

CUSTOMS

• HOUSE HOTEL •



functions

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

Birthday party, networking drinks, anniversaries, engagements, charity & fundraiser galas... We can do it all! Our hotel boasts the perfect space to make your 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. Not to mention your own private bar & in house sound system. This space is perfect for cocktail style events for up to 100 guests & sit down events for 70 guests

ROOM HIRE: \$320 cocktail style
\$400 seated

MINIMUM BAR TAB: \$500

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 dinner. With ornate marble fire place & a sophisticated bar 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 & a dance floor for you to have an unforgettable time.

ROOM HIRE: \$375 cocktail style
\$500 seated
MINIMUM BAR TAB: \$1000



rooms

Need somewhere quiet and character-filled to privately dine or impress a new client? We've got you covered with our two upstairs dining 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 dinner & 40 for a cocktail style event.

ROOM HIRE: \$220

*minimum spend may apply

examiners room

The Examiners Room works fantastically for business 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 dinner & 40 for a cocktail style event.

ROOM HIRE: \$220

*minimum spend may apply



outside

We're proud to say our beer garden is one of the best Newcastle has to offer & the perfect spot for hosting a party in the spring & summer months

beer garden

There's nowhere else you'd rather be than outside in the sun, an ocean breeze and a drink in your hand! Our beer garden is the best setting for any cocktail style event, with fantastic water views on one side & the impressive columns & details of Customs House exterior on the other.

HIRE: \$150

Our large beer garden requires a minimum 100 guests.

A beverage package & canape catering must be purchased in order to book.



FOUNTAIN

platters

Made in house by our dynamite kitchen team, our platters serve approximately 8 - 10 guests for light nibbles with drinks

cheeses

King Island Cheddar, Double Brie & Blue With Lavosh, Crackers & Sourdough
\$90

antipasto

Chorizo, Marinated Olives, Fetta, Roast Capsicum, Slow Roasted Tomatoes, Grilled Sourdough
\$90

party

Mini Spring Rolls with Dipping Sauce Potato Wedges with Chilli & Sour Cream Party Pies & Sausage Rolls
Spinach & Ricotta Triangles
Pizzetta with Tomato & Parmesan
\$75

sliders

Beef, bacon, cheese & BBQ sauce
Fried Chicken, slaw & spicy mayo
Crumbed fish, rocket & tartare sauce
Falafel, tzatziki, rocket & chilli sauce
\$95

supper

Arancini, Lamb Kopftas with tzatziki , fetta tarts, tempura prawns & spicey fried wings
\$80



canapé

Need something with some culinary finesse to impress your friends or clients? Class it up with selections from fingerfood menu

menu

HOT

CRISPY FISH CAKES with Dipping Sauce (DF)
ROAST BEEF ROLLS with bearnaise
ARANCINI stuffed with Mozzarella (V) (GF)
PIZETTA with Roasted Tomato & Parmesan (V)
LAMB KEBABS with rosemary & Tzatziki (GF) (DF)
CHIPOLATAS with Tomato Relish (GF) (DF)
TEMPURA PRAWNS with Dipping Sauce
CHICKEN SKEWERS with Satay Marinade (GF) (DF)
FETTA & CAMELISED ONION TARTS (V)

COLD

PORT STEPHENS ROCK OYSTERS
with Eschalot Dressing (GF)
SMOKED SALMON CREPES
with dill & Creme Fraiche
PEKING DUCK PANCAKES
with shallots & Hoi Sin Sauce (DF)
ZUCCHINI FRITTERS with Rocket Pesto (V) (DF)
TURKSIH BREAD with Babaganoosh, Salsa,
Guacamole (V) (DF)

CHOICE OF 5 - \$31 per head
CHOICE OF 6 - \$36 per head
CHOICE OF 8 - \$43 per head

Minimum 20 guests



grazing

Looking for a casual and communal vibe for your event? Grazing tables are perfect as a centrepiece feature for your event & to get everyone mingling and tasting an assortment of goodies.

tables

THREE CHEESES

Blue, brie & cheddar cheeses, baguette, quince paste, grapes, baguette & lavosh
\$5.50 per person

PATES & CHARCUTERIE

Duck Pate, salami, prosciutto & chorizo
\$7.50 per person

PICKLED & FRESH

Goats cheese stuffed peppers, marinated olives, cornichons, grilled eggplant, veggie sticks & hummus & baguette
\$ 5 per person

SEAFOOD

Prawns, natural oysters & smoked salmon
\$9.50 per person

SWEET TOOTH

Caramel Tarts, chocolate dipped strawberries, chocolate brownies, lemon & sour cream cake, chocolate & coconut truffles
\$5 per person

MINIMUM 30 PEOPLE



sit down

alternate

ENTREE

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 CORN FED CHICKEN

Soft Polenta, Broccoli, Pesto

ROASTED JUNEE 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

DESSERTS

STRAWBERRY ETON MESS

CHOCOLATE BROWNIE Chocolate Sauce, Cream

WARM STICKY DATE PUDDING

Caramel Sauce & Cream

VANILLA CREME BRULEE with Biscotti

YOGHURT PANNACOTTA with Blueberries &

Honeycomb

2 COURSES - \$65 per person

3 COURSES - \$70 per person

Dietary alterations available upon request



BBQ

Can't decide whose place to go to this time? This package is perfect for that out doors, no fuss event where filling your family & friends bellys is an absolute must. Our barbeque style buffet is for any laid back event like birthday parties or big get togethers, and we'll even do the washing up for you.

This Buffet Package includes:

Your choice of 2 sliders from:

Beef, bacon, cheese & BBQ sauce
Fried Chicken, slaw & spicy mayo
Crumbed fish, rocket & tartare sauce
Falafel, tzatziki, rocket & chilli sauce

BBQ marinated chicken thighs

Roast potato and rosemary salad

Char grilled Sausages with ketchup & BBQ sauce

\$30 per head

Minimum 30 guests required



drinks

From the bar necessities to high end wines, we have you covered for any style of event. Customised bar tabs are available upon request.

customs package

Standard package includes:

Customs House Tyrrell's Brut NV
Customs House Tyrrell's Shiraz
Customs House Tyrrell's Chardonnay
Customs House Sauvignon Blanc

Toohey's New, Super Dry, XXXX Gold &
Tilse Apple Truck Cider
James Boag Light stubbies

Assorted soft drink & juices

4 hours \$40 per person
5 hours \$45 per person

harbour package

Package includes:

Charles Pelletier NV
your choice of 4 premium Hunter Valley wines

your choice of 4 draught beers*
James Boag Light stubbies

Assorted soft drink & juices

4 hours \$60 per person
5 hours \$65 per person

*BEER GARDEN ONLY 2 TAP BEERS



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 & cancellations

If guest numbers reduce, Customs House Hotel reserves the right to vary space accordingly & amend agreed upon room hire charges. Cancellations within a fortnight of the event forfeit room hire fees.

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