



CORPORATE FUNCTION

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 boast 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 & return 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.

FUNCTION ROOMS

Built in 1876 and overlooking Newcastle Foreshore, Customs House Hotel is a heritage-listed building. Combined with excellence in food and service, Customs House provides a unique and elegant setting for your function.

CUSTOMS HALL

- 70-200 people maximum
- Air-conditioned
- Separate fully equipped bar
- Able to be blacked out
- Large Dance Floor (movable)
- Room hire - \$375

CHIEF CLERKS LOUNGE

(Adjoining Customs Hall)

- 40-80 maximum
- Air-conditioned
- Fully-equipped bar
- Dance floor available
- Room hire - \$320

HARBOURMASTERS

- 100 people maximum standing
- 70 people maximum seated
- Polished floorboards & ornate ceilings
- Fully-equipped bar
- Harbour Foreshore views up to Nobbys Headland
- Room hire - \$320

COLLECTORS ROOM

- 30 people maximum seated
- Ornate ceilings
- Bay window overlooking the Foreshore
- Able to be blacked out
- Room hire - \$220

EXAMINERS ROOM

- 30 people maximum seated
- Ornate ceilings
- Harbour views
- Able to be blacked out
- Room hire - \$220

CORPORATE PACKAGES

SEMINAR PACKAGE

\$38.50 PER PERSON

ON ARRIVAL

Coffee, Tea & Juice

MORNING TEA

Assorted muffins, Danishes, Fruit Plate

with tea, coffee & orange juice

LUNCH - CORPORATE MENU

selection made at morning tea

200 Gram Sirloin

with peppercorn sauce, fries, rocket

Crumbed Chicken Burger

with aioli, rocket, tomato, fries

Fish & Chips

with aioli, lemon

Char Grilled Beef Burger

with bacon, cheddar, rocket, house-made bbq sauce, fries

Pear Salad

with fennel, radicchio, walnuts, beetroot, goats cheese

Linguini Pasta

with basil pesto, cherry tomatoes, marinated fetta, sourdough crumbs

Warm Roasted Butternut Pumpkin

with quinoa, pinenuts, harissa, labna

OR

Gourmet Sandwiches, Hot Savoury Platters, Cheese & Fruit Platters

with tea, coffee & orange Juice

AFTERNOON TEA

Selection of Cakes, Slices or House-made Cookies

with tea, coffee & orange juice

CORPORATE PACKAGES CONTINUED

BREAKFAST PACKAGES

MENU OPTIONS:

OPTION 1

\$24.50 PER PERSON

*Assorted Pastries, Croissants, Fresh Fruit Platters
Orange Juice, Tea & Coffee*

OPTION 2

\$26.50 PER PERSON

*Ham & Cheese Croissants, Warm Fruit Muffins, Assorted Fruit Danishes,
Fresh Fruit Platters
Tea, Coffee & Juice*

OPTION 3

\$29.50 PER PERSON

*Scrambled Eggs, Bacon, Roast Tomato, English Muffins,
Orange Juice, Tea & Coffee*

OPTION 4

\$35.50 PER PERSON

*Fresh Fruit Platters, Scrambled Eggs, Bacon, Roasted Tomato, Mushrooms,
Assorted Pastries & Muffins
Orange Juice, Tea & Coffee*

NOTE: Minimum 40 guests required

Other available options:

PRIVATE FUNCTIONS

Customs House caters for every occasion: weddings, conferences, seminars, private dinners, Christmas parties, birthdays, graduations and farewells.

FUNCTION MENUS & BEVERAGE PACKAGES

Function & cocktail menus are available for all function rooms - available upon request.

MORE INFORMATION

ROOM SET UP

Theatre style, boardroom, classroom or carousel-style.

COMPLIMENTARY EQUIPMENT

Whiteboards, flip charts, screen, lectern, microphones.

We can assist with the hire of additional equipment such as plasma screen.

PARKING

We offer guests a 40-space car park located at the rear of the building, with parking also available on The Foreshore. We do however; encourage car-pooling for larger seminars and functions.



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):

- ROOM HIRE FEE:** Customs Hall (\$375) Harbourmaster's (\$320) Chief Clerks Lounge (\$320) Examiner's Room/Collectors Room (\$220)
- All additional charges in relation to the event**

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 requested room hire 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 7 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 7 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:

Functions cancelled will forfeit the deposit paid

Notice must be made in writing to Customs House Hotel.

Notice of 7 days or less, full payment of food costs of confirmed number will be incurred.

CONDITIONS CONT.

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-contactors 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 CHARGE

Our chef will be happy to cut your cake into finger slices and place on platters with napkins. This service is available for \$2.50 / guest OR as Dessert with Double Cream & Berry Coulis for \$5.50 per person

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.

Signature of Contact Person

Date