

CUSTOMS
• HOUSE HOTEL •

Function
Package
2022

(02) 4925 2585

functions@customshouse.net.au

www.customshouse.net.au



The Venue

Located on Newcastle's Harbour Foreshore; Customs House Hotel is now one of Newcastle's most well known hospitality venues, incorporating a ground floor restaurant and bar, an outdoor beer garden and upstairs function rooms.

Built in 1877 and once housing the Australian Customs offices, Customs House Hotel is a heritage listed building showcasing stunning Italianate Renaissance Revival architecture making it a well known spectacle in the Newcastle CBD for over for well over century.

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

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Customs Hall

Customs Hall boasts a large open space that is versatile enough to fit 200 guests for a cocktail style event or 140 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.



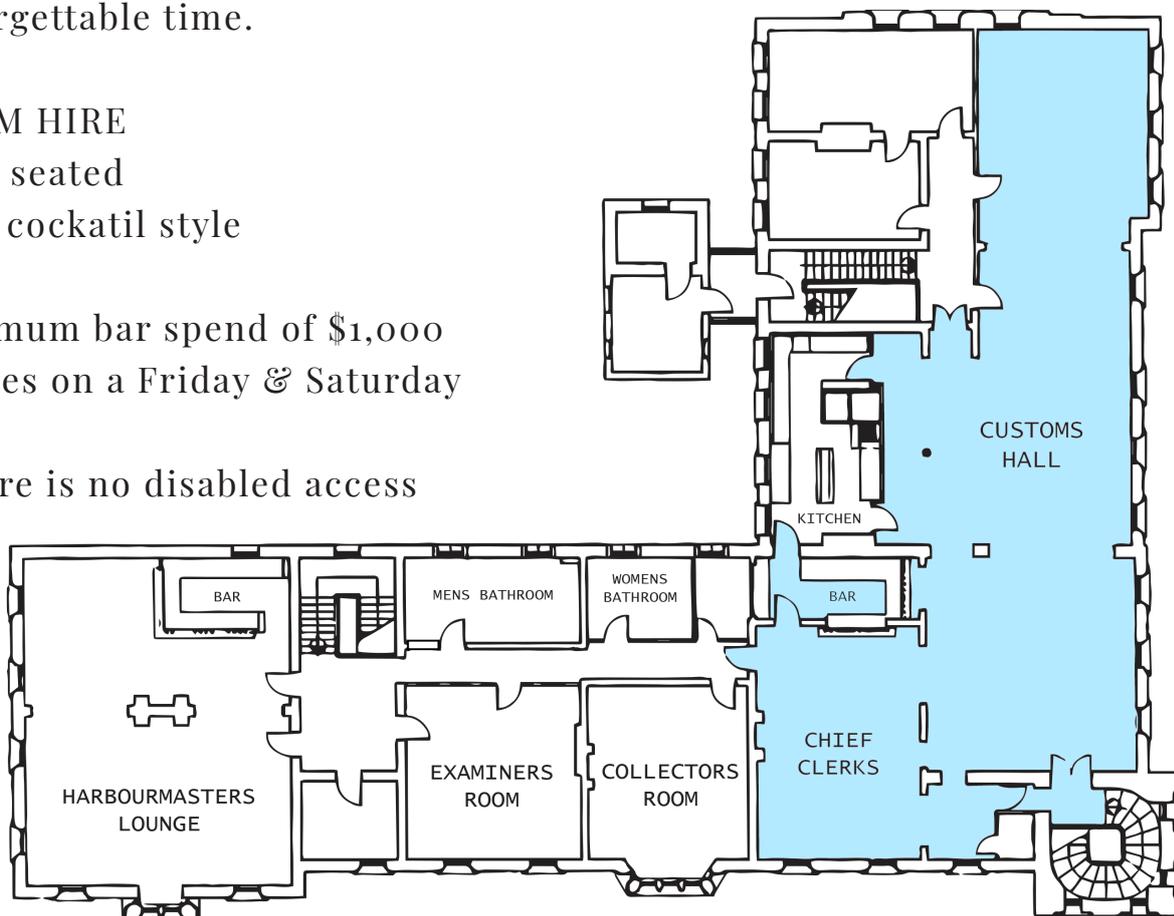
ROOM HIRE

\$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 40 for a seated dinner.



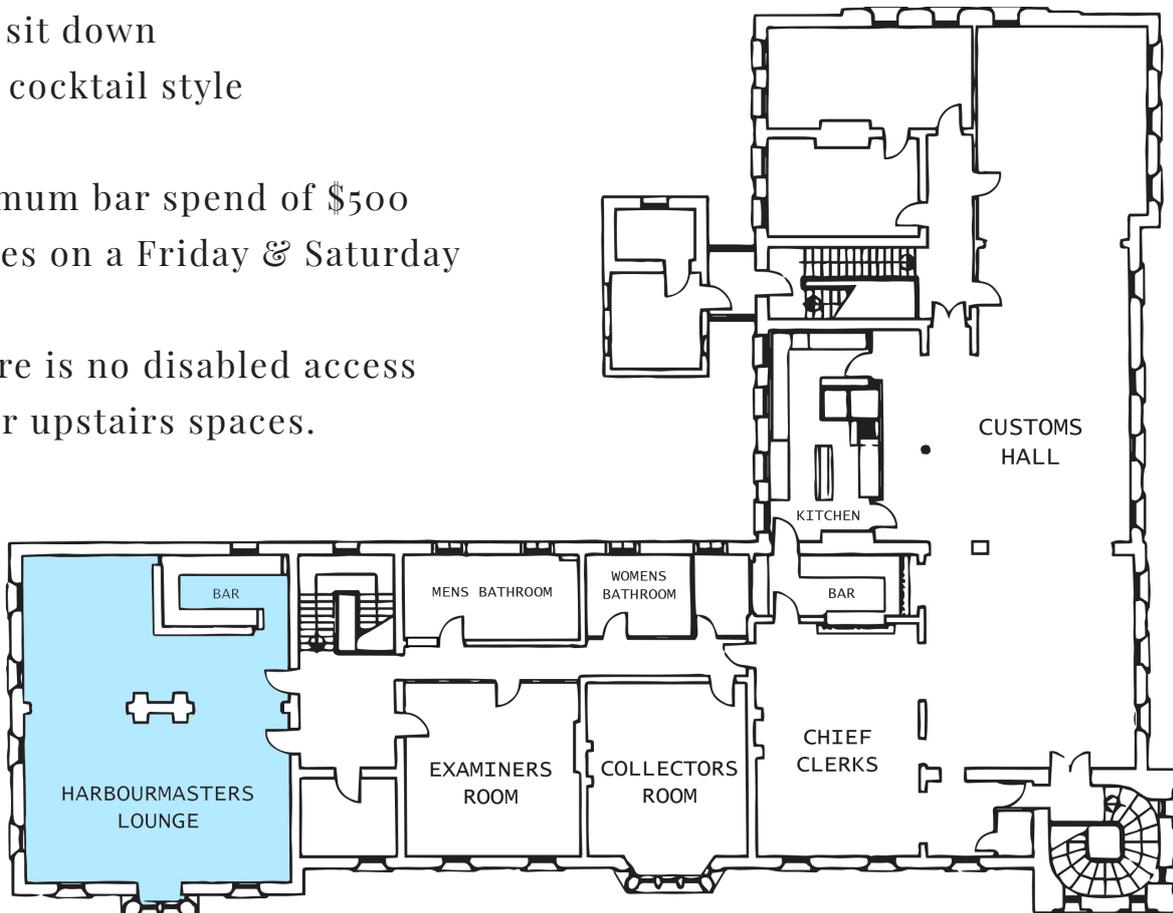
ROOM HIRE

\$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 20 people for a seated dinner.

A bluetooth speaker is available in this space.

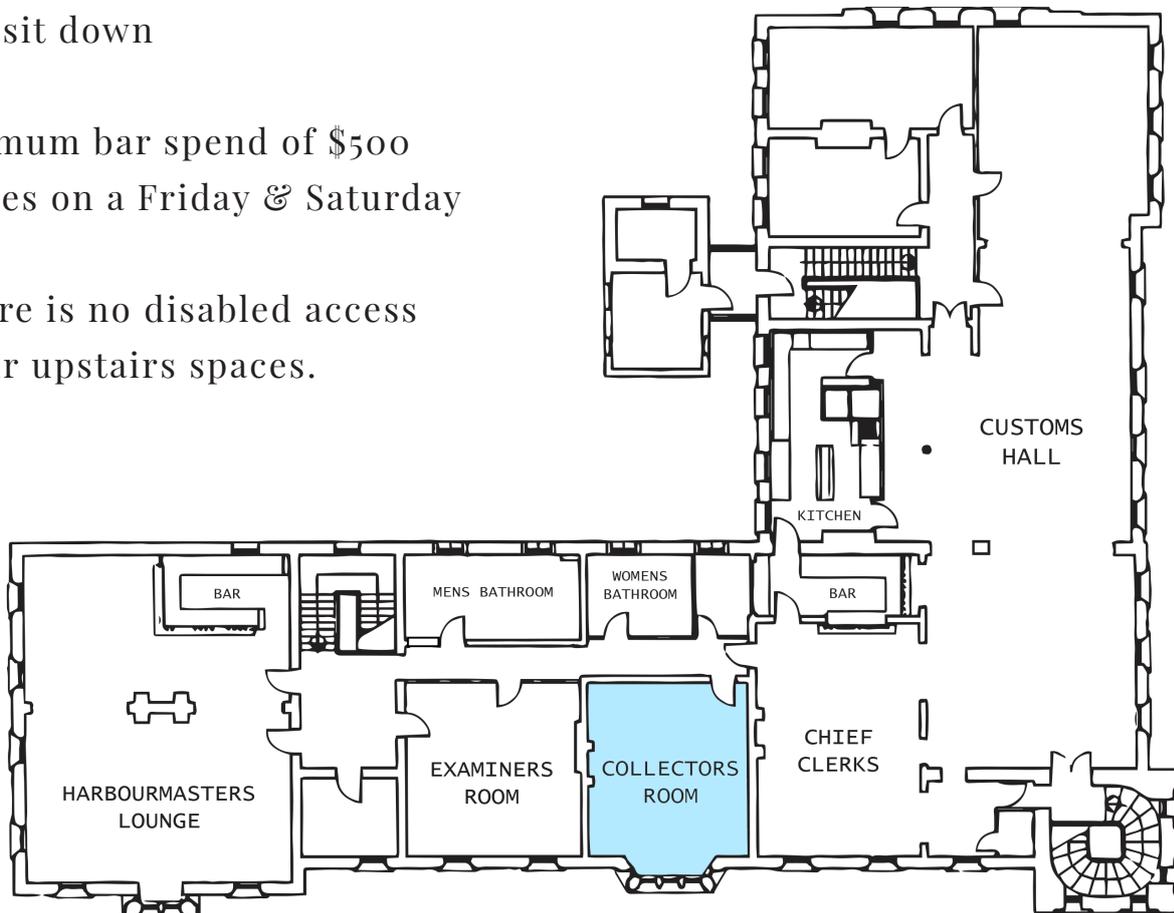


ROOM HIRE:

\$250 sit down

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

*There is no disabled access to our upstairs spaces.



Public Hall

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

This area can fit up to 35 guests for a cocktail style event and can be reserved for a period of 3 hours.

Timeslots are:

11:30 - 2:30pm 3:00pm - 6:00pm 6:30 - 9:30pm.

This area has no room hire fee but requires you spend a minimum of \$200 on platter food.

We can provide wristbands if you decide to place a bartab for guests. Let us know the tab limit and what you would like to be included.

*As this is not a private space, large decorations are not allowed.



Alternate Drop

Two Course - \$70pp

Your selection of 2 entrees & 2 mains, served alternatively

Three Course - \$85pp

Your selection of 2 entrees, 2 mains & 2 desserts, served alternatively

Premium Two Course - \$79pp

Your selection of 2 entrees & 2 mains from our premium menu, served alternatively

Premium Three Course - \$92pp

Your selection of 2 entrees, 2 mains & 2 desserts from our premium menu, served alternatively

Cakeage

Your cake, cut and served on platters - \$2pp

Your cake, cut and served individually with a side of cream & couli - \$5pp



Banquet Style

Standard Banquet - \$78pp

Your selection of 5 canapes. Your selection of 2 meats, 1 hot side & 3 cold sides served banquet style. Your selection of 2 desserts served alternatively

Premium Banquet - \$90pp

A grazing table & your selection of 5 canapes. Your selection of 2 meats, 1 hot side & 3 cold sides served banquet style. A dessert station

Shared Banquet Entree - \$25pp

Your selection of 1 hot, 1 cold & 1 fried dish, served with sliced cured meats, olives & crusty bread

Additional Meat Selection - \$17pp

Substitute 1 standard meat selection for our seafood alternative, and select 2 seafood sides

Cakeage

Your cake, cut and served on platters - \$2pp



Cocktail Party

9 Canapes - \$48pp

Your selection of 7 canapes from our list of hot & cold options, or 6 hot/cold canapes & 1 sweet canape, with a total of 9 served per guest

12 Canapes - \$56pp

Your selection of 9 canapes from our list of hot & cold options, or 8 hot/cold canapes & 1 sweet canape, with a total of 12 serves per guest

15 Canapes - \$62pp

Your selection of 12 canapes from our list of hot & cold options, or 10 hot/cold canapes & 2 sweet canapes, with a total of 15 serves per guest

Roving Entrees - \$25pp

Your selection of 2 roving entrees, with a total of 1 serve per guest

For functions over 120, you may select 3 roving entree options

Cakeage

Your cake, cut and served on platters - \$2.00pp



** We can cater for all dietary requirements*

Platters

Each feeds 8-10 guests.

Mezze Platter - \$120

Serrano ham, salami, marinated feta, alto olives, roast capsicum, marinated zucchini, balsamic onions, hummus & lavosh

Cheese Platter - \$110

3 cheeses, lavosh, grapes & quince paste

Aussie Platter - \$115

Assorted pies, sausage rolls, chiko roll & chips

American Platter - \$120

Southern fried chicken, beef croquette, mac and cheese bites & jalepeno bites

Mixed Platter- \$110

4 cheese aranchini, crumbed prawn cutlet, buffalo wings

Gluten Free Platter- \$120

Cauliflower roll, pumpkin aranchini, satay tofu skewers with gado gado sauce, morrocan fried cauliflower with dukkah



Grazing

Grazing Table - \$20pp

A variety of cured meats, cheeses, dips, crackers, fresh fruit & olives

Dessert Grazing Table - \$18pp

Your selection of sweets, served on a shared grazing table, with 4 items per guest



On the Bar

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

Bar Tab

Let us know the tab limit and inclusions 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.

Cash Bar

Both Customs Hall and the Harbourmasters Lounge are equipt with full cash & EFTPOS facilities allowing your guests to purchase their own drinks throughout the event.



Drinks 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 Package

Four Hours \$45pp / Five Hours \$50pp

Tyrrell's Moores Creek *Brut NV*

Tyrrell's Moores Creek *Shiraz*

Tyrrell's Moores Creek *Chardonnay*

Tyrrell's Moores Creek *Sauv Blanc*

Toohey's New, Super Dry, XXXX Gold & Young Henrys Cloudy Cider

James Boag Light stubbies, Assorted soft drink & juices

Premium Package

Four Hours \$65pp / Five Hours \$70pp

NV Jansz *Premium Curvée*

Your choice of 4 premium wines

Tyrrell's Moores Creek *Chardonnay*, Margan *Chardonnay*,

Tyrrell's Moores Creek *Sauv Blanc*, Twin Islands *Sauv Blanc*,

De Iullis *Semillon*, Tinklers *Verdelho*, De Iuliis *Cab Sauv*,

Tyrrell's Moores Creek *Shiraz*, Rufus Stone *Shiraz*, Margan *Rose*

Tinklers *Merlot*, Yalumba *Christobel's Moscato*

Your choice of 4 draught beers

from a selection of our on tap beers

*Standard RSA practice still applies

*Available in private function spaces only

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 selection of mains on the day

Set Minimised Menu - \$65pp (maximum of 30 guests)

Lunch / Dinner - Guests choice from a selection of 3 entrees & 3 mains on the day

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

- *Add dessert for \$20pp*

Package Additions

Additional venue hire only (prior to midnight) - \$10pp per hour

Additional venue hire and beverage package (prior to midnight)

- Standard - \$15pp per hour

- Premium - \$25pp per hour

Custom cocktails on arrival - \$20pp

Sunday or Public Holiday Surcharge - 10%

Additional canapes - \$6pp per item

Dance Floor Hire - \$200 (Customs Hall Only)



Conditions

1. Confirmation of Booking

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

- A signed booking form
- 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.

5. House Policies

5.a) All house policies applicable to the venue are upheld within our function spaces. This includes, but is not limited to, guests keeping shoes on at all times, and no offensive or inappropriate graphics or logos. Failure to abide by any house policies may result in a patron being removed from the venue.

Initial: _____

6. Final Guest Numbers

- 6.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.
- 6.b) If guest numbers reduce, Customs House Hotel reserves the right to vary space accordingly
- 6.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.
- 6.d) If your 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.
- 6.e) An administration fee may be applicable to any changes made to your final numbers within 14 days of your event.

7. Cancellations & Postponement

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

8. Room Access

- 8.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 charged.
- 8.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.
- 8.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.

9. Losses & Damage

9.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

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

Initial: _____

10. Decorations

10.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.

10.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

10.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.

11. Final Payments

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

12. Price Variations

12.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.

12.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.

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

13. Smoking / Vaping

13.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.

14. Illicit Substances

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

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

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

Initial: _____

15. Responsible Service

15.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.

15.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.

15.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.

16. Additional Fees:

- Excess cleaning fee: From \$250.00
- Fire alarm: \$1,600.00
- Additional security may be required for functions with 80 guests or more. At the discretion of Customs House, security may be required for events with less than 80 guests depending on the nature of the event. Fees are from \$80.00 per hour and may be required for either a portion of the event or for the entire duration of the event.
- Supplying external food and beverage, not provided by Customs House (with the exception of a cake): \$200.00. Customs House reserved the right to refuse any catering that is not purchased from Customs House Hotel.

** 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: Platters / Canapes / Alternate Drop / Banquet / Corporate

CREDIT CARD

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

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:

EMAIL: