

Customs Hall

Customs Hall boasts a large open space that is versatile enough to fit 180 guests for a cocktail style event or 120 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 with a full sound system and a handheld wireless microphone.

With the added option to have a dance floor to your event, we guarantee you'll have an unforgettable time.



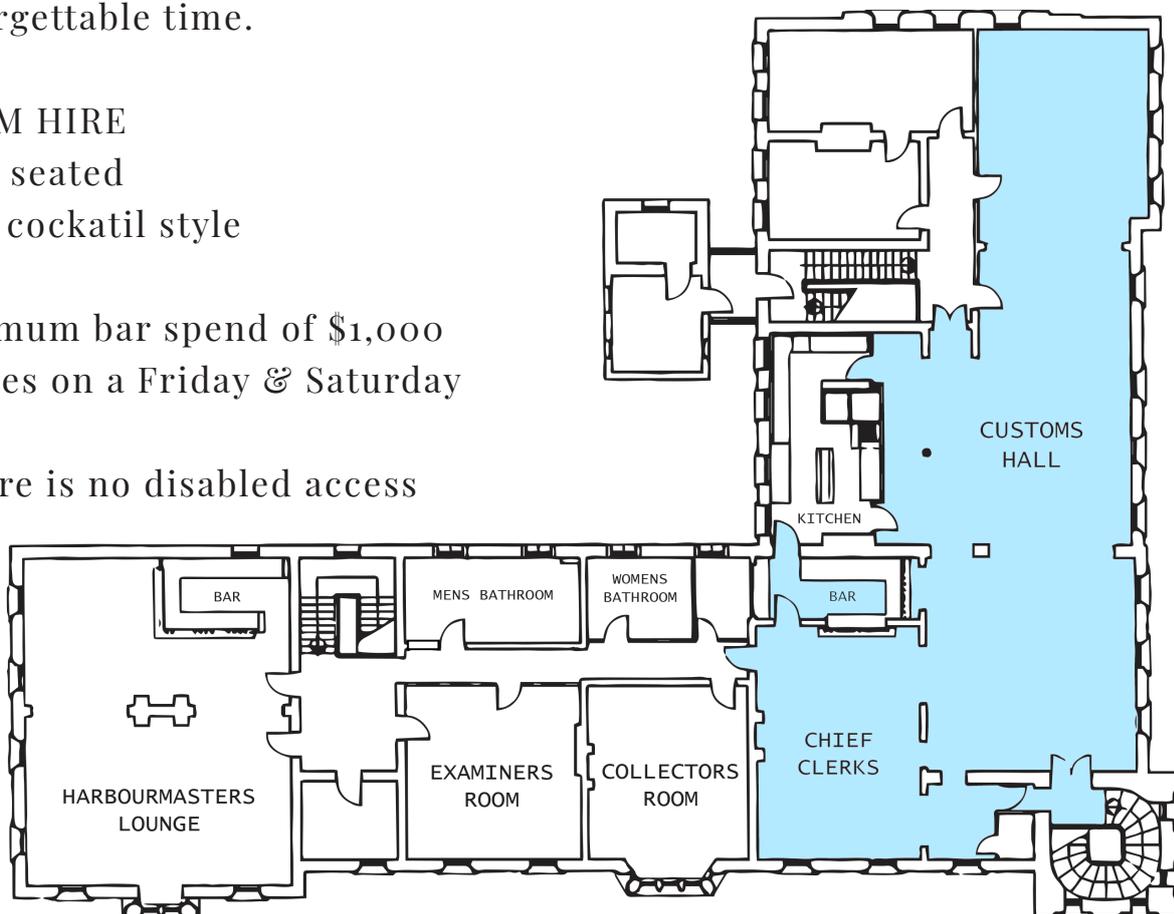
ROOM HIRE

\$600 seated

\$500 cocktail style

Minimum bar spend of \$1,000 applies on a Friday & Saturday

*There is no disabled access



Harbourmasters Lounge

The Harbourmasters Lounge is a fantastic cocktail bar that oozes architectural charm.

With high ceilings, beautiful timber floors & windows overlooking the harbour, 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 60 guests or 50 for a seated dinner.



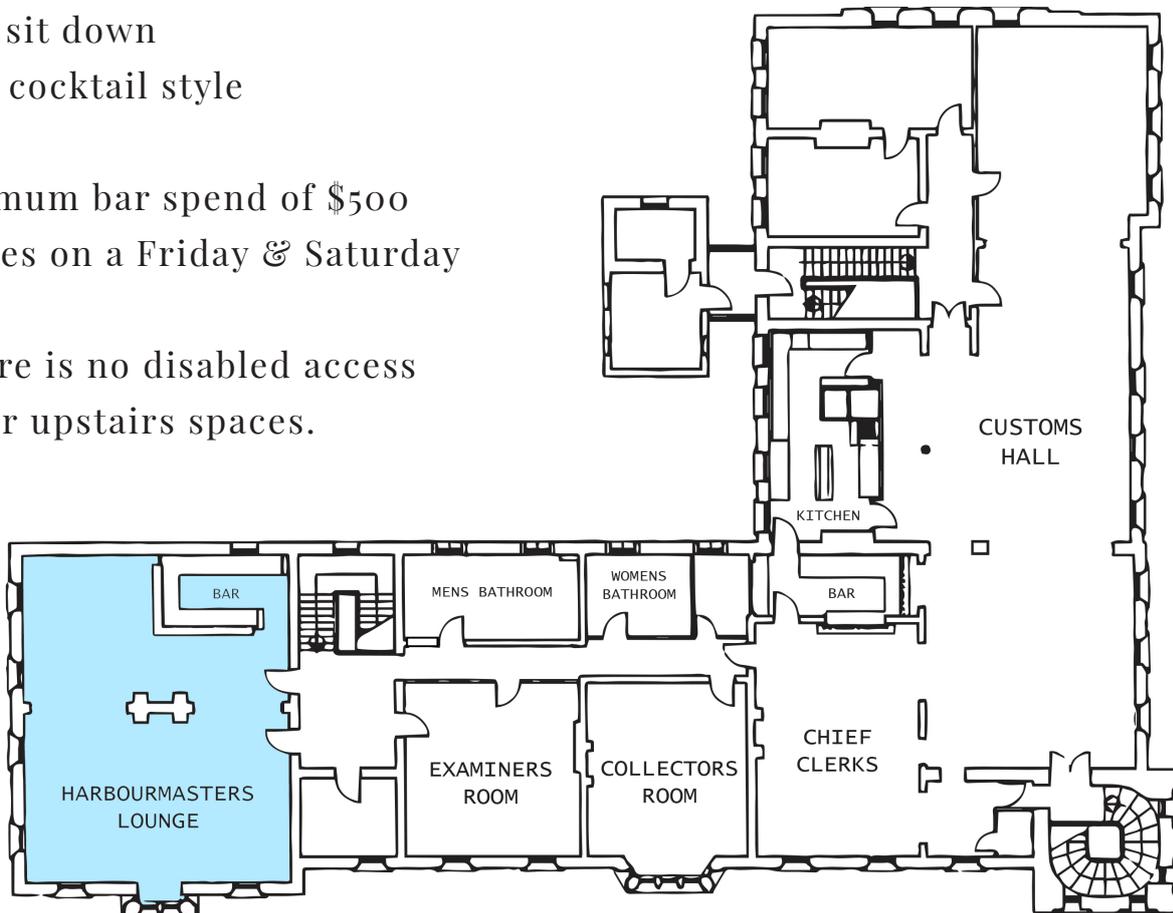
ROOM HIRE

\$500 sit down

\$400 cocktail style

Minimum bar spend of \$500 applies on a Friday & Saturday

*There is no disabled access to our upstairs 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 18 people for a seated dinner.

A bluetooth speaker is available in this space.

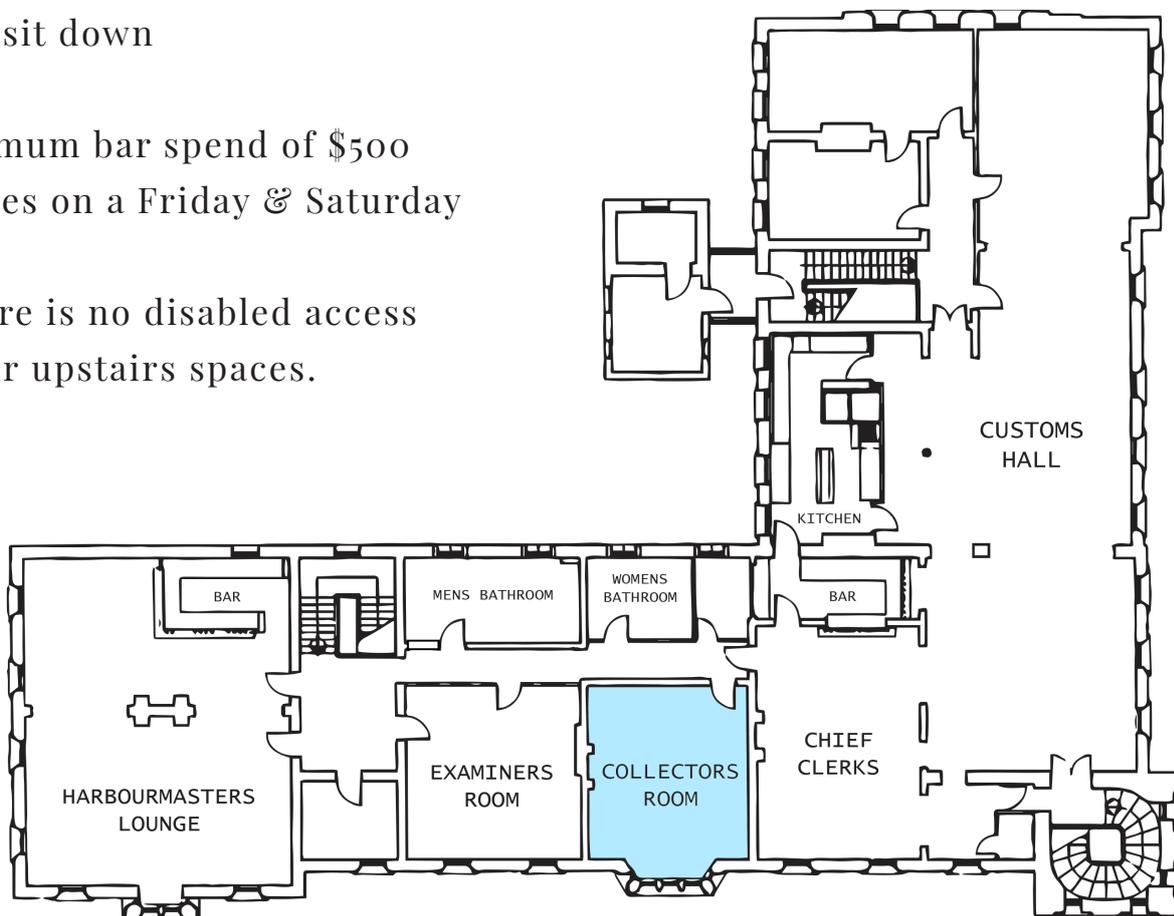


ROOM HIRE:

\$250 sit down

Minimum bar spend of \$500 applies on a Friday & Saturday

*There is no disabled access to our upstairs spaces.



Corporate

What we offer

- Corporate space between 9am and 5pm
- Theatre, boardroom, classroom, cabaret and banquet style set up
- Whiteboard
- Projector and 80" Screen with HDMI input with no sound capacity (presenter must supply own laptop)
- Plasma screen TV with HDMI & USB ports
- Microphone in both Customs Hall & Harbourmasters

Catering Options

Cold - \$32pp

Tea & Coffee Station

Morning Tea - Fruit platter, mini muffins and danishes

Lunch - selection of sandwiches & wraps

Hot - \$40pp

Tea & Coffee Station

Morning Tea - Fruit platter, mini muffins and danishes

Lunch - Hot buffet with 1 cold salad or side dish

Resaurant - \$45pp (maximum of 25 guests)

Tea & Coffee Station

Morning Tea - Fruit platter, mini muffins and danishes

Lunch - Guests choice from a menu on the day*

- *Add afternoon tea to any package for \$10pp*

Conditions

1. Confirmation of Booking

1.a) Your booking is not confirmed until Customs House Hotel has received the following:

- A signed booking form complete with a pre-authorisation fee of \$500.00
- Successful payment of your non-refundable room hire

1.b) Any enquiries made up until this point can not be guaranteed.

2. Food & Beverage

2.a) Menu & beverage selections are required a minimum of 3 weeks prior to your event. Failure to provide these details by the outlined deadline may result in Customs House making these selections for you OR your event being.

2.b) We offer the option of either a bar tab, a beverage package or a cash bar, however we do not do subsidised bar tabs.

2.c) All functions must purchase an adequate amount of food as per the expected number of attendees. If Customs House deems that not enough food has been ordered then you will be asked to make additional selections OR we will select additional items on your behalf.

2.d) Due to seasonal changes our prices may vary & catering options are subject to variation. We will inform you of changes as soon as possible.

2.e) Customs House Hotel is a fully catered and licensed venue. You are prohibited from bringing in any external food or beverage, with the exception of a cake, which incurs a charge of \$2.00 per guest. Additional fees will be charged for any external food or beverage brought into the venue.

3. Minors

3.a) 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 children's meal is available for \$15.00 on request (ages 1-12)

4. Vendors

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

Initial: _____

5. Final Guest Numbers

- 5.a) You are required to inform us of your final numbers a minimum of 14 days prior to your event. Please ensure you have your guest RSVPs set prior to this date.
- 5.b) If guest numbers reduce, Customs House Hotel reserves the right to vary space accordingly
- 5.c) Your final invoice will be charged according to the guest numbers provided 14 days prior to your event. You are not entitled to a refund for reduced numbers after this date.
- 5.d) If you guest numbers increase within 14 days from your event it is at Customs House's discretion as to whether food and beverage can be supplied for these additional guests.
- 5.e) An administration fee may be applicable to any changes made to your final numbers within 14 days of your event.

6. Cancellations & Postponements

- 6.a) All room hires are non-refundable but are transferable to a future function date if cancelled within one (1) month of the event.
- 6.b) Bookings in November and December incur a \$500 cancellation fee if cancelled within 4 weeks of the event.

7. Room Access

- 7.a) Prices for functions are based on a five (5) hour period prior to midnight. Guests are expected to vacate the premises within 30 minutes of bar close or an additional staffing charge will be incurred.
- 7.b) You have the option to increase your room hire past the 5 hours if you wish. This must be arranged at least four (4) weeks in advance and is subject to availability.
- 7.c) Vendors & 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 in advance.

8. Losses & Damages

8.a) 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. Customs House reserves the right to request payment for any damage or loss incurred as a result of guest negligence including, but not limited to:

- Excess cleaning (ie. Damage caused to carpet from food or beverage)
- False fire alarm as a result of indoor smoking or negligence
- Breakage of furniture, decorations, or any other fixtures or fittings belonging to Customs House Hotel

8.b) Any additional fees for losses or damages will be charged to your credit at the conclusion of your event.

Initial: _____

9. Decorations

9.a) You are welcome to decorate your function room, however please be mindful that Customs House Hotel is a Heritage Listed building and additional fees will apply to any damage caused.

9.b) We do not allow any of the following:

- smoke machines
- confetti or glitter
- any items to be fixed to our walls (this includes items that are required to be taped or blue-tacked to the wall)
- Helium balloons not secured on weights

9.c) Any decorations supplied by you or one of your vendors MUST be collected by the end of business the day following your event. Any items still remaining at the venue after this will be discarded.

10. Final Payments

10.a) Payment is required 7 working days prior to your event. Any outstanding charges will be actioned on the credit card supplied.

11. Price Variations

11.a) 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.

11.b) Our packages are subject to change at any time without prior notice. You will be charged as per the package that was current at the time your booking was confirmed.

11.c) A 10% Surcharge applies on Sundays and Public Holidays.

12. Smoking / Vaping

12.a) No smoking or vaping is allowed anywhere inside the hotel, except in our designated smoking area. Guests who do not comply with this rule or are argumentative with staff will be asked to vacate the premises.

13. Illicit Substances

13.a) Customs House Hotel has a ZERO tolerance for illicit substances.

13.b) Any patron found under the influence of drugs will be immediately removed from the venue.

13.c) Any patron in possession of drugs will be removed from the venue and handed over to the police.

Initial: _____

14. Responsible Service

14.a) 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.

14.b) Any patron who acts disrespectfully to staff, security or the venue. We will not tolerate any form of antisocial behaviour or actions which pose any risk towards our staff or other patrons.

14.c) Customs House Hotel reserves the right to request additional security or RSA personal for large events. Any additional security required will be at the cost of the organiser.

15. Additional Fees:

- Excess cleaning fee: From \$250.00
- Fire alarm: \$1,600.00
- Additional security (over 100 guests): from \$50.00 per hours (minimum 3 hours)
- Supplying external food and beverage, not provided by Customs House (with the exception of a cake): \$200.00

** It is important that you carefully read through these terms and conditions prior ** to making your booking with Customs House Hotel. We reserve the right to enforce any of the listed measures necessary for the safety and wellbeing of our patrons, staff, and the venue.

Initial: _____

Confirmation of Booking

NAME OF FUNCTION: _____

DATE OF FUNCTION: _____

START TIME: _____ END TIME: _____

SPACE BOOKED: _____

EXPECTED GUEST NUMBERS: _____

EVENT STYLE: Sit Down / Cocktail / Seminar

CREDIT CARD

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

This details will be used for your security bond unless otherwise advise. Please notify us upon submitting this form if you do not wish for this to occur.

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.

At the conclusion of your event, any outstanding accounts will be charged to the nominated creditcard on file.

I have read & accepted the Customs House Functions Conditions

NAME:

DATE:

SIGNATURE:

PHONE: