

Group Bookings @ Puddleduck

July 2023



Thank you for your recent enquiry.

Puddleduck is an ideal location for casual gatherings such as birthday, engagements, pre wedding parties, baby showers, wakes or just because!

We have a few different areas available for hire for larger group bookings, and **you are welcome to bring your own food (no drinks)** for all options. This option is called **our Puddleduck Reverse BYO**.

Our reverse BYO is not available for wedding ceremonies, please see our separate hand out for more information.

Our group booking areas have two sitting times

- 10am until 1pm (morning session)
- 2pm until 5pm (afternoon session)

A site fee is charged for groups of 15 and over. This ranges from \$30 to \$550 depending upon the size of your group. We require this site fee paid, or a deposit paid at the time of booking to secure your reservation. The balance of any outstanding fees are due on the day of your booking.



The Green Zone @ Puddleduck (child friendly, great for families)

This area is perfect for family get-togethers or for groups with younger children. There is a playground suitable for children under the age of 6 as well as balls and bouncy toys and plenty of grass to run around on. The duck feeding area is also close by.

Please note you can book a space in this area but not a specific spot. Your booking will be placed depending on other bookings on the day.

We have BBQ's available for hire in this space, they are priced at \$10 each for hire and cleaning. Please let us know when booking if you wish to reserve one as we have a limited amount.

For outside bookings we recommend that you have a 'Plan B' organised in case of inclement weather. We will refund your site fee if we can't honour your booking in this instance.



Group Bookings @ Puddleduck

July 2023



The Deck @ Puddleduck (adults only session – 2pm – 5pm)

Our Puddleduck deck is the perfect location for bigger group gatherings of up to 80 people and is perched right over our Puddleduck Dam. Our deck is **semi-weatherproof** as it has a vergola over the top for rain and sun protection (this can be opened and closed depending on the weather conditions) plus clear café blinds that can shut to offer some protection from the wind whilst still enjoying the view. It is also heated for added warmth in the cooler months.

Our decking area is reserved for adults only from 2pm – 5pm (unless you are exclusively booking the whole of the deck area). We do allow children on the deck for the 10am – 1pm session (**please note that in this case children must be supervised at all times**).

If you are not wishing to book exclusive use of our deck you can just book a table. The venue hire fee for a table on the decking area ranges from \$45 to \$200, which is determined on the size of your group and the space required.

Booking times available for our deck and exclusive hire fees

- Morning session 10am until 1pm \$400 November to February, \$300 other times
- Afternoon session 2pm until 5pm \$550 November to February, \$400 other times

If we need to cancel due to extreme weather (heavy rain or severe winds) your site fee or venue hire deposit would be fully refunded.



Group Bookings @ Puddleduck

July 2023



Inside options @Puddleduck

Our Fume room is private and located in a prime position for the best views of our vineyard, dam and outside areas. Our beautiful room gives you peace of mind no matter what the weather and is a private and intimate space. Our room is ideally suited to groups of up to 25 people either seated or with scattered seating. We are flexible and can accommodate even larger groups utilising part of our deck combined with our Fume Room. Please let us know if we can quote for a larger space for your group.

Booking times available for our indoor room(s)

Fume Room (blue room front of building closest to deck)

- Morning session 10am until 1pm \$400 November to February \$250 other times
- Afternoon session 2pm until 5pm \$550 November to February \$350 other times



Food @ Puddleduck

If you don't wish to make or organise your own food to bring along, you are welcome to order share style platters from our Puddleduck catering menu. **Please note that we do require these to be ordered one week prior to your function to enable our kitchen enough time to place orders.** We are also more than happy to tailor menu packages for your group, please feel free to let us know what you have in mind and we can organise some options and pricing for you. I have attached a copy of our catering menu, and specific food and drink packages appropriate to your function.

We can store a cake for your event. Please do let us know in advance so we can ensure we have adequate room. If you would like us to cut up and serve your cake we charge cakeage at \$3 per person. NB - **Plates will be provided for food ordered from Puddleduck, but you will need to supply hardware if bringing your own.**

Beverages @ Puddleduck

As we are a licensed venue you must not bring **any** beverages into Puddleduck, ***all drinks must be purchased through us.*** We have a large range of Puddleduck wine, Tasmanian beers, ciders, non-alcoholic and hot beverages available for purchase. Drinking (tap) water is freely available. Puddleduck can also arrange for carafes of juice and soft drinks as well as hot beverage stations, or an in-room bar. Please let us know if you would like us to send you more information about this.

Group Bookings @ Puddleduck

July 2023



Purchasing drinks @ Puddleduck

You can either run a tab at the bar to a certain value or guests can individually purchase their own beverages from the bar. You are also welcome to pre-select some drinks and we can set up a “bar” for your group with your selected beverages. Attached above is a copy of our current drink list for you to look at. Some wines may sell out before your function – if you have your heart set on a particular wine (e.g. Bubbleduck or Rose) please let us know if you need wine to be put away for your function.

Puddleduck would also like to inform you that we practice Responsible Service of Alcohol in our venue and sometimes we may need to refuse alcohol service to a particular guest. Soft drinks will be offered as an alternative in this instance. Swearing and rude behaviour cannot be tolerated and we reserve the right to ask you to leave if members of your group behave badly. We ask that guests please be understanding that we reserve our right to do this to keep all of our guests happy and safe. It is greatly appreciated that our guests are co-operative and understanding in regard to this matter.

Decorating @ Puddleduck

If you are celebrating a special occasion, you are more than welcome to bring along some decorations to decorate the space - just be mindful of landfill though! We just ask that nothing is attached using sticky tape. **We do not allow balloons with scatters in them** (yes they do pop!) **and NO glitter, confetti or small metallic table scatters as unfortunately the birds seem to think these are food and like eating them.** We ask that our areas are left as clean as possible at the end of your visit to us, garbage bins are available for you to use. Damage or excessive mess to our inside floor coverings, paintwork or furniture will incur an additional charge for cleaning or repair.



We look forward to
Welcoming your group
here at Puddleduck

Kindest Regards
the Puddleduck family