.
- 5.3 If paying by credit card, these details need to be received by the Hotel at least 7 days prior to event.
- 5.4 In the event that a residual credit is owed to the Client, the amount will be refunded within 14 working days after the event.
- 5.5 For variable charges such as a bar tab, the Clients' credit card will be pre-authorized for the requested amount prior to the booking. This will be released within 5-7 working days should the pre-authorized amount not be reached

PRICES:

- 6.1 Quoted prices are valid for 30days from the date of inquiry. Pricing is dependent on hotel demand
- 6.2 All pricing is current at the time of booking but is subject to change due to seasonality or events outside of the Hotel's control. Every effort will be made to contact the client as soon as the hotel is aware of pricing adjustments
- 6.3 All pricing is non-commissionable, unless otherwise negotiated.

LOSS OR DAMAGE OF GOODS:

- 8.1 The Client will indemnify the Hotel and its employees against:
- all losses, liabilities and expenses (including legal costs on a solicitor) arising out of, or in connection with, the booking, whether directly or indirectly.
 - any breach by the Client of its obligations under this agreement; or omission involving fault or negligence on the part of the Client.
- 8.3 The Client's liability to indemnify the Hotel under Clause 8.1 (above) will be reduced proportionately to the extent that any breach of this agreement, omission or act involving fault or negligence by the Hotel, contributed to the loss, liability or expense.
- 8.4 A cleaning fee of \$500.00 will be charged for misuse of toilets, stains on carpet and or damage to hotel property.

THE FINE PRINT

TERMS & CONDITIONS 3 OF 3

RESPONSIBILITY:

9.1 Should the hotel be unable to provide the facilities reserved due to circumstances beyond the Hotel's control, no further claim other than the entitlement to a full refund of any deposits paid may be made. The hotel will endeavour to provide the organiser with reasonable notice.

GUEST CONDUCT:

10.1 The Hotel reserves the right to refuse service, escort guests out or close functions should guests be behaving inappropriately

10.2 The Hotel provides beverages in accordance with responsible service of alcohol. To assist with guest safety the Client will appoint a responsible service of alcohol representative. This representative will assist management in the liaison with attendees should an alcohol related issue arise during the event.

10.3 The liquor licensing act prohibits the licensed person from serving alcohol to persons under the age of 18 or those that the staff believes may be intoxicated.

10.4 In the event that a function needs to be closed the federal police may be contacted to escort guests from the premises.

10.5 Refunds will not be issued if the booking is terminated due to guest misconduct



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