

CUSTOMS

• HOUSE HOTEL •



corporate

about

What once housed Australian Customs offices, Customs House Hotel is a heritage listed building designed in the Italianate Renaissance Revival Style by New South Wales Colonial Architect James Barnet in 1877.

Located on Newcastle's Harbour Foreshore; Customs House Hotel is now one of Newcastle's most exciting eating and drinking venues incorporating a ground floor restaurant and bar, an outdoor beer garden and upstairs function rooms.

Owned by Michael & Kim Starkey, Customs House Hotel prides itself on providing the best atmosphere, service & venue for any and all occasions. From weddings, to corporate events & private parties, our location, food & service is some of the finest Newcastle has to offer.

If you would like to learn more about our venue & offerings please call to book an appointment with our functions manager

We look forward to hearing from you soon

Kim Saberton
02) 4925 2585
functions@customshouse.net.au



spaces

Corporate meetings, presentations & training days... We can do it all! Our hotel boasts the perfect space to make your work event stand out.

harbourmasters

The Harbourmasters Lounge is a fantastic space which oozes architectural charm. With high ceilings, beautiful timber floors & windows to view the harbourside, this space is sure to lay the perfect backdrop for your event. This space is perfect for standing style events for up to 100 guests & sit down events for 70 guests

ROOM HIRE: \$320

5 hours

(additional time available on request)

9am - 5pm

customs hall

Customs Hall boasts a large open space that is versatile enough to fit over 200 guests for a cocktail style event or 190 for a seated event. With ornate marble fire place & a sophisticated lounge area overlooking the water, don't be surprised if you see a ship or two come in to port! This space also boasts air-conditioning, sound system & ample space for presentations & networking.

ROOM HIRE: \$375

5 hours

(additional time available on request)

9am - 5pm



rooms

Need somewhere quiet and character-filled to privately dine or impress a new client? We've got you covered with our two upstairs private spaces

collectors room

The Collectors Room is a perfectly private dining space situated upstairs. With bay window & views out over the beer garden, fountain & courtyard, this space is equal amounts quiet, quaint & charming

The room fits up to 30 for a seated sessions & 40 for a tanding style event.

ROOM HIRE: \$220

5 hours

(additional time available on request)

9am - 5pm

examiners room

The Examiners Room works fantastically for buisness meetings & boardroom style events.

Located upstairs, this space has everything you need for either a private dinner or hosting clients for a presentation.

The room can fit up to 30 for a seated event & 40 for a standing event.

ROOM HIRE: \$220

5 hours

(additional time available on request)

9am - 5pm



seminar

Setting in for a day of training & networking?
We've got you covered with our all day
package to keep everyone on track

menu

ARRIVAL

Coffee, Tea & Juices

MORNING TEA

Assorted Muffins, Danishes & Fruit Plate

LUNCH - CORPORATE MENU

selection made at morning tea

Steak Sandwich

with caramelised onion, rocket, BBQ sauce & fries

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

Spaghetti Arrabiata

with goats fetta, parmesan & basil

Warm Roasted Butternut Pumpkin

with quinoa, pinenuts, harissa, labna

OR

**Gourmet Wraps, Hot Savoury Platters, Cheese &
Fruit Platters**

AFTERNOON TEA

Selection of Cakes, Slices or House made Cookies

\$40 per person



meeting

Just need the bare essentials to get you through a small business meeting or brain-storming session? We've got it sorted with the bare necessities.

menu

TEA & COFFEE STATION

Assortment of Teas, Coffee , Milks & Juices

\$10 per person

FRUIT PLATTER

A variety of fresh seasonal fruit cut & served

\$35

serves 10

ASSORTED PASTRIES & DANISHES

Warm baked bite size sweet & savoury pastries & danishes

\$45

serves 10

CROISSANTS

Warm croissants with jams or ham & cheese

\$45

serves 10



set-up

what we provide

ROOM SET UP

We can provide Theatre style, boardroom , classroom & carosel-style seating for your event. With an array of furniture available, we can cater to any meeting style.

COMPLIMENTARY EQUIPMENT

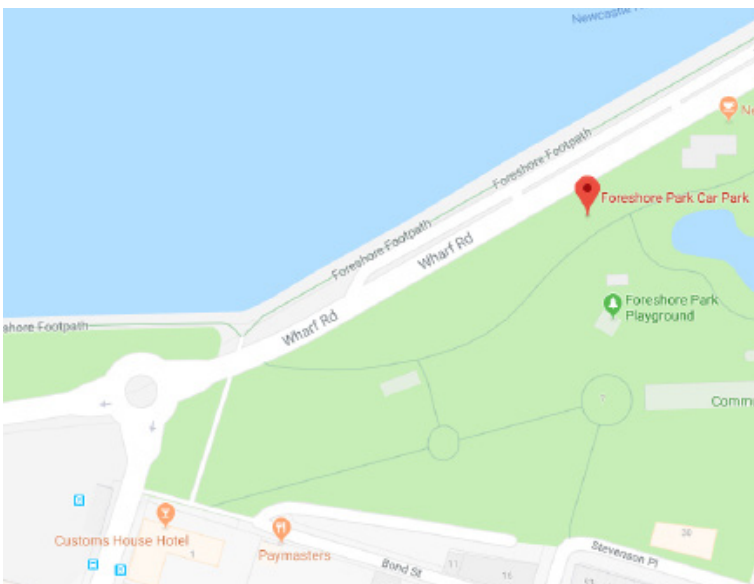
We can provide the following equipment free of charge:

- whiteboard
- projector (presenter must supply own laptop)
- plasma screen TV with HDMI & USB ports available

Flip charts can be provided at an additional fee of \$50 per chart required.

PARKING

We can offer guests our car park at the rear of the building, with parking also available on the foreshore. We do recommend & encourage car - pooling for larger events.



conditions

confirmation of booking

Confirmation of bookings must be made in writing & be accompanied by the following Confirmation of Booking Form. All enquiries will be considered tentative until this form, credit card details & room hire fee are received.

menus & beverages

Menu & beverage selections are required 3 weeks prior to your event. Failure to provide these details by the outlined deadline will incur an additional administration fee of \$25 per day late. Due to seasonal changes our prices may vary & are subject to variation. We will inform you of changes as soon as possible. We do not do subsidised bar tabs.

children & minors

Minors are defined as those under the age of 18 years of age, and must be in the company of a parent or guardian over the age of 30 while in the hotel. A 2 course Kids Menu & soft drink for \$35 is available on request (ages 1-12)

service personnel

A meal for photographers, musicians & all service personnel hired for your event must be supplied at \$40 per head.

event reduction

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

allocated time

Prices for functions are based on a 5 hour period prior to midnight. Guests are expected to vacate the premises within 15 minutes of bar close or an additional staffing charge will be incurred. Extra time should be made in advance. Florists & other service members who require prior access will need to contact our functions manager. Access prior to your hired day cannot be guaranteed & if required must be arranged upon booking. This may incur additional hire fees & minimum spend requirements.

continued

venue

Organisers & hosts are responsible for any damage or loss incurred to Customs House Hotel's property, fixtures or fittings through their own actions, contractors or their guests. Credit card details are required at the time of booking as security.

decorations

You are welcome to decorate the venue. In fact we encourage it! We do not allow smoke machines, confetti, glitter, or any items to be fixed to our walls. If florists or stylists require prior access to the room this must be pre-arranged & may incur additional fees.

final guest numbers & payment

Final guest numbers must be provided to our functions manager in writing 10 working days prior to your event. Please ensure you have your guest RSVPs set before this date. Payment is required 7 working days prior to your event. Any outstanding charges will be actioned on the credit card supplied.

prices

Customs House Hotel makes every effort to ensure prices are maintained. However due to seasonal product changes prices may vary. We will always ensure they do not go above 10% of our quoted price.

smoking policy

No smoking is allowed on the premises, except in the beer garden where food is not being consumed. Guests who do not comply with this rule or are argumentative with staff will be asked to vacate the premises.

responsible service of alcohol

In accordance with Liquor Licence Laws & Responsible Service of Alcohol, Customs House Hotel reserves the right to cease service to any customer showing signs of intoxication. Those intoxicated guests who are argumentative or do not respect this right will be asked to leave the venue. Large events will have security & RSA Marshall present.

confirmation of booking

NAME OF FUNCTION: _____

DATE OF FUNCTION: _____

START TIME: _____ END TIME: _____

SPACE BOOKED: _____

EXPECTED GUEST NUMBERS: _____

CREDIT CARD

If you would prefer to supply your details over the phone please call our functions manager on 02) 4925 2585.

Name on Card: _____

Card Number: _____

VISA / MASTERCARD / OTHER: _____

Expiry Date: _____ Signature of Cardholder: _____

AUTHORISATION OF PAYMENT

I authorise Customs House Hotel to charge the credit card above for agreed upon purchases including (please tick below):

- the room hire
- all other costs related to this event

Please note providing a credit card detail is a requirement of booking your event. Additional administrative charges will be charged to this account as outlined in the terms & conditions of this agreement.

DIRECT DEPOSIT

Please use your name, room name & event date as your transaction reference

CUSTOM HOLDINGS

BSB: 646 000

Account Number: 100 074 735

I have read & accepted the Customs House Functions Conditions

NAME:

DATE:

SIGNATURE:

PHONE:

EMAIL:

ADDRESS:

your event notes

In order to assist you with planning your big event, we've made you the following form to record your deadlines & any other notes for your party.

FUNCTION:

DATE:

START TIME:

END TIME:

ROOM:

In order to avoid additional charges to your bill, please provide us the following details by the dates listed

MENU CHOICES:

Three weeks prior to your event

Date Required: _____

BAR CHOICES:

Three weeks prior to your event

This includes beverage packages, beer, wine & spirit selections, bar tab limits or any other information we need to know in relation to your bar service.

Date Required: _____

GUEST NUMBERS:

Ten working days prior to your event

Date Required: _____

PAYMENT:

7 working days prior

All catering & beverage packages must be paid in advance. Events executing bar tabs with need to pay upon completion

Date Required: _____

If you need any assistance please call Kimmy on 02) 4925 2585
or email functions@customshouse.net.au