

**CUSTOMS**  
**HOUSE HOTEL**

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

Our spacious heritage building is located in the  
Central Business District and boasts spectacular views of  
Newcastle Harbour and the Foreshore.

We have attached our wedding packages including menus,  
beverage list & function information.

Should you have any queries or wish to inspect our venue, please do  
not hesitate to contact us.

We look forward to confirming your booking soon.

## **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**

180 people maximum

Minimum 70 guests

Air-conditioned

Harbour views from The Chief Clerks Lounge

Separate fully equipped bar

Large Dance Floor (movable)

### **HARBOURMASTERS**

100 people maximum standing

70 people maximum seated

Polished floorboards & ornate ceilings

Fully-equipped bar

Harbour Foreshore views up to Nobbys Headland

# CHIC PACKAGE

**\$90 PER PERSON**

Inclusive of:

Room hire for 4 hours prior to midnight (minimum numbers apply)

Your selection of 10 items from our Gourmet Finger Food Menu

Standard 4 - hour beverage package including:

Customs House Tyrrell's Private Label N.V. Brut, Chardonnay, Sauvignon Blanc, Shiraz Cabernet

Angus Moscato

4 beers on tap (to be selected)

Orange Juice & Soft Drinks

Tea & Coffee

*\* Premium beverage packages available*

4 topiary trees with fairy lights in Customs Hall

2 topiary trees with fairy lights in the Harbourmasters Lounge

Use of microphone and lectern

Skirted bridal table

Skirted gift table

Skirted cake table & cake knife with ribbon (colour of your choice)

Complimentary cake cutting and service on platters

Dance floor

Linen tablecloths on cafe tables

Framed signs to direct guests

Tea and Coffee station

Ipod connectivity

Thonet timber cafe chairs

Timber easel

## **Extras**

Cheese station: \$6 per person

Ham station: \$8 per person

*This package is available in The Customs Hall with minimum of 80 guests  
and The Harbourmasters Lounge with minimum of 50 guests*

# ROMANCE PACKAGE

**\$112.90 per person**

Inclusive of:

Room hire for 5 hours

Canapés on arrival

Your selection from the three-course wedding menu

Standard 5-hour beverage package including:

*Note: Extra hour is \$10/per person*

Customs House Tyrrell's Private Label

N.V. Brut, Chardonnay, Sauvignon Blanc, Shiraz Cabernet

Angus Moscato

4 beers on tap (to be selected)

Premium Light stubbies

Orange Juice & Soft Drinks

Tea & Coffee

Orange Juice & Soft Drinks

Tyrrell's Tawny Port

*\* Premium beverage packages available*

4 topiary trees with fairy lights in Customs Hall

2 topiary trees with fairy lights in the Harbourmasters Lounge

Use of microphone and lectern

Skirted bridal table

Skirted gift table

Skirted cake table & cake knife with ribbon (colour of your choice)

Complimentary cake cutting and service on platters

Dance floor

Framed signs to direct guests

Elegant candle centrepiece or white ceramic candle sticks

Personalised printed menus

Ipod connectivity

Thonet timber cafe chairs

Timber easel

## **Extras**

Cheese station: \$6 per person

Ham station: \$8 per person



## ENTREES

**KING PRAWNS** Avocado, Iceberg, Cocktail Sauce

**CAESAR SALAD** Bacon, Croutons, Parmesan

**VEAL, PORK & PISTACHIO NUT TERRINE** Cornichons, Baguette

**SALAD OF PEAR** Walnuts, Beetroot, Buffalo Mozzarella

**ROAST PUMPKIN & GOATS CHEESE TART** Rocket & Parmesan Salad

**CEVICHE OF YELLOW FIN TUNA** Sweet Corn, Capsicum, Chilli, Mint, Citrus

## MAINS

**CHAR GRILLED GRASS FED EYE FILLET** Potato Gratin, Green Peppercorn Sauce.

**ROASTED ATLANTIC SALMON FILLET** Nicoise Salad, Herb Dressing

**ROAST BREAST OF CORNFED CHICKEN** Soft Polenta, Broccoli, Pesto

**ROASTED JUNE LAMB RUMP**

Eggplant Caponata, Basil, Green Beans, Rosemary Sauce

**CONFIT DUCK** Braised Red Cabbage, Kipfler Potatoes, Jus

**LINGUINE** Basil Pesto, Cherry Tomatoes, Marinated Fetta, Sourdough Crumbs

## DESSERT

**STRAWBERRY ETON MESS**

**CHOCOLATE BROWNIE** Chocolate Sauce, Cream

**WARM STICKY DATE PUDDING** Caramel Sauce, Cream

**VANILLA CRÈME BRULÉE** Biscotti

**YOGHURT PANNACOTTA** Blueberries, Honeycomb

OR

**CHEESE TABLE** Three Cheeses, Fruit, Baguette

TEA & COFFEE

*~ Meals for guests with dietary requirements are available upon request ~*

*~ Menu may vary due to seasonal changes and availability ~*



## FINGER FOOD MENU

Port Stephens Rock Oysters on Ice Platters with Eschalot Dressing (GF)  
Crispy Fish Cakes with Dipping Sauce (DF)  
Dill Crepes with Smoked Salmon & Crème Fraiche  
Peking Duck Pancakes, Shallots & Hoi Sin Sauce (DF)  
Rare Roast Beef & Caramelized Onion & Béarnaise Mini Rolls  
Mini Arancini stuffed with Mozzarella (V) (GF)  
Zucchini Fritters, Rocket Pesto (V) (DF)  
Pizzetta with Roasted Tomato & Parmesan (V)  
Honey & Rosemary Lamb Kebabs with Tatziki (GF) (DF)  
Chipolatas with Tomato Relish (GF) (DF)  
Tempura Prawns with Dipping Sauce  
Marinated Chicken Skewers (GF) (DF)  
Warm Fetta & Caramelized Onion Tart (V)  
Chargrilled Turkish Bread with Babaganoosh, Salsa, Guacamole (V) (DF)  
Petites Desserts, a selection of mini sweet treats

### GLAZED HAM ON THE BONE

*Minimum of 50 guests*

Carving station with Three Mustards and Crisp French Bread  
\$8.50 per person

### CHEESE TABLE

*Minimum of 30 guests*

with Three Cheeses, Baguette, Fruit, Wooden Blocks  
\$7 per person

(V) = Vegetarian, (DF) = Dairy free, (GF) = Gluten free



## 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 .....

**DIRECT TRANSFER**  
 Customs Holdings  
 BSB: 646000  
 ACC: 100074735

**BANK CHEQUE**

**CASH**

The authorisation given above will include (please tick):

- Deposit of \$1000
- 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 .....
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Contact telephone number .....	Address .....
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Email Address .....	Date .....
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*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 deposit. A \$1000.00 deposit is required 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 \$40.  
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 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-contactors and contractors.

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

## DECORATIONS

Balloons, confetti and small glitter are not permitted. No blutac.

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.

## WEDDING CAKE

Our chef will be happy to cut your wedding cake into slices and place on platters per table for service with tea and coffee. However, we are unable to place your wedding 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.

## CEREMONY AT CUSTOMS HOUSE

Customs House offers a complimentary ½ hour to hold your reception onsite subject to availability of room. Customs House does not assist with the set up of ceremonies on the Foreshore.

## MINIMUM NUMBERS

The minimum number for Customs Hall is 80 adult guests and the minimum number for the Harbourmasters Lounge is 50 adult guests.

## 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