



CUSTOMS

• HOUSE HOTEL •

Function 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.

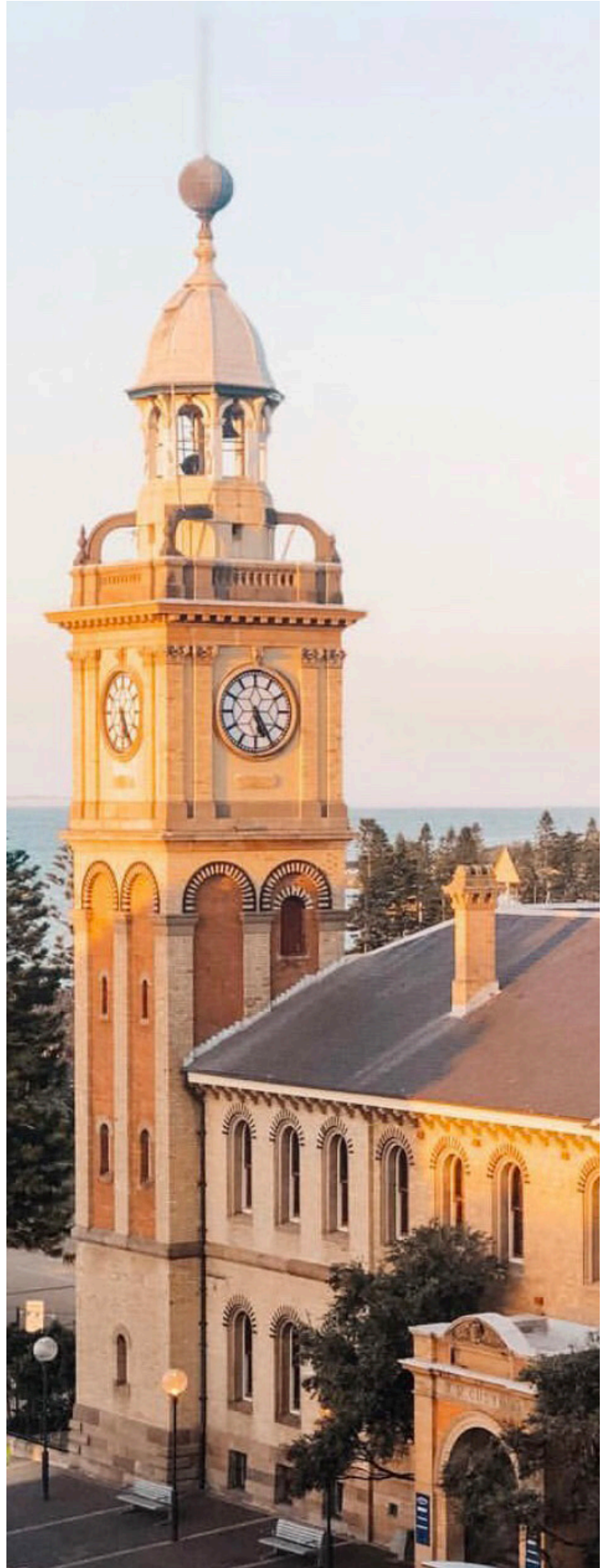
Owned by Michael & Kim Starkey, Customs House Hotel prides itself on providing the best atmosphere, service & venue for any and all occasions.

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

\$600 seated

\$500 cocktail style

Minimum bar spend applies

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

\$500 sit down

\$400 cocktail style

Minimum bar spend applies



Collectors

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

ROOM HIRE: \$250

*minimum spend may apply



Examiners

The Examiners Room is perfect 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.

ROOM HIRE: \$250

*minimum spend may apply

Public Hall

Reserving some tables in the Public Hall section of the bar is perfect for casual celebrations that don't quite need a fully private space.

The room can fit up to 50 guests for a cocktail style event and can be reserved for up to 3 hours of time.

This area has room hire fee but a bartab of \$500 or more must be placed.



Catering Packages

Alternate Drop

Two Courses - \$67 per person

Freshly Baked Sourdough Rolls

Selection of 6 Canapes

2 options from the Mains Menu to be served alternatively

Three Courses - \$77 per person

Freshly Baked Sourdough Rolls

Selection of 4 Canapes

2 options from the Mains Menu to be served alternatively

2 options from the Entrees or Desserts Menu to be served alternatively

Four Courses - \$87 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

2 options from the Desserts Menu to be served alternatively



Catering Packages

Standard Banquet

Two Courses - \$65 per person

Selection of 4 Canapes

2 options from the Banquet Mains Menu

3 options from the Banquet Sides Menu

Three Courses - \$75 per person

Selection of 4 Canapes

2 options from the Banquet Mains Menu

3 options from the Banquet Sides Menu

2 options from the Desserts Menu

to be served alternatively



Premium Banquet

Two Courses - \$87 per person

Freshly Baked Sourdough Rolls

Selection of 5 Canapes

3 options from the Banquet Mains Menu

3 options from the Banquet Sides Menu

Three Courses - \$97 per person

Freshly Baked Sourdough Rolls

Selection of 5 Canapes

3 options from the Banquet Mains Menu

3 options from the Banquet Sides Menu

2 options from the Desserts Menu

to be served alternatively

Catering Packages

Cocktail Party

8 Canapes & 2 Substantial Finger Food - \$56 per person

8 Canape selections

2 Substantial finger food items

12 Canapes - \$60 per person

12 Canapes (8 selections)

6 Canapes, 2 Grazing Platters & 2 Substantial Finger Food - \$62 per person

6 Canapes

2 Grazing platters

2 Substantial finger food items

Package Additions

Upgrade to Premium Canape (per person/per selection)	\$2 pp/selection
Additional Canapes (per person/per selection)	\$5 pp/selection
Additional Substantial Finger Food items	\$8 pp/selection
Upgrade to Premium Mains	\$8 pp/selection
Grazing Platters (per person/per selection)	\$8 pp/selection
Grazing Table	\$15 per person
Cake cut and served on platters	\$2 per person
Cake cut and served as dessert with Chantilly cream & coulis	\$5 per person
Tea and Coffee Station	\$3 per person

Please ask our function manager for our current catering menus

* We can cater for all dietary requirements

Drinks

From the bar necessities to high end wines, we have you covered for any style of event.

Bar Tab

Let us know the tab limit and what you would like included and we do the rest. With regular checkin's during the night and the ability to change as you go, a Custom-made bar tab is your most flexible drink option.

Packages

Take the guesswork out of paying for drinks. Supply your guests with unlimited alcohol for the duration of your event for just one set price.

*Standard RSA practice still applies



Standard 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 & Bat-
low Cloudy Cider
James Boag Light stubbies

Assorted soft drink & juices

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

Premium Package

Premium package includes:

NV Jansz Premium Curvée
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

Corporate

What we offer

- Corporate space between 9am and 5pm
- Theatre, boardroom, classroom, cabaret and banquet style set up to cater to any meeting style
- Whiteboard
- Projector and 80" Screen with HDMI input (presenter must supply own laptop)
- Plasma screen TV with HDMI & USB ports
- Microphone in both Customs Hall & Harbourmasters

Seminar Package – \$45 per person

Coffee, Tea & Juices Station on arrival

Morning tea, lunch & afternoon tea



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.

A 10% Surcharge applies to catering on Sundays and Public Holidays.

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 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

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