



## **SCHOOL FORMAL PACKAGE**

Thank you for your recent enquiry. We would be delighted to host your function at Customs House.

Our spacious heritage building is located in the Central Business District and boasts spectacular views of Newcastle Harbour. Customs House is the ideal location for your function.

We have attached our function information for you to consider.

In order to book your function, complete and return the the attached Confirmation of Booking Form with a **Room hire fee**

If you require any further information or wish to make an appointment to view our unique venue, please call on 4925 2585.

## **SCHOOL FORMAL PACKAGE**

**\$75.00 PER PERSON**  
minimum 60 people

**CUSTOMS HALL**  
Minimum 60 – Maximum 180 people

### **INCLUSIONS**

Canapés followed by a two course meal  
Unlimited soft drinks  
DJ  
Private room available for photos  
Microphone & Lectern  
Complimentary Plasma Screen hire  
Candle storm shade centrepieces for each table  
4 x Topiary trees with fairy lights  
Rustic timber café chairs



## **SCHOOL FORMAL MENU**

Chef's Selection of Canapés on Arrival

### **ROAST BREAST OF CORNFED CHICKEN**

with soft polenta, broccoli, pesto

### **ROAST SIRLOIN**

with potato gratin, green beans and diane sauce

### **CHOCOLATE AND COFFEE BROWNIE**

with chocolate sauce, cream

### **VANILLA CRÈME BRULÉE**

with biscotti

## CONFIRMATION OF BOOKING FORM

To ensure that your event charges are settled according to your wishes, we kindly ask you to complete the following form and return it to us signed.

Name of Function

Date of Function

Type of Function

Room Required

Expected Numbers

Time

Method of payment (please tick):

◇ **CREDIT CARD**

Type:

Name of credit card holder

Credit card number

Credit card expiry date

Signature of credit card holder

◇ **DIRECT TRANSFER**

Customs Holdings

BSB: 646000

ACC: 100074735

◇ **BANK CHEQUE**

◇ **CASH**

The authorisation given above will include (please tick):

◇ Deposit of \$500.00

◇ All costs incurred in connection with the function

I have read and accept the Customs House Function Conditions.

Name of Contact Person

Signature of Contact Person

Contact telephone number

Address

Email Address

Date

*Thank you for your co-operation. We look forward to making your Function a success!*



## **CONDITIONS**

We are delighted to have this opportunity to present our function services to you. It is important to us that your function is successful, as we take pride in our professionalism. To enable the organisation to run as smoothly as your function itself, we would appreciate your attention to the following policies:

### **CONFIRMATION OF YOUR BOOKING**

Confirmation of bookings must be made in writing and accompany the requested room hire fee to secure your booking.

### **MENUS**

Menu selection should be advised three weeks prior to your function. Due to seasonal changes, our menus may vary & prices are subject to variation.

### **CHILDREN**

A 2 course kids menu (12 yrs and under) and soft drink is available at a minimum of \$35.  
Main Course: Chicken Breast, fries and salad, Fish and Chips and salad, Minute Steak & Fries  
Dessert: Vanilla ice cream with flavouring

### **SERVICE PERSONNEL**

A main meal for entertainers and photographers must be supplied at \$40/head.

### **FINAL NUMBERS**

The final numbers advised 14 days prior to your function will be the minimum number of guests which will be catered and charged. Final numbers & full payment are also required 14 days prior to your function. This must be made either by credit card, bank cheque, cash or direct debit transfer. Payments made with VISA, MASTERCARD & AMEX will incur a credit card surcharge of 2%. Any balance will be billed on the day of your function & full payment will be expected immediately. Seating plans are required 7 days prior to your function. Seating plans will not be altered within 24 hours of your function.

### **EVENT REDUCTION**

In the instance that guest numbers reduce, Customs House Hotel reserves the right to vary space accordingly and amend agreed room hire charges.

### **ALLOCATED TIME**

Prices for functions are based on a 5 hour period prior to midnight inclusive of pre-dinner drinks, after which an extra charge can be incurred. Extra time should be made by prior arrangement.

### **CANCELLATIONS**

If your function is cancelled, the following conditions will apply:

All cancellations or change of date incur a loss of full deposit. No credits will be given for change of date.

Any cancellation made 60 days or less prior to your event, will incur a loss of 50% of the minimum spend.

All cancellations made within 14 days of your event will incur a loss of all monies due as stated on your invoice.

Notice must be made in writing to Customs House Hotel.

## **CONDITIONS CONTINUED**

### **SECURITY**

Organisers/hosts are financially liable for any damage sustained or loss incurred to Customs House Hotel's property, fixtures or fittings, through their own actions, those of their guests, sub-contractors and contractors.

Credit card details are required at the time of your booking to cover any damages that may occur.

### **DECORATIONS**

Blutac, confetti and small glitter are not permitted.

Smoke machines are not permitted as they set off our smoke detectors. If used, a charge will be passed on for the cost of the fire brigade.

Chair covers with sash are available at an extra charge per chair.

### **CAKE**

Our chef will be happy to cut your cake into slices and place on platters per table for service with tea and coffee. However, we are unable to place your cake into bags. Should you wish to have your wedding cake served as dessert with berry coulis and cream, we will be happy to discuss this with you.

### **MINIMUM NUMBERS**

The minimum number for Customs Hall is 80 guests and the minimum number for the Harbourmasters Lounge is 50 guests. We require adult supervision with a minimum of 6 chaperons attending for school formals.

### **PRICES**

Customs House Hotel makes every effort to maintain prices, however they may be subject to alteration prior to your function due to food and beverage price increases. However we will guarantee that any increase will not exceed 7% of your chosen package. All prices are inclusive of GST.

### **SMOKING POLICY**

No smoking is permitted on the premises except in the Beer Garden where food is not being served or consumed.

### **RESPONSIBLE SERVICE OF ALCOHOL**

In accordance with the Liquor License Laws and the Responsible Service of Alcohol (RSA), Customs House Hotel reserves the right to cease the supply of all alcoholic beverages to any guest who shows signs of intoxication. Persons under the age of 18 years are not permitted to consume alcohol on Customs House Hotel premises. Guests are required to vacate our premises no later than 15 minutes after the bar has closed.

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Signature of Contact Person

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Date