

DONCASTER APARTMENTS BY NIGHTCAP PLUS

# FUNCTIONS

*& Events*



**BEST  
RATE**  
*Guarantee*

**DONCASTER  
APARTMENTS**

BY

**Night** PLUS  
**cap**

📍 855 Doncaster Road, Doncaster, VIC 3108

☎ (03) 8848 1600 ✉ [info@nightcaphotels.com.au](mailto:info@nightcaphotels.com.au)

🌐 [doncasterhotel.com.au/accommodation](http://doncasterhotel.com.au/accommodation)

# Welcome

## TO THE DONCASTER APARTMENTS



**Thank you for considering The Doncaster Apartments by Nightcap Plus for your next event.**

The excellent conference facilities at The Doncaster are ideal for informal or formal meetings, training sessions or product displays and include assorted catering and audio visual equipment options to suit your requirements

Complimentary Conference Room Facilities and Services:

- Pillar-less space and natural lighting
- Built in drop down 6ft Projection Screen
- Drop Down Projector in Merlot & Vine Room
- Flip Chart, chart paper and markers

- Wi-Fi (maximum download limits may apply)
- Sound system in Merlot Room
- Iced water and mints
- Blackout available in Merlot Room
- Separate lighting controls in each room
- Special accommodation rates on request
- Onsite Parking

Additional audio visual equipment can be provided at an additional cost upon request when confirming the booking

**DONCASTER APARTMENTS**

BY **Nightcap PLUS**

📍 855 Doncaster Road, Doncaster, VIC 3108

☎ (03) 8848 1600 ✉ [info@nightcaphotels.com.au](mailto:info@nightcaphotels.com.au)

🌐 [doncasterhotel.com.au/accommodation](http://doncasterhotel.com.au/accommodation)

# THE *Merlot* ROOM

## ROOM HIRE FEES

Full Day \$500 • Half Day \$350

## CAPACITY

Maximum occupancy 60 people

**The Merlot Room** is situated through the main building adjacent to Reception. The room consists of floor to ceiling windows on one side leading to our garden area. It boasts a pillar-less space with the capacity to seat up to 60 people in a theatre style setup.

With its inbuilt data projector, screen and sound system it can facilitate any of your technological meeting needs. This room is most suitable for medium to large meetings.

### Meeting Package includes:

- Continuous tea & coffee
- Data projector
- Whiteboard
- Complimentary parking
- Flip chart & markers
- Mints
- Iced water

Theatre	U Shape	Classroom	Boardroom
60	27	27	30

# THE *Vine* ROOM

## ROOM HIRE FEES

Full Day \$400 • Half Day \$280

## CAPACITY

Maximum occupancy 45 people

**The Vine Room** is situated within our tranquil garden setting. The room consists of four walls with 3/4 windows allowing for an abundance of natural light. It is a pillar-less space with a capacity to seat up to 45 people in a theatre style set up. With its versatile floorplan, this room can be set to meet any small to medium sized meeting or event.


### Meeting Package includes:

- Continuous tea & coffee
- Data projector
- Whiteboard
- Complimentary parking
- Flip chart & markers
- Mints
- Iced water

Theatre	U Shape	Classroom	Boardroom
45	20	20	20

**DONCASTER  
APARTMENTS**

BY **Night  
cap** PLUS

 855 Doncaster Road, Doncaster, VIC 3108

 (03) 8848 1600  [info@nightcaphotels.com.au](mailto:info@nightcaphotels.com.au)

 [doncasterhotel.com.au/accommodation](http://doncasterhotel.com.au/accommodation)

# MORNING TEA BOX

## Options

\$12\*

### Sweet & Fresh

Mini Slice  
Mini Danish  
Fruit Cup

### Quick Bite

Mini muffin  
Half point Ham and Cheese croissant

\*Very Low Gluten and Vegetarian Options Available

**\$12.00 PER PERSON**

\*Minimum order of 10 applies

# LUNCH BOX

## Options

\$22\*

### Packed Lunch

Half point gourmet sandwich  
Half Turkish with gourmet  
filling  
Salad cup  
Fruit cup

### Healthy & Light

Grilled chicken breast  
Greek salad  
Bread roll

### Warm Lunch

Beef or Vegetable lasagne  
Garden Salad  
Bread roll

### Vegan Box

Vegetable stir fry  
Fruit Cup

**\$22.00 PER PERSON, SOFT DRINKS ALSO AVAILABLE FOR \$3 EA**

\*Minimum order of 10 applies

\*Very Low Gluten and Vegetarian Options Available

# AFTERNOON TEA BOX Options

\$12\*

## Devonshire Tea

Scone with jam and cream  
Fruit cup

## Snack & Go

Mini quiche  
Mini slice

\*Very Low Gluten and Vegetarian Options Available

**\$12.00 PER PERSON**

\*Minimum order of 10 applies

# PLATTER

## Options

PARTY PLATTER - Selection of mini pies, pastries and baked finger food \$100

DIPS PLATTER - Chef's selection of assorted dips with crackers and fresh veggie sticks  
(v) \$55

ANTIPASTO PLATTER - A selection of cheeses, cold meats, olives, artichokes, char-grilled vegetables, hummus and pita bread \$125

SANDWICH PLATTER - 4-point sandwiches with assorted fillings \$85

CHEESE PLATTER - A selection of Australian cheeses, crackers, veggie sticks, dried fruits and quince paste (v) \$95

FRESH SEASONAL FRUIT PLATTER (vlg, vg) \$75

ASSORTED MINI DESSERTS PLATTER (v) \$100

# Terms & Conditions

## A PENCIL / TENTATIVE BOOKING:

Can only be held for a maximum of 5-business days. Management has the right to release pencil / tentative bookings where required without notification to the client.

## CONFIRMATION

Confirmation of the booking by the client must be made in writing within 7-business days of the tentative reservation. Otherwise the property reserves the right to cancel the booking and allocate the venue to another client.

## ON GOING RESCHEDULING OF EITHER TENTATIVE OR CONFIRMED BOOKINGS:

Due to the high turnover of events at Doncaster Apartments By Nightcap Plus and to ensure the smooth management of our event calendar, re-scheduling event dates may incur an administration fee of \$15.00, which may be applied to your account at the discretion of Management.

## SECURITY DEPOSIT

A Minimum deposit of 50% must be made at the time of confirmation. Deposits are non-refundable.

## PAYMENT

Total payments will be paid at the beginning of the event unless prior arrangements have been made with the property. All approved credit arrangements require full payment within 7-business days of the function.

## GUARANTEE OF PAYMENT

The client signatory agrees with the Doncaster Apartments By Nightcap Plus to be personally liable to pay all monies payable to the Doncaster Apartments By Nightcap Plus pursuant to this agreement.

## CATERING

Doncaster Apartments By Nightcap Plus is able to provide a variety of catering options. To ensure consistent catering standards, external catering provided by the client / event organiser of any kind is strictly prohibited.

## CANCELLATION

Cancellations within 3-business days of the event will incur a fee of 100% of anticipated revenue.

## FINAL ATTENDANCE

A guaranteed minimum number of total guests attending the event (including any facilitators or presenters) must be notified to the venue 7-business days prior to the event start date and the charges will be rendered accordingly. It is the responsibility of the Client to contact the Doncaster Apartments By Nightcap Plus regarding final numbers. Should a guaranteed number not be received, the expected attendance will be taken as final.

## PRICES

All prices are current at time of quotation and are subject to revision by the Doncaster Apartments By Nightcap Plus prior to signing the contract. All prices quoted are inclusive of GST.

## ROOM RENTAL CHARGE

Meeting room rental charges are dependent on the time period required, the number of guests in attendance and the overall catering requirements.

## COMMENCEMENT AND VACATING OF ROOMS

The client agrees to begin the function and vacate the designated meeting space at the scheduled times agreed upon. In the event that a meeting should go beyond the agreed finishing time and if the following client is inconvenienced, the Doncaster Apartments By Nightcap Plus reserves the right to charge whatever costs are reasonably incurred to ensure the smooth operation of that meeting/event.

## DISPLAYS AND SIGNAGE

Nothing is to be nailed, screwed, stapled or adhered to any wall, door or surface or part of the building. Any signage in the properties public areas must be approved by the Doncaster Apartments By Nightcap Plus prior to the event.

## DAMAGES

Clients are financially responsible for any damage sustained to the Doncaster Apartments By Nightcap Plus and its contents and property owned or in the care or custody of the property by the client, client's guests, invitees or other persons attending the event.

## RESPONSIBILITY

The Doncaster Apartments By Nightcap Plus will not accept any responsibility for damages or loss of merchandise left in the property or meeting area prior to, during or after the event. Clients should arrange their own insurance and/or security. All clients' goods must be removed from the properties premises no more than 24 hours after the event.

## CLIENT RESPONSIBILITY

By accepting the terms, conditions and agreements; the client acknowledges and warrants that it has informed all relevant persons involved in the event/function of the Doncaster Apartments By Nightcap Plus terms and conditions.

## LAWS/REGULATIONS

At no time will the Client commit any act or permit its employees, agents or invitees to commit any act that is illegal, noisome, and offensive or is in breach of the properties rules.

## ENTIRE AGREEMENT

Subject to amendments as specified in any subsequent Meeting Event Order form signed by both parties, the Meeting event order and these terms and conditions constitute the entire agreement of the parties and supersede all prior discussions, negotiations and agreements in relation to the event/function.

NAME

---

DATE: \ \

---

SIGNATURE:

---