

Group Bookings @ Puddleduck

September 2019



Thank you for your recent enquiry.

Puddleduck is an ideal location for casual gatherings such as birthday, engagements, pre wedding parties 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®. Unfortunately our reverse BYO is not available for wedding ceremonies, please see our separate hand out.

All of our group booking areas have two sitting times

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

A venue hire amount is charged for groups over 8. This ranges from \$10 to \$250 depending upon the size of your group and space required. We require this venue hire fee paid or a deposit paid at the time of booking to secure your reservation if less than two months out.



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 8 as well as balls and bouncy toys and plenty of grass to run around on. The duck feeding area is also close by.

This area has our shade cloth which can seat 50 people or accommodate 70 people standing with scattered seating.

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 a BBQ, so that we can arrange this for you.

In regards to outside bookings we do recommend that you have a 'Plan B' in mind in the event of bad weather as there is no shelter available outside as our outdoor areas are exposed to the elements.



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The Deck @ Puddleduck (our adults only area)

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 blinds that can shut be used to create a semi closed off space whilst still enjoying the view.

Please note that some breeze and exposure to the elements is present as this is still an outside space.

Our decking area is for adults only unless you are exclusively booking the whole of the deck area (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 \$20 to \$180, which is determined on the size of your group and the space required.

The deck can accommodate 80 people and you can choose to have scattered seating or 3 large tables. The cost to hire our deck for either the morning or afternoon session is \$500

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



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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 is doing and is a private and intimate space. Our room is ideally suited to groups of up to 25 people seated or 35 with scattered seating. We also offer you 1/3 of the deck (table of 30) just in case the weather is perfect and you wish to soak up some rays as well. 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 (blue) Room 25 seated – 35 scattered tables

- Morning session 10am until 1pm \$350
- Afternoon session 2pm until 5pm \$550

Food @ Puddleduck

If you don't want to be bothered with making or organising 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.

If it is a special occasion you may have a cake that you wish us to store for you until the right time – please let us know in advance if this is the case so we can ensure enough fridge space is available. If you would like us to cut up and serve your cake it is \$3 per person.



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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 a in room bar. Please let us know if you would like us to send you more information about this.



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 (eg 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 regards to this matters.

Decorating @ Puddleduck

If you are celebrating a special occasion, you are more than welcome to bring along some decorations to decorate the space with (just be mindful of landfill though!). We just ask that everything is attached using blue tack and not sticky tape.

Please 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.

Kindest Regards
the Family at Puddleduck