



CUSTOMS
• HOUSE HOTEL •

Wedding Package 2023

(02) 4925 2585
functions@customshouse.net.au
www.customshouse.net.au



Let's Celebrate!

A big congratulations from all of us here at Customs House Hotel on your engagement! This is such a special and exciting time for you and your partner to share. We thank you for considering us to be apart of your special day.

Here at Customs House Hotel, we pride ourselves on our professional service, amazing food and of course our stunning, unique venue.

Located in the heart of Newcastle with a prime view of the Harbour

Foreshore, our venue provides the perfect backdrop for all those special photos and memories that will last a lifetime.

Boasting 3 unique spaces, our venue offers flexibility and the potential for you to create your dream wedding, however that may look.

Owned by Michael & Kim Starkey, Customs House Hotel has its roots deeply engrained in Newcastle's history. Standing tall and proud since 1877, the now Heritage Listed building boasts interiors sure to blow your guests away.

If you would like to chat more about booking your wedding with us, please contact our events manager
(02) 4925 2585
functions@customshouse.net.au



Customs Hall

Customs Hall boasts a large open space that is versatile enough to fit 200 guests for a cocktail style wedding or 140 for a more traditional sit down wedding.

With an ornate marble fire place & a sophisticated bar overlooking the water, this space truly has it all.

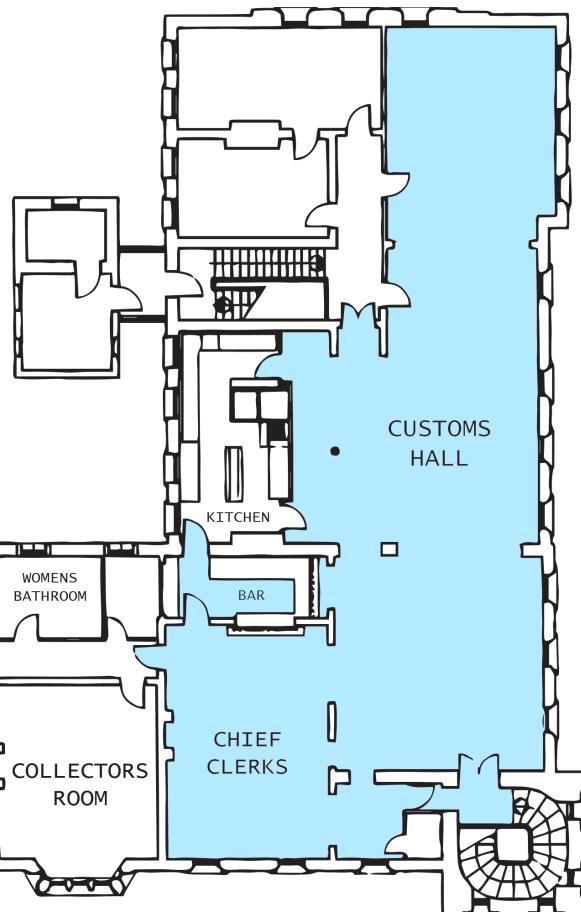
The room is also equipped with fully ducted air-conditioning, with an in-house sound system, handheld wireless microphones and a parquetry dance floor, making your booking as inclusive and hassle free as you could want when planning your big day!



Included in your booking is:

- All your seating, tables and furniture
- White linen tablecloths and napkins
- All silverware and glassware set on each place setting

*Please note that there is no disabled access to our upstairs spaces.

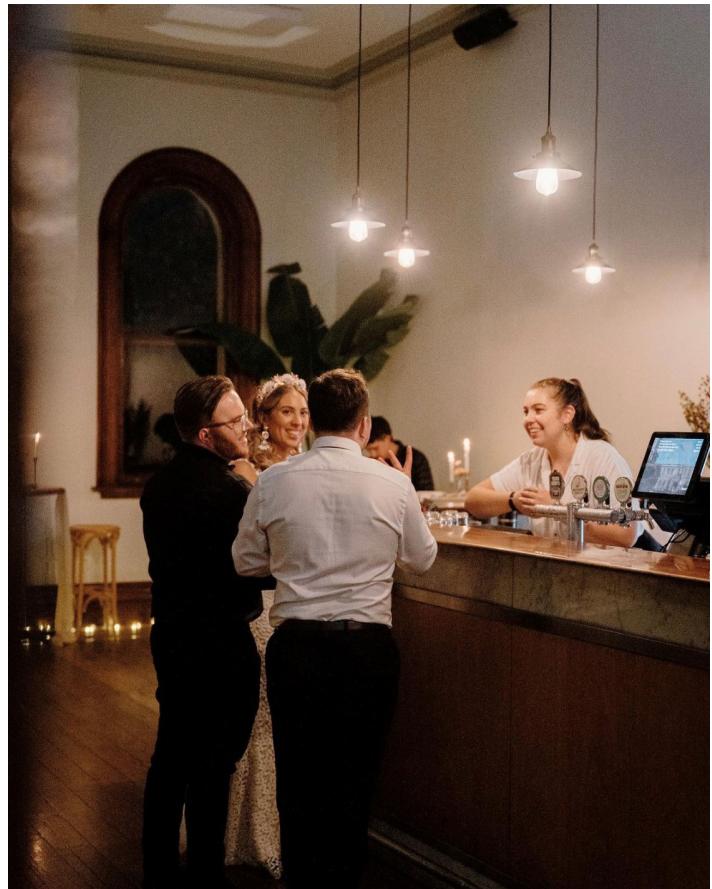


Harbourmasters Lounge

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 wedding. Also included is a double sided fireplace, an in house sound system and microphone availability.

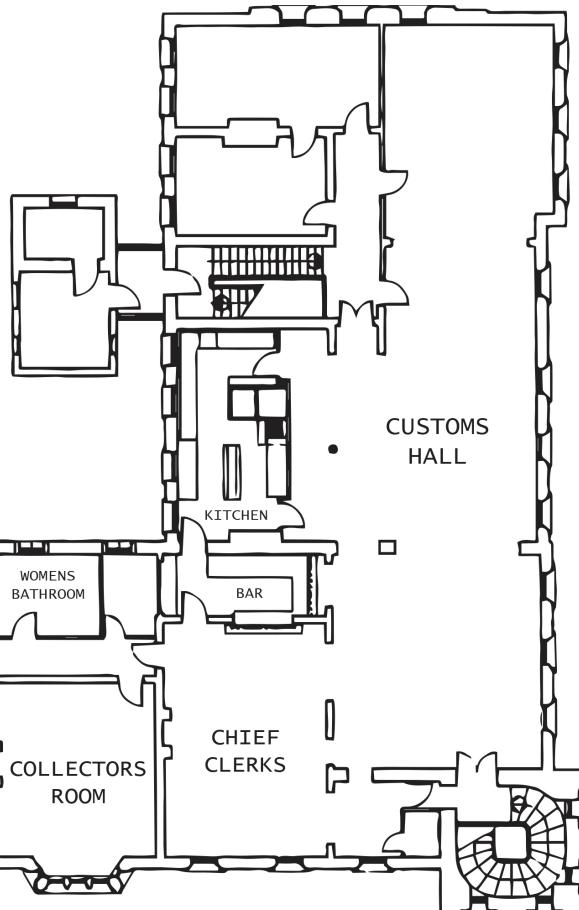
This space is perfect for cocktail style events for up to 60 guests or 40 for a seated dinner.



Included in your booking is:

- All your seating, tables and furniture
- White linen tablecloths and napkins
- All silverware and glassware set on each place setting

*Please note that there is no disabled access to our upstairs spaces.



Collectors Room

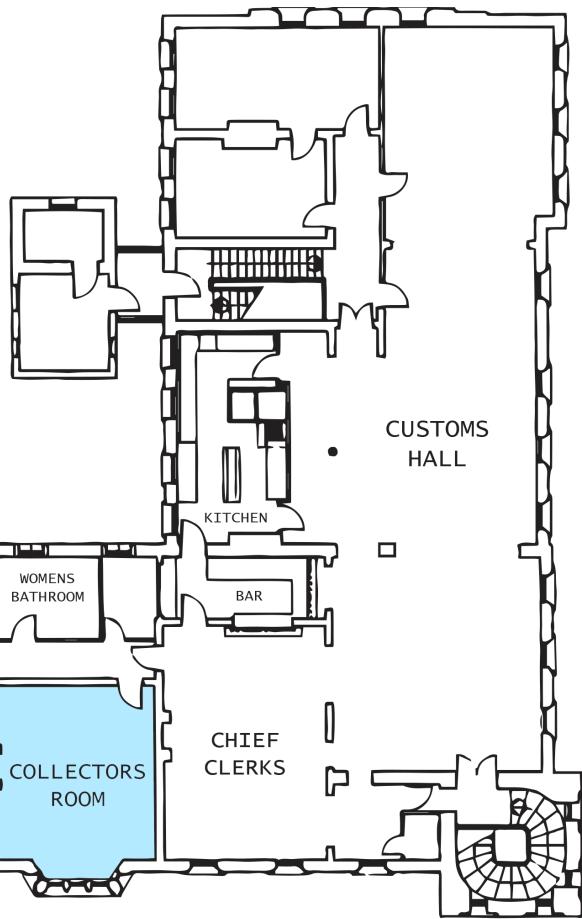
The Collectors Room is the perfect space for a truly intimate gathering. Whether it be a private elopement, ceremony with just those nearest and dearest, or a candle lit dinner, this space will deliver a night to treasure.

With a bay window & views out over the beer garden, fountain & courtyard, this space is equal amounts quiet, quaint & charming.

The room fits up to 30 people for a semi-seated ceremony or 20 people for a seated dinner.

A bluetooth speaker is available in this space.

*There is no disabled access to our upstairs spaces.



Ceremony Packages

Collectors Room

\$250.00

Inclusions:

1 hour room hire

Up to 24 bentwood chairs

Registry table & chairs

Customs Hall

\$1000.00

Inclusions:

1 hour room hire

70 bentwood chairs

Registry table & chairs

1 staff on the bar on arrival (optional)

Habourmasters Lounge

\$500.00

Inclusions:

1 hour room hire

40 bentwood chairs

Registry table & chairs

1 staff on the bar on arrival (optional)

Optional Wet Weather Ceremony

A non-refundable 50% deposit of selected ceremony package cost to be paid prior to ceremony

*Additional chairs - \$5 per chair

*Limitations apply for 'ceremony only' weddings

*Additional fees apply for ceremony and reception to take place in the same room



Cocktail Package

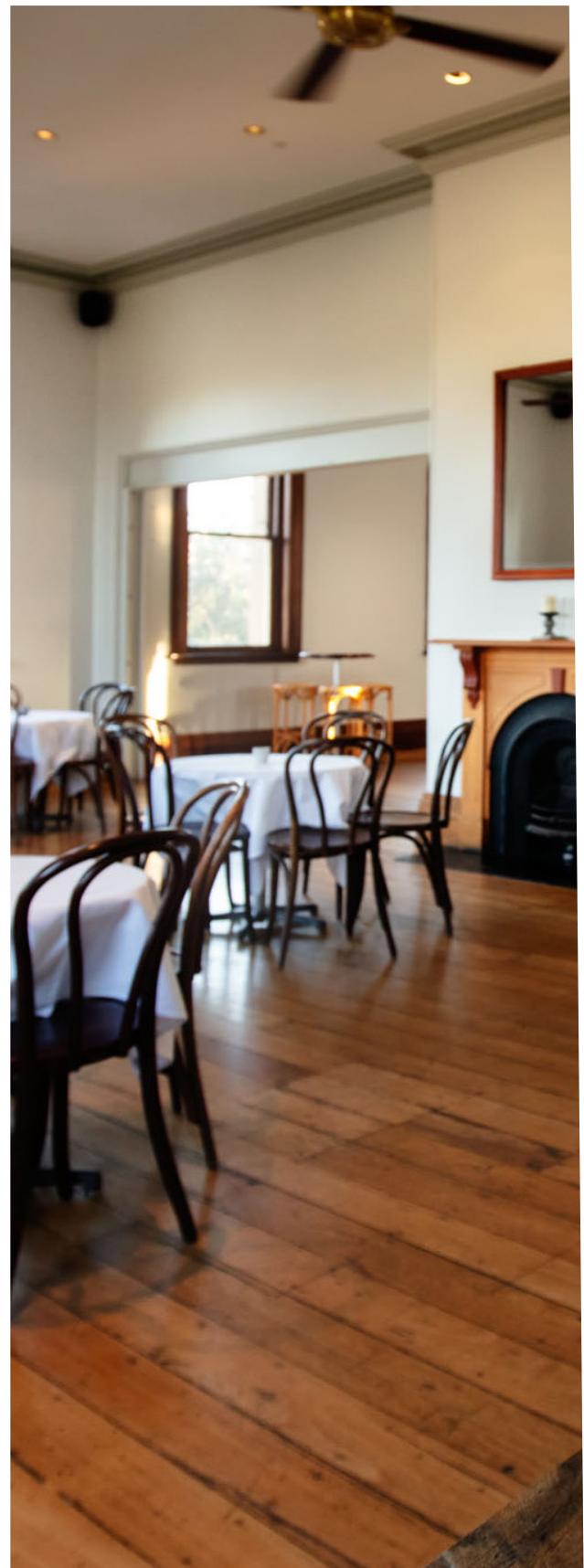
\$150pp

Includes:

5 hour room hire
5 hour beverage package
Grazing table
Your choice of 8 canapes from either our standard or premium menu
Wedding cake cut and served on platters
Wishing well
Dance floor (Customs Hall Only)
Tea & coffee station

5 Hour Standard Beverage Package

Tyrrell's Moores Creek Brut NV
Tyrrell's Moores Creek Chardonnay
Tyrrell's Moores Creek Sauv Blanc
Tyrrell's Moores Creek Shiraz
Toohey's New, Super Dry,
XXXX Gold & Young Henrys Cloudy Cider
James Boag's Light stubbies,
Heineken o.o stubbies
Assorted soft drink & juices



** We can cater for all dietary requirements*

2 Course Alt Drop Package

\$160pp

Includes:

5 hour room hire
5 hour beverage package
Your choice of 2 entrees & 2 mains served alternativley
Wedding cake cut and served individually with cream and coulis
Wishing well & table numbers
Dancefloor (Customs Hall only)
Tea & coffee station

5 Hour Standard Beverage Package

Tyrrell's Moores Creek Brut NV
Tyrrell's Moores Creek Chardonnay
Tyrrell's Moores Creek Sauv Blanc
Tyrrell's Moores Creek Shiraz
Toohey's New, Super Dry,
XXXX Gold & Young Henrys Cloudy Cider
James Boag's Light stubbies,
Heineken o.o stubbies
Assorted soft drink & juices



** We can cater for all dietary requirements*

3 Course Alt Drop Package

\$175pp

Includes:

5 hour room hire

5 hour beverage package

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

Wedding cake cut and served individually with
cream and coulis

Wishing well & table numbers

Dancefloor (Customs Hall only)

Tea & coffee station

5 Hour Standard Beverage Package

Tyrrell's Moores Creek Brut NV

Tyrrell's Moores Creek Chardonnay

Tyrrell's Moores Creek Sauv Blanc

Tyrrell's Moores Creek Shiraz

Toohey's New, Super Dry,

XXXX Gold & Young Henrys Cloudy Cider

James Boag's Light stubbies,

Heineken o.o stubbies

Assorted soft drink & juices



Feast Package

\$160pp

Includes:

5 hour room hire
5 hour beverage package
Your selection of 3 canapes
Your selection of 2 proteins & 3 sides served in share dishes
Wedding cake cut and served on share dishes
Wishing well & table numbers
Dancefloor (Customs Hall only)
Tea & coffee station

5 Hour Standard Beverage Package

Tyrrell's Moores Creek Brut NV
Tyrrell's Moores Creek Chardonnay
Tyrrell's Moores Creek Sauv Blanc
Tyrrell's Moores Creek Shiraz
Toohey's New, Super Dry,
XXXX Gold & Young Henrys Cloudy Cider
James Boag's Light stubbies,
Heineken o.o stubbies
Assorted soft drink & juices



Beverage Package Upgrades

Premium Package Upgrade

+ \$20.00 per person

Your choice of 4 premium wines

Tyrrell's Moores Creek *Sparkling Brut*

NV Jansz *Premium Cuvee*

Villa Yolander *Prosecco*

Tyrrell's Moores Creek *Chardonnay*

Margan *Chardonnay*

Tyrrell's Moores Creek *Sauv Blanc*

Twin Islands *Sauv Blanc*

De Iullis *Semillon*

Tinklers *Verdelho*

Margan *Rose*

Triannes *Rose*

Yalumba Christobel's *Moscato*

De Iuliis *Cab Sauv*

Tyrrell's Moores Creek *Shiraz*

Rufus Stone *Shiraz*

Tinklers *Merlot*

Your choice of any 4 beers

from our selection of tap beers

Assorted soft drink & juices



Spirit Upgrade

Bacardi White Rum

Bundaberg Rum

El Jimador Tequila

Jim Beam Bourbon

Larios Gin

Russian Standard Vodka

Teachers Scotch

4 hours - \$25pp

5 hours - \$30pp



* Beer & wine selections are subject to change

Package Additions

Grazing table

\$27 per person

Barber's Cheddar, quince, prosciutto, Nona's salami, hummus, smoked olives, pickles, nuts and dried fruit, lavosh, sliced baguette

Premium grazing table

\$27 per person

Kingfisher Brie, Barber's Cheddar, quince, prosciutto, Nona's salami, smoked olives, whipped avocado, house made grissini's, farmhouse terrine, chicken liver pate, pickles, nut and dried fruit, lavosh, sliced baguette

Additional canapes

\$6pp per standard canape

\$8pp per premium canape

Supplier Meal

\$40 per person

Lolly Bar

\$5pp (minimum 50 people)

Oyster Station \$35pp

Childrens Meal

\$30 per person

Main meal & dessert

Late Night Bite - \$15pp

Carved ham with sourdough rolls,

cultured butter & mustard (available after 8:45pm)

Cheese Wheel Cake

Quote available on request



Package Additions

(Continued)

Additional venue hire only

(prior to midnight)

\$10.00 per person

Additional venue hire and beverage package (prior to midnight)

Standard - \$15.00 per person

Premium - \$25.00 per person

Custom cocktails on arrival

Topiary trees

\$30 per tree without fairy lights

\$40 per tree with fairy lights

Sunday or Public Holiday

Surcharge - 10%

Beer Garden canape hour (Monday-Thursday ONLY)

Champagne Tower

\$300.00 (excludes sparkling)

Custom Stationary

Contact us for a quote



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 & Postponements

- 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 incurred.
- 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 & Damages

- 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 BRIDE: _____

NAME OF GROOM: _____

DATE OF WEDDING: _____

START TIME: _____ END TIME: _____

CEREMONY SPACE: _____ RECEPTION SPACE: _____

EXPECTED GUEST NUMBERS: _____

PACKAGE: Cocktail / 2 Course / 3 Course / Banquet

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):

- deposit
- 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: