

CUSTOMS
• HOUSE HOTEL •

Wedding Package
2020/21

1 Bond St, Newcastle NSW 2300

(02) 4925 2585

functions@customshouse.net.au

www.customshouse.net.au

The Venue

Once housing the 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.

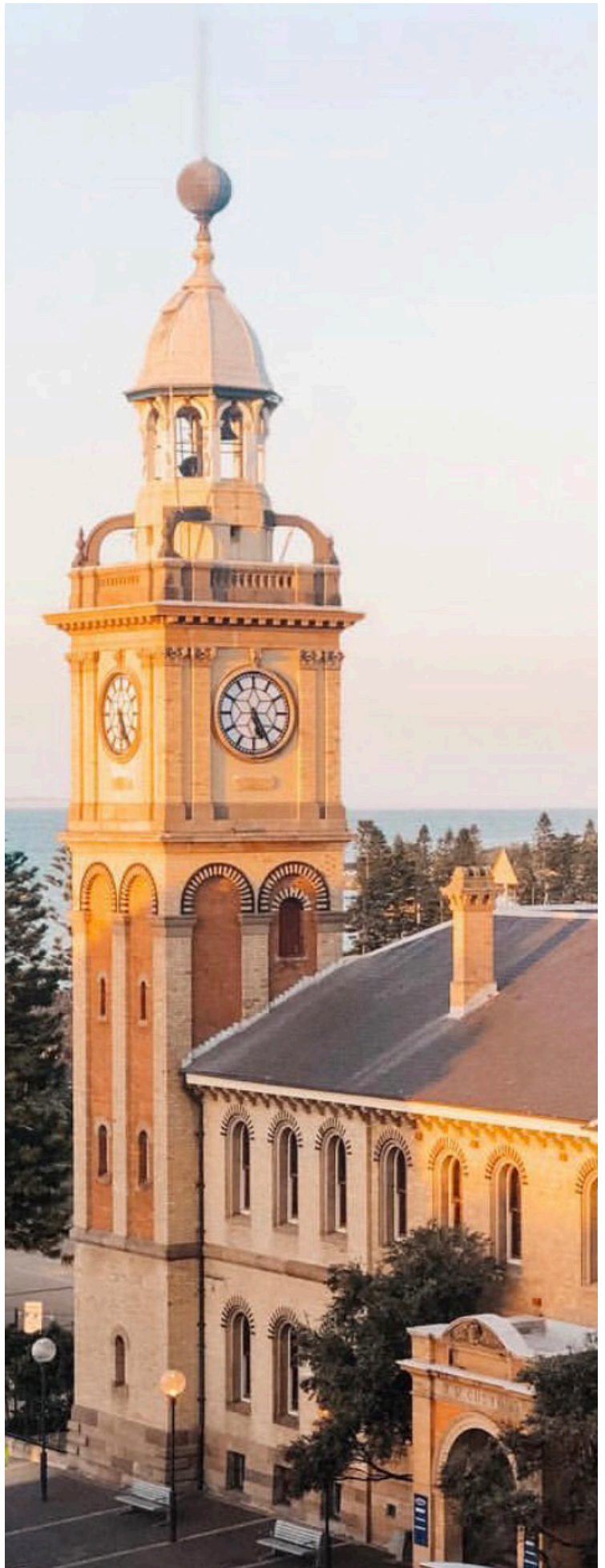
Owned by Michael & Kim Starkey, Customs House Hotel prides itself on providing the best atmosphere, service & venue for any and all occasions.

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 or email our functions manager.

We look forward to hearing from you soon.

Gaby Mills
(02) 4925 2585
functions@customshouse.net.au





Customs Hall boasts a large open space that is versatile enough to fit over 200 guests for a cocktail style event or 180 for a seated dinner.

With an 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

\$500 seated

\$375 cocktail style

MINIMUM BAR TAB: \$1,000

Customs Hall

Harbourmasters

The Harbourmasters Lounge is a fantastic cocktail bar that 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 80 guests. Sit down events available on request.

ROOM HIRE

\$320 cocktail style

MINIMUM BAR TAB: \$1,000



Traditional Package

from \$112 per person

Includes:

Use of microphone and lectern

Dance floor

Linen & table setting

Framed signs to direct guests

Printed Menus

Ipod connectivity

Thonet timber cafe chairs

Timber easel for your table plan

5 Hour Standard Beverage Package

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

Chardonnay, Sauvignon Blanc, Shiraz Cabernet

Tooheys New, Super Dry, XXXX & Cider

Juices & Soft Drinks

Two Courses - \$112 Per person

Freshly Baked Sourdough Rolls

Selection of 6 Canapes

2 options from the Mains Menu to be served alternatively

Three Courses - \$122 per person

Freshly Baked Sourdough Rolls

Selection of 4 Canapes

2 options from the Entrees Menu to be served alternatively

2 options from the Mains Menu to be served alternatively



Banquet Package

from \$110 per person

Includes:

Use of microphone and lectern

Dance floor

Linen & table setting

Framed signs to direct guests

Printed Menus

Ipod connectivity

Thonet timber cafe chairs

Timber easel for your table plan

5 Hour Standard Beverage Package

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

Chardonnay, Sauvignon Blanc, Shiraz Cabernet

Tooheys New, Super Dry, XXXX & Cider

Juices & Soft Drinks

Standard - \$110 Per person

Selection of 4 Canapes

2 options from the Banquet Mains Menu

3 options from the Banquet Sides Menu

Premium - \$132 per person

Freshly Baked Sourdough Rolls

Selection of 5 Canapes

3 options from the Banquet Mains Menu

3 options from the Banquet Sides Menu



Cocktail Package

from \$101 per person

Includes:

Use of microphone and lectern

Dance floor

Linen tablecloths on cafe tables

Framed signs to direct guests

Ipod connectivity

Thonet timber cafe chairs

Timber easel for your table plan

5 Hour Standard 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

8 Canapes & 2 Substantial Finger Food - \$101 per person

12 Canapes (8 selections) - \$105 per person

6 Canapes, 2 Grazing Platters & 2 Substantial Finger Food - \$107 per person



Upgrades and Additions

Freshly Baked Sourdough Rolls	\$2 per person
Upgrade to Premium Canape (per person/per selection)	\$2 per person
Additional Canapes (per person/per selection)	\$5 pp/selection
Additional Substantial Finger Food items	\$8 pp/selection
Upgrade to Premium Mains	\$8 pp/selection
Chef's Selection of Vegetable Sides to accompany mains	\$3 per person
Grazing Platters (per person/per selection)	\$8 pp/selection
Grazing Table	\$15 per person
Dessert served alternatively	\$10 per person
Cake cut and served on platters	\$2 per person
Cake cut and served as dessert with Chantilly cream & coulis	\$5 per person
Upgrade to Premium Beverage Package	\$20 per person
Tea and Coffee Station	\$3 per person
Extra Hour prior to midnight	\$10 per person
Topiary Trees with fairy lights	\$20 per tree

Premium Beverage Package

Includes:

NV Jansz Premium Curvée

plus

your choice of 4 premium Hunter Valley wines

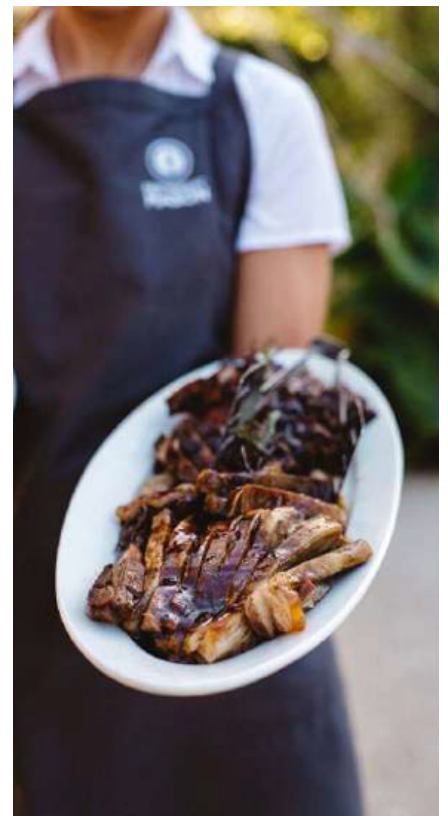
your choice of 4 draught beers

James Boag Light stubbies

Assorted soft drink & juices

Please ask our function manager for our current catering menus

* We can cater for all dietary requirements



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 may 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 Kids Meal is available for \$20 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 Reductions & Cancellations

If guest numbers reduce, Customs House Hotel reserves the right to vary space accordingly & amend agreed upon room hire charges. All room hires are non-refundable. Booking in November and December incur a \$500 cancellation fee if cancelled within 4 weeks of the event.

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 14 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

**THIS IS REQUIRED AS A SECURITY EVEN IF PAYING VIA
DIRECT DEPOSIT OR CASH**

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):

- 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.

I have read & accepted the Customs House Functions Conditions

NAME:

DATE:

SIGNATURE:

PHONE:

EMAIL:

Your Event 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.

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

CATERING AND 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 AND DIETARY REQUIREMENTS:

14 days prior to your event

Date Required: _____

FULL PAYMENT:

7 days prior to your event

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 Gaby on (02) 4925 2585
or email functions@customshouse.net.au