

CUSTOMS

• HOUSE HOTEL •



weddings

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

Is your dream day a fairytale feast or a stylish cocktail party under the stars? Our hotel boasts the perfect space to make your wedding a day to remember.

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 reception. This space is perfect for standing style events for up to 100 guests & sit down events for 70 guests

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, our guests will be stunned by the room & views! This space also boasts air-conditioning, sound system & ample space for musicians, dance floor & photobooths



outside

beer garden

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

Our large beer garden requires a minimum 100 guests on our canape wedding package in order to book.

Wet weather rooms available to book upon request.

Please contact our functions manager for more details about hiring our beer garden for your wedding.



GENERAL PUBLIC
& DINING SPACE

BEER GARDEN - minimum 100 guests

canape package only

BAR

SMOKERS AREA

packages

elegance

INCLUDES

Complimentary room hire for 4 hours prior to midnight

Your selection of 10 items from our Finger Food Menu

4 topiary trees with fairy lights in Customs Hall
2 topiary trees with fairy lights in the Harbourmasters

Use of microphone and lectern
Skirted bridal table
Skirted gift table
Skirted cake table & cake knife

Complimentary cake cutting and service on platters
Dance floor
Linen tablecloths on cafe tables
Framed signs to direct guests
Ipod connectivity
Thonet timber cafe chairs
Timber easel for your table plan

STANDARD 5 HOUR BEVERAGE PACKAGE::

Customs House Tyrrell's Private Label N.V. Brut, Chardonnay, Sauvignon Blanc, Shiraz Cabernet
Tooheys New, Super Dry, XXXX & Tilse Apple Truck Cider
Juices & Soft Drinks

\$90 per person

PREMIUM 5 HOUR BEVERAGE PACKAGE::

Charles Pelletier N.V. Brut
your selection of 4 premium Hunter Valley wines
your selection of 4 draught beers
Juices & Soft Drinks

\$110 per person



packages

romance

INCLUDES

Complimentary room hire for 5 hours prior to midnight

Your selection of 3 canapes on arrival

Your selection from the three-course wedding menu

4 topiary trees with fairy lights in Customs Hall

2 topiary trees with fairy lights in the Harbourmasters

Use of microphone and lectern

Complimentary cake cutting and service on platters

Dance floor

Linen & table setting

Framed signs to direct guests

Ipod connectivity

Thonet timber cafe chairs

Timber easel for your table plan

STANDARD 5 HOUR BEVERAGE PACKAGE::

Customs House Tyrrell's Private Label N.V. Brut, Chardonnay,

Sauvignon Blanc, Shiraz Cabernet

Tooheys New, Super Dry, XXXX & Tilse Apple Truck Cider

Juices & Soft Drinks

\$120 per person

PREMIUM 5 HOUR BEVERAGE PACKAGE::

Charles Pelletier N.V. Brut

your selection of 4 premium hunter valley wines

your selection of 4 draught beers

Juices & Soft Drinks

\$140 per person

minimum 40 guests in Harbourmasters

minimum 70 guests in Customs Hall



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

Dietary alterations available upon request



canapé

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 & CARAMELISED 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)

Special Dietary Requests?
We are always happy to customise to your needs.
Please contact our functions manager for more
information.



grazing

Looking for a casual and communal vibe for your wedding? 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, vegie 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



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 & \$1000 deposit are received.

menus & beverages

Menu & beverage selections are required 4 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 month of the reception will forfeit deposit.

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 3 weeks 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 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 reception notes

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

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:

Four weeks prior to your event

Date Required: _____

BAR CHOICES:

Four 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:

3 weeks 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