

CUSTOMS HOUSE
WEDDING RECEPTIONS 2022



www.customshouse.com.au
events@customshouse.com.au
07 3365 8999

WEDDING RECEPTIONS

CANAPÉ SELECTION

MENU SELECTIONS

BEVERAGE PACKAGES

ADDITIONAL INFORMATION

FLOOR PLANS





The University of Queensland's Customs House is one of Brisbane's premier restaurant, events and heritage destinations.

With its elegant grandeur and a team of dedicated professionals, you can be assured that your wedding reception at Customs House will be a truly memorable occasion.

Professional Event Coordinators will assist you to plan your special event and will ensure that everything runs smoothly on the day.

Quality food and wine and exceptional service will ensure that your guests have an unforgettable experience.

Panoramic views of the river and the Story Bridge from the balconies provide a stunning backdrop to your wedding reception as well as breathtaking photographs to cherish for a lifetime.

Whether it is a formal wedding reception in The Long Room or a more intimate occasion in the River Room or Restaurant, our staff will be delighted to work with you to make sure your special celebration is everything you wished for and more.



Customs House was built between 1886 and 1889. The building was beautifully restored to its original splendour by the University of Queensland and reopened in 1994.

Customs House is owned and operated by The University of Queensland as a premier downtown restaurant, event and heritage facility. As a Customs House guest, your every sense will be stimulated by a presence of the past and you will enjoy this magnificent building's origins.



WINNER 2017, 2016, 2014 & 2013
RESTAURANT & CATERING AWARDS FOR
EXCELLENCE



WINNER 2020 & 2017 "CATERER OF THE
YEAR"
- QLD & NT



2020 HONOURABLE MENTION "FUNCTION
CATERER"
- QLD & NT

The Long Room Wedding Receptions



The sheer magnificence of The Long Room with its cathedral ceiling and sculptured pillars is simply stunning for a wedding reception. Your special celebration commences as you step onto the long red carpet welcoming you to Customs House.

The wedding party has the luxury of a private lounge room featuring a crystal chandelier and access to a balcony overlooking the river to enjoy pre-reception drinks and canapés while their guests mingle on the Riverside Terrace.

The Long Room is suitable for wedding receptions from 70 persons up to 200 persons.

After guests are seated in the Long Room, the wedding party makes a grand entrance to join the guests and the formal part of the wedding celebration commences. There is a grand piano located in the room that can be used for background music.

The River Room & Restaurant Wedding Receptions



The River Room located on the River Level of Customs House was once part of the Queen's warehouse. The area has been transformed into a modern and contemporary reception room that flows onto the terrace with views of the Story Bridge.

The River Room is suitable for wedding receptions from 50 persons up to 120 persons.

Customs House Restaurant is suitable for wedding receptions from 30 persons up to 50 persons.

Customs House Restaurant is available for wedding receptions on a Sunday evening. Customs House Restaurant provides two spaces with an outside terrace overlooking the river and inside dining in heritage surroundings.

Wedding Ceremonies

Wedding ceremonies may be held outside on the Riverside Terrace for couples holding their wedding reception at Customs House.

ELEGANCE CEREMONY

This includes the following:

- Clothed registry table with two formal chairs
- Chairs set for 24 guests
- White or Gold Tiffany Chairs
- White runner for the centre aisle
- Speakers and radio microphone

A fee of \$2,000 is applicable.

Ask your Wedding Coordinator for more information if you wish to investigate an alternate space as a wet weather plan.

DELUXE WEDDING CEREMONIES

Our stylists will create your dream ceremony

- Choice of Chanel, Tiffany or Ghost Chairs
- White runner or Red carpet for the centre aisle
- Ceremony Stage
- Floral Creations
- Speakers and radio microphone

Price on application.

SUNDAY CEREMONIES

If you choose to book a wedding reception in the Long Room or River Room on a Sunday we will be happy to include a complimentary wedding ceremony package (valued at \$2,000).

A total of one hour for the ceremony which includes the arrival of family and friends, wedding ceremony and the time for your guests to pass on their congratulations

Your wedding reception package will commence immediately at the completion of the one hour allocated time with pre-reception drinks and canapés.

In case of rain your ceremony will be relocated to your reception room.

We recommend that you consider having two ushers (friends or family members) to assist with the arrival of guests.

Background music in the form of string music or similar entertainment would be ideal for the Riverside Terrace.



Cocktail Reception

Cocktail Reception
Package is \$180 per
guest

(Minimum spends apply)

DESIGN YOUR OWN COCKTAIL MENU FROM THE CANAPÉ SELECTION PROVIDED...

Eight canapés

Two substantial canapés

Two hot fork dishes

Cheese station

Coffee and tea served with chocolates
buffet style

Your Wedding Cake served on platters

FIVE HOUR CUSTOMS HOUSE BEVERAGE PACKAGE:-

DeBortoli Willowglen Sparkling

DeBortoli Willowglen Semillon Sauvignon
Blanc

DeBortoli Willowglen Shiraz Cabernet

Great Northern Original, Asahi Soukai 3.5,
Cascade Premium Light and Somersby
Apple Cider

Soft Drinks, Mineral Water and
Orange Juice

INCLUSIONS

- Long red carpet at the Queen Street entrance (weather permitting)
- Lounge area with a coffee table
- Three occasional tables with four chairs per table
- Tea lights on each cocktail table
- Skirted cake table with silver cake stand and knife
- Skirted gift table

- Lectern and microphone
- Dance floor
- Five hours room hire prior to midnight

Should you wish to upgrade
your beverage package -

ADD \$10 PP for the **PREMIUM**

ADD \$20 PP for the **DELUXE**

ADD \$50 PP for the **PRESTIGE**

ADD \$25 PP for an **ESPRESSO
MARTINI BAR (PER HOUR)**

Prices are inclusive of GST



Reception Dinner

Reception Package is
\$180 per guest

(Minimum spends apply)

DESIGN YOUR OWN MENU FROM THE SELECTIONS PROVIDED...

Pre-reception drinks served with
two canapés

Two course dinner (set menu)

Your wedding cake served as dessert with
berry coulis and cream

Coffee and tea served with Valrhona
chocolates

FIVE HOUR CUSTOMS HOUSE BEVERAGE PACKAGE:-

DeBortoli Willowglen Sparkling

DeBortoli Willowglen Semillon Sauvignon
Blanc

DeBortoli Willowglen Shiraz Cabernet

Great Northern Original, Asahi Soukai 3.5,
Cascade Premium Light and Somersby
Apple Cider

Soft Drinks, Mineral Water and
Orange Juice

INCLUSIONS

- Long red carpet (weather permitting)
- Room hire for 5 hours commencing
with pre-reception drinks and canapés
for guests on the Riverside Terrace
(weather permitting) followed by the
reception dinner
- Skirted head table, cake table and gift
table
- Silver candlesticks for the head table

- Silver cake stand and knife
- Lectern and microphone
- Dance floor
- Tea lights for each guest table
- Two personalised menus per
guest table
- A senior waiter dedicated to the
head table

Should you wish to upgrade
your beverage package -

ADD \$10 PP for the **PREMIUM**

ADD \$20 PP for the **DELUXE**

ADD \$50 PP for the **PRESTIGE**

Alternate placing attracts a
surcharge of **\$4 PP** per course

ADD \$20 PP for a **DESSERT BUFFET**

ADD \$10 PP for **TIFFANY OR
NAPOLEON CHAIRS**

Prices are inclusive of GST



Elegance Reception

Elegance Reception
Package is \$205 per
guest

(Minimum spends apply)

DESIGN YOUR OWN MENU FROM THE SELECTIONS PROVIDED...

Pre-reception drinks served with
three canapés

Three course dinner (set menu)

Coffee and tea served with Valrhona
chocolates

FIVE HOUR CUSTOMS HOUSE BEVERAGE PACKAGE:-

DeBortoli Willowglen Sparkling

DeBortoli Willowglen Semillon Sauvignon
Blanc

DeBortoli Willowglen Shiraz Cabernet

Great Northern Original, Asahi Soukai 3.5,
Cascade Premium Light and Somersby
Apple Cider

Soft Drinks, Mineral Water and
Orange Juice

INCLUSIONS

- Long red carpet (weather permitting)
- Room hire for 5 hours commencing with pre-reception drinks and canapés for guests on the Riverside Terrace (weather permitting) followed by the reception dinner
- Skirted head table, cake table and gift table
- Silver candlesticks for the head table
- Silver cake stand and knife
- Silver candelabra or tea lights for each

guest table

- Floral arrangement for each guest table
- White chair covers with your choice of coloured sashes
- Lectern and microphone
- Dance floor
- Two personalised menus per guest table
- Wedding cake cut and served on platters per table
- A senior waiter dedicated to the head table

Should you wish to upgrade
your beverage package -

ADD \$10 PP for the **PREMIUM**

ADD \$20 PP for the **DELUXE**

ADD \$50 PP for the **PRESTIGE**

Alternate placing attracts a
surcharge of **\$4 PP** per course
or **\$10 PP** for 3 courses

ADD \$6 PP for a **DESSERT BUFFET**

ADD \$5 PP for **TIFFANY CHAIRS**

Prices are inclusive of GST



Grandeur Reception

Grandeur Reception
Package is \$230 per
guest

(Minimum spends apply)

DESIGN YOUR OWN MENU FROM THE SELECTIONS PROVIDED...

Pre-reception drinks served with
three canapés

Three course dinner (alternate drop
menu)

Coffee and tea served with chocolate
truffles

FIVE HOUR CUSTOMS HOUSE DELUXE BEVERAGE PACKAGE:-

Bianca Vigna Prosecco

Rameau D'or Rosé

Red Claw Chardonnay

Red Claw Pinot Noir

St Hallett Garden of Eden Shiraz

Asahi, Stone & Wood Pacific Ale,

Asahi Soukai 3.5 and Cascade Premium
Light

Somersby Apple Cider

Soft Drinks, Mineral Water and
Orange Juice

INCLUSIONS

- Long red carpet (weather permitting)
- Champagne for the wedding party for
pre-reception drinks

- Room hire for 5 hours commencing
with pre-reception drinks and canapés
for guests on the Riverside Terrace
(weather permitting) followed by the
reception dinner
- Skirted head table, cake table and gift
table
- Silver cake stand and knife
- Silver candlesticks for the head table
- Silver candelabra or tea lights for each
guest table
- Floral arrangement for each guest
table
- White or Gold Tiffany chairs OR
Chair covers with your choice of
coloured sashes
- Lectern and microphone
- Dance floor
- Two personalised menus per guest
table
- Alternate placings for the full menu
- Wedding cake cut and served on
platters per table
- A senior waiter dedicated to the head
table

Should you wish to upgrade your
beverage package -

**ADD \$30 PP for the PRESTIGE
FEATURING LOUIS ROEDERER
CHAMPAGNE**



Prices are inclusive of GST

Lustre is Luxury Reception

Lustre is Luxury
Package is \$235 per
guest

*(Minimum spends apply)
(Long Room and River Room only)*

DESIGN YOUR OWN MENU FROM THE SELECTIONS PROVIDED...

Pre-reception drinks served with
three canapés

Three course dinner (set menu)

Coffee and tea served with
chocolate truffles

FIVE HOUR CUSTOMS HOUSE BEVERAGE PACKAGE:-

DeBortoli Willowglen Sparkling

DeBortoli Willowglen Semillon Sauvignon
Blanc

DeBortoli Willowglen Shiraz Cabernet

Great Northern Original, Asahi Soukai
3.5, Cascade Premium Light and
Somersby Apple Cider

Soft Drinks, Mineral Water and
Orange Juice

INCLUSIONS

- Charger plates
- White or Gold Tiffany chairs
- Deluxe satin guest tablecloths
- Deluxe satin head table and cake table
dressing
- Head table decoration with florals and
votive candle holders
- Your choice of centrepiece with a large
floral arrangement and votive candle
holders
- Long red carpet (weather permitting)
- Room hire for 5 hours commencing

with pre-reception drinks and
canapés for guests on the Riverside
Terrace (weather permitting)
followed by the reception dinner

- Lectern and microphone
- Dance floor
- Skirted gift table
- Two personalised menus per guest
table
- Wedding cake cut and served on
platters per table
- A senior waiter dedicated to the
head table

Should you wish to upgrade
your beverage package -

ADD \$10 PP for the **PREMIUM**

ADD \$20 PP for the **DELUXE**

ADD \$50 PP for the **PRESTIGE**

Alternate placing attracts a
surcharge of **\$4 PP** per course or
\$10 PP for 3 courses

Prices are inclusive of GST



Canapé Selections

Choose your canapés from the lists below...

COLD CANAPÉS

Oyster in the shell (GF) (DF)

Oyster in the shell with wasabi and ginger vinaigrette (GF) (DF)

Fresh Queensland prawn with lime and lemongrass aioli (GF) (DF)

Moreton Bay bug, curried mango mayo, crispy wonton (DF)

Black truffle and beef tartare, crostini

House cured kingfish, shaved fennel horseradish, watercress on rye (DF)

Mini Queensland sand crab, celery, Kewpie mayo, bun (DF)

Smoked salmon on blinis with sour cream and salmon pearls

Ocean trout, toasted brioche, pickled onions, dill

Miso roasted scallop with toasted sesame seeds and seaweed salad on a spoon (GF) (DF)

Seared scallops, pear and avocado salad, cashew and coriander rémoulade pastry cup (DF)

Korean spiced chicken, Kimchi, miso mayo on a spoon (GF) (DF)

Chicken liver parfait, basil, prosciutto, olive

Five spiced duck, hoisin mayo, chives, sesame seeds, crispy wonton (DF)

Duck rillettes, honey, watercress, crostini

Grilled lamb fillet, yoghurt, olive, bruschetta

Roast beef, horseradish cream, chive crostini

Pear, Saint Agur, walnut, prosciutto (GF)

Assorted Sushi rolls, gluten free soy sauce and wasabi (V) (GF)

Ricotta, truffle honey, crostini (V)

Goat's cheese, fig and beetroot relish tart (V)

Moroccan hummus, zucchini and roasted capsicum tart, harissa yoghurt (V)

Broad bean, Persian feta, mint bruschetta (V)

Smoky eggplant and pine nut peppered tart with yoghurt and black olive (V) (GF)



Canapé Selections

WARM CANAPÉS

Battered king prawn with chilli jam (DF)

Moreton Bay bug mornay, pancetta crumb tart

Quail breast wrapped with sage and prosciutto (GF) (DF)

Steamed mini beef brisket buns (DF)

Confit duck and butternut pumpkin tart

Duck spring rolls, Kimchi, XO sauce (DF)

Mini lamb kofta with spiced yoghurt (GF)

12 hour braised lamb shoulder, hummus and parsley tart

Roasted pork belly, sauerkraut on rye (DF)

Pork belly, enoki mushrooms, Kimchi miso (GF) (DF)

Popcorn chicken, Sriracha mayo, charcoal bun (DF)

Crispy chipotle pressed beef, lime sour cream

Beef and burgundy pie, green pea mash relish

Baked ricotta and pancetta tarts

Chickpea falafel, harissa yoghurt (V)

Mushroom, thyme and black truffle tart (V)

Asparagus and goat's cheese tart (V)

Sweet corn fritters with pomegranate and raisin salsa (V) (GF) (DF)

Mini savoury tart filled with leeks, Gruyere, roasted cherry tomato, baby chervil (V) (GF)



Canapé Selections

Selection for Heritage
Cocktail Receptions and to
provide additional catering
for your guests....

SWEET CANAPÉS

Chefs assorted selection

\$5 PER PIECE

Lemon citrus tartlet

Salted chocolate tart

Crème brûlée tart

Chocolate and raspberry cup (GF)

Mini ice cream cones

SUBSTANTIAL CANAPÉS

\$7 PER PIECE

Mini cheese burger, pickles, rémoulade
mayo

Chicken Karaage slider, pickled
vegetables, Sriracha mayo (DF)

Popcorn Moreton Bay Bug, butter crunch,
citrus aioli, slider (DF)

Truffle, mushroom and brie custard tart
(V)

Haloumi slider, mushroom, spinach, basil
pesto (V)

Mini plant-based cheese burger, pickles,
mustard, sauce (V)

HOT FORK DISHES

\$12 EACH

Salt and pepper calamari, Asian slaw,
ginger and wasabi dressing

Thai chicken red curry with jasmine rice
(GF) (DF)

Braised lamb arancini, roasted red
capsicum coulis, Parmesan

Moroccan spiced lamb, tagine couscous,
spiced yoghurt

12 hour slow roasted lamb shoulder,
cauliflower purée, salsa verde (GF)

Roasted pork belly, house made kimchi,
Asian salad (GF) (DF)

Smoked beef brisket, roasted corn and
coriander salad, sour cream, pickles (GF)

Daube of beef, Irish mash (GF)

Grilled field mushrooms, risotto, truffle oil,
Reggiano, rocket pesto, Parmesan wafer
(GF) (V)



Menu Selections (Available for a minimum of 30 persons)

ALTERNATE PLACING ATTRACTS A SURCHARGE OF \$4PP PER COURSE OR \$10PP FOR 3 COURSES

A freshly baked bread roll and butter is included with your menu selection

COLD ENTRÉES

Citrus cured kingfish, avocado, radish, wasabi peas, mayo, roe

Scallop ceviche, avocado, red grapes, pomegranate, ginger, kaffir (GF)

Moreton Bay Bug salad, oranges, rockmelon, pickled daikon, chilli, nam jim dressing

Spanner crab, celery, egg yolk, baby gem, almond (GF)

Queensland prawns, avocado, tomato, watercress, salmon pearls, cocktail dressing, lemon croutons, crispy prosciutto

Seared tuna, edamame, brown rice, pickled radish, sesame soy (GF)

Spanner crab, sweet corn, finger lime, grapefruit, almond (GF)

Duck rillettes, honey, watercress, walnut crostini

Smoked duck breast, pear and apple salad, toasted walnuts (GF)

San Daniele prosciutto, slow roasted tomato, buffalo mozzarella, fennel and kale (GF)

Tomato and buffalo mozzarella salad, fresh basil, caper vinaigrette and lemon pine nut crumb (V)

Burrata, heirloom tomatoes, basil, crispy kale, capers, chorizo crumb (GF)

WARM ENTRÉES

Confit salmon, charred sugarloaf, pickled ginger, curry leaves (GF)

Seared scallops, asparagus, pea and mint risotto, lemon vinaigrette (GF)

Five spiced quail, warm orange and onion salad, beetroot compote with pomegranate vinaigrette (GF)

Grilled quail, pancetta, sage, pine nut and farro salad

Crispy pork cheek, caramelised cauliflower, radish, watercress

Pork belly, sweet pea purée, onion confit, ginger honey glaze (GF)

Lamb belly, eggplant, pomegranate, buttermilk sauce (GF)

Baked polenta, cherry tomatoes, Persian feta, spinach, lemon crumble, balsamic (V)

Slow cooked butternut pumpkin, ricotta, fermented chili, smoked pistachios (V) (GF)

Mushroom tarte tatin, onion caramel, soft herbs, crème fraîche (V)



Menu Selections *(Available for a minimum of 30 persons)*

MAIN COURSES

FROM THE FARM

Oven roasted chicken breast, smoky eggplant purée, asparagus and tomato couscous, harissa yoghurt, preserved lemon salsa verde **(GF)**

Roasted chicken breast, sweet corn, spinach, smoked pancetta, truffle jus **(GF)**

Rosemary chicken breast, roasted sage potatoes, asparagus, fennel and pea purée **(GF)**

Peppered duck breast, cauliflower purée, shiitake mushrooms, broad beans, redcurrant jus **(GF)**

Duck breast, kent pumpkin, pepita cream, fermented cabbage, honey **(GF)**

Lamb loin, spiced eggplant, Persian feta, buttered spinach, smoked tomato and artichoke insalata **(GF)**

Chargrilled lamb rump, warm broad beans, baked ricotta and pancetta salad, jus **(GF)**

Lamb loin, slow roasted tomato and sautéed spinach, pommes Anna, roasted garlic confit and jus

Grilled lamb rump, roasted cauliflower, raisins, smoked almonds, pomegranate, harissa yoghurt **(GF)**

Prosciutto wrapped pork, truffled mash, olive and vegetable ratatouille, fried sage **(GF)**

Veal medallions, sand crab, asparagus, désirée potato mash, dill hollandaise, jus **(GF)**

Grilled sirloin, bacon, potato fondant, roast pepper purée, asparagus, spinach, jus

Eye fillet, mushroom ragout, caramelised cauliflower, spinach puree, red wine jus

Chargrilled eye fillet, truffle mash, rosti, steamed broccolini, caramelised onion jus

Porterhouse medallion, beef cheek risotto, pea ravioli, tomato compote, asparagus

Soy and ginger braised beef rib, shiitake mushrooms, bok choy, star anise, jus **(GF)**

FROM THE SEA

Barramundi, gem lettuce, peas, broad beans, sunflower seeds, preserved lemon **(GF)**

Pan fried barramundi, pine nut mash, bok choy, capsicum coulis, preserved lemon gremolata **(GF)**

Roasted kingfish, cream corn, sautéed snow pea tendrils, crispy potato, citrus oil

Pan roasted kingfish, white bean crush, steamed green beans, semi-dried tomato and green olive insalata, lemon vinaigrette **(GF)**

Hot smoked ocean trout, broccolini, sesame cream, green mustard, yuzu **(GF)**

Tasmanian salmon, new potato salad, broad beans, Persian feta, watercress, salsa verde **(GF)**

Miso glazed salmon, carrot and ginger puree, pickled daikon, bitter greens **(GF)**

FROM THE FIELD

Nicola potato and ricotta gnocchi, trio of mushrooms, spinach, truffle oil **(V)**

Roasted pumpkin risotto, asparagus, ricotta, pine nuts **(GF) (V)**

Miso eggplant, pickled pumpkin, puffed rice, bitter greens **(V)**

Menu Selections (Available for a minimum of 30 persons)

DESSERTS

Soft centred chocolate fondant,
Valrhona chocolate sauce, Grand Marnier
strawberries, salted caramel, double
cream

Individual chocolate and raspberry
bombe, vanilla bean Anglaise, fresh
raspberries

Customs House crème brûlée, raspberry,
yuzu **(GF)**

Peanut butter parfait, chocolate soil, banana,
candied peanuts

Lime curd tart, mojito jelly, meringue,
citrus salad, vanilla bean anglaise

Strawberry tart, verbena, candied lemon,
strawberry buttermilk

Poached pear, crumble, caramel cream,
spiced syrup, candied walnuts

Eton Mess - berries, cream, meringue, ice
cream

CHILDREN'S MEALS

MAIN COURSE

(Please select one item from the following options)

Chicken breast nuggets with chips and
fresh green salad

OR

Crumbed fish pieces with chips and fresh
green salad

DESSERT

Ice cream sundae - vanilla ice cream with
chocolate sauce and strawberries

OR

Warm chocolate brownie - vanilla ice
cream with chocolate sauce



Beverage Packages

A choice of four packages, which includes your pre-dinner drinks, is available for your wedding reception.



CH BEVERAGE PACKAGE

DeBortoli Willowglen Sparkling
DeBortoli Willowglen Semillon
Sauvignon Blanc
DeBortoli Willowglen Shiraz Cabernet
Great Northern Original, Asahi Soukai
3.5 and Cascade Premium Light
Somersby Apple Cider
Soft Drinks, Mineral Water
and Orange Juice



PREMIUM BEVERAGE PACKAGE

Veuve Ambal Blanc de Blancs Brut NV
Cake Adelaide Hills Pinot Gris
Credaro Five Tales Shiraz
Ashai, Cricketers Arms Spearhead
Pale Ale, Asahi Soukai 3.5 and
Cascade Premium Light
Somersby Apple Cider
Soft Drinks, Mineral Water
and Orange Juice



DELUXE BEVERAGE PACKAGE

Bianca Vigna Prosecco
Rameau D'or Rosé
Red Claw Chardonnay
Red Claw Pinot Noir
St Hallett Garden of Eden Shiraz
Asahi, Stone & Wood Pacific Ale,
Asahi Soukai 3.5 and Cascade
Premium Light
Somersby Apple Cider
Soft Drinks, Mineral Water
and Orange Juice



PRESTIGE BEVERAGE PACKAGE

Louis Roederer Brut Premier
Craggy Range Marlborough
Sauvignon Blanc
Shaw & Smith M3 Chardonnay
Craggy Range Te Muna Road
Pinot Noir
Henschke Keyneton Euphonium
Asahi, Stone & Wood Pacific Ale, Asahi
Soukai 3.5 and Cascade Premium Light
Somersby Apple Cider
Soft Drinks, Mineral Water
and Orange Juice

BEVERAGE PACKAGE UPGRADE

- Arrival speciality cocktail **ADD \$10 PER PERSON**
- Include house spirits to your package **ADD \$9 PER PERSON PER HOUR**
(MINIMUM OF 3 HOURS)

Wedding Information

CHAIR COVERS

Chair covers are white fabric with a large choice of colours for the sashes.

Your Event Coordinator has sash fabric swatches for your consideration.

TIFFANY CHAIRS

Tiffany chairs can be arranged. Please contact your Event Coordinator for colours, styles and availability.

LINEN

White linen tablecloths and white linen serviettes are provided.

Black linen is available.

SILVER FLORAL CANDELABRAS

The silver floral candelabras are 4 prongs with LED taper candles and a central arrangement of white lilies. Should you wish to have white roses as your preferred flowers a surcharge of \$5.00 per person is applicable (Long Room Elegance and Grandeur receptions only).

If you wish to have additional LED tea lights, a maximum of 4 tea lights per table applies. Cost is \$2.00 per tea light.

Clients will be charged for any LED candles removed from the premises on the evening.

Due to our heritage policy, Customs House will only allow LED candles and tea lights to be used in all our reception rooms.

TABLES

Tables are oval in shape and seat a minimum of 8 persons and a maximum of 10 persons. Clothed and skirted cake table is provided with silver cake stand and knife. Clothed and skirted gift table is provided.

EVENT COORDINATOR

A personal Event Coordinator will be allocated to your wedding reception after confirmation. Your coordinator will liaise with you as necessary in the lead up to your reception and arrange a meeting

with you approximately 6 weeks prior to the wedding to confirm all arrangements. A Banquets Supervisor is then allocated to execute your reception in accordance with your signed event manifest.

FLOOR PLAN

A plan of The Long Room and River Room is included for your information.

PRE-RECEPTION DRINKS

For wedding receptions in The Long Room we suggest you allow 30 to 40 minutes for pre-reception drinks and canapés and 15 to 20 minutes for guests to move upstairs into the reception room. The Riverside Terrace is only reserved for receptions greater than 60 guests and must be vacated by 6.15pm.

SPECIAL DIETS/VEGETARIAN MEALS

We will be happy to cater for guests who are vegetarian or who have special dietary requirements. Please speak with your Event Coordinator as prior notice is

essential.

CHILDREN'S MEALS

Children aged between 3 years and 10 years will enjoy all the inclusions of your wedding package plus a 2 course menu with soft drinks and orange juice throughout the reception at \$60 per child or \$95 per child when booking the Lustre is Luxury package. Children under 3 years are free of charge.

BAND/DJ AND PHOTOGRAPHER/ VIDEOGRAPHER MEALS

A hot plated main meal from your menu plus soft drinks and juices can be supplied at \$50 per person.

WEDDING CAKE

Our chef will be happy to cut your wedding cake into finger slices and place on platters served to each guest table with tea and coffee.

Wedding Information

Our kitchen staff will be pleased to place your wedding cake into bags or assembled boxes supplied by you at no additional cost.

Should you wish to have your wedding cake served as a dessert with berry coulis and cream, the price of your wedding package will be reduced by \$5.00 per person (applicable for Elegance, Grandeur and Lustre is Luxury receptions only).

CAR PARKING

NO PARKING on site except for one disabled car parking space. Limited access is provided to off load equipment and supplies required for functions.

PARKING IS AVAILABLE AT:

Wilson's Parking – Riverside Centre,
123 Eagle Street, Brisbane
Phone: 0401 042 684

<http://www.wilsonparking.com.au/go/wilson-car-parks/qld/riverside-centre>

The Riverside Centre car park has two entries on Eagle Street. The northern entry is near Pig N Whistle. The southern entry is via the left hand lane under Jade Buddha.

Simply have your parking ticket validated by Customs House to enjoy the discounts.

All parking tickets must be validated at Customs House to receive the discounted rates.

DISABLED ACCESS

A car parking space on the Riverside Terrace can be made available for disabled guests. Wheelchair access to the building is via the Riverside Terrace centre doors. A lift operates in the building providing access to the Queen Street and Mezzanine levels.

A disabled toilet is located on the River level of the building.

ACCOMMODATION

A number of hotels are located in the immediate area. We recommend:

Sofitel Brisbane

(07) 3835 3535

Please email H5992@sofitel.com for accommodation enquiries.

*(All wedding guest reservations include overnight accommodation in a King Superior Room with breakfast for two)**

Brisbane Marriott Hotel

(07) 3303 8032

Please email reservations.brisbane@marriott-hotels.com for accommodation enquiries.

*(All wedding guest reservations include breakfast for two and complimentary valet parking)**

**Subject to availability, conditions apply.*

PUBLIC HOLIDAYS

Customs House is closed on public holidays.



Terms & Conditions

1. CONFIRMATION OF BOOKING/ DEPOSIT

Tentative holds will be held for a maximum of 5 days ONLY. A deposit of \$3000 together with a signed Event Agreement and credit card details is required to confirm your hold. If the deposit is not received within the 5 days, the hold will be cancelled and the date will be released.

A further payment of 25% of the total estimated expenditure is required 120 days prior to your reception with the final balance due five (5) working days prior to the reception.

2. FINAL DETAILS

To ensure a smooth and successful reception, all details relating to schedule, menus, beverages, room set up and audiovisual requirements are required at least 6 weeks prior to your reception. All additional requests received after this time may not be able to be accommodated.

3. CONFIRMED NUMBERS

To assist with ordering and staffing, minimum guaranteed numbers are required 5 working days (Monday-Friday) prior to the date on which the function commences. This is the minimum number of guests that will be catered and charged for.

Increases can be submitted up to 3 working days prior to the event

4. LONG ROOM - MINIMUM SPEND

A minimum spend of **\$17,000** is required for food, beverage, and room hire in The Long Room on a Saturday evening. Minimum spends of **\$14,000** also apply to Friday and Sunday evenings.

Days that fall before a public holiday will incur the same minimum spend as a Saturday evening.

5. RIVER ROOM - MINIMUM SPEND

A minimum spend of **\$11,000** is required for food, beverage, and room hire in

The River Room on a Saturday evening. Minimum spends of **\$8,000** also apply to Friday and Sunday evenings.

Days that fall before a public holiday will incur the same minimum spend as a Saturday evening.

6. RESTAURANT - MINIMUM SPEND

A minimum spend of **\$7,000** is required for food, beverage, and room hire on a Sunday evening. Days that fall before a public holiday will incur a **\$9,000** minimum spend

7. CANCELLATION POLICY

Should you need to cancel your reception the following conditions apply:-

Notification of cancellation **MUST** be in writing.

Notice of more than 120 days - full deposit is refunded provided the room is rebooked and a deposit paid.

Notice of 60 to 120 days - 50% of monies

is retained by Customs House, 50% of monies is refunded provided the room is rebooked and a deposit paid.

Notice of 7 to 60 days - all monies are retained by Customs House.

Notice of less than 7 days - all monies are retained by Customs House plus you will be charged for 75% of catering costs and room hire associated with your reception.

8. POSTPONEMENT POLICY

Should you need to postpone your reception the following conditions will apply:-

Notification of postponement **MUST** be in writing.

Notice of 120 days or more from first day of your reception - 50% of the deposit will be retained by Customs House and a new contract will be issued, subject to availability.

Terms & Conditions

Notice of 60 to 120 days prior to the first day of your reception – 50% of all monies will be retained by Customs House and a new contract will be issued, subject to availability.

Notice of 7 to 60 days prior to the first day of your reception – due to costs incurred at this stage, all monies received will be retained and a new contract will be issued, subject to availability.

Notice of less than 7 days – all monies are retained by Customs House plus you will be charged for 75% of catering costs and room hire associated with your reception. A new contract will be issued, subject to availability.

9. CHANGE OF CIRCUMSTANCE

Whilst every reasonable effort will be made to ensure that your reception will proceed on the date you have nominated, we reserve the right to cancel your reception due to a change in circumstances/unforeseen Act of God

which may be within or outside our control. As soon as we become aware of any such change in circumstances, we will notify you that your reception is cancelled and we will refund your deposit in full. Your damages in respect to any cancellation are limited to the amount of the deposit and you have no further claim against us for any further damages or loss that you may suffer as a consequence of the cancellation.

10. PAYMENT

Prepayment of your total account is required five (5) working days prior to your reception.

11. SURCHARGES

Reception Duration: Five hour wedding receptions held in The Long Room may be extended by one hour (maximum).

- **One hour extension - \$18 per person including beverages**
- **Half hour extension - \$9 per person including beverages**

Please note that Customs House does not offer wedding receptions in excess of 6 hours duration. Evening receptions must conclude by midnight.

12. DURATION

The duration of the wedding reception cannot be extended on the evening.

13. PRICES (PRICES ARE INCLUSIVE OF GST)

Prices in this compendium are applicable for wedding receptions held from **1 January 2022 - 31 December 2022** and are inclusive of GST.

14. MENUS/BEVERAGES

Menus and beverage packages are subject to change without notice.

15. NOISE RESTRICTIONS

As Customs House is adjacent to residential apartments, noise restrictions are applicable as specified on our liquor licence. Amplified music/noise is **NOT**

permitted in any outdoor area.

All entertainment in every form must be discussed with your Event Co-ordinator and approved by the Director prior to your reception. Management reserves the right to refuse approval of entertainment in any form prior to your reception if it does not conform to the guidelines required by Customs House.

16. RIVERSIDE TERRACE

Long Room wedding receptions must vacate the Riverside Terrace by 6:15pm.

A marquee is installed on the Riverside Terrace during the months of November and December and when deemed necessary by the management of Customs House

17. LIQUOR LICENCE/ALCOHOL SERVICE

Customs House operates under the terms and conditions of its Commercial Special Facility Licence. In accordance with the

Event Terms & Conditions

Liquor Act, responsible service of alcohol is practised at Customs House. Alcohol will not be served to guests under the age of 18 years or to intoxicated guests. Management reserves the right to request proof of age identification for any reception guest.

Customs House is licensed until 12.00 midnight.

18. SMOKING POLICY

Customs House is a non-smoking venue. Should guests wish to smoke, they must move outside the grounds. All food and beverages are to remain on the property.

19. PERSONAL EFFECTS

You and your guests are strictly liable and responsible for any items, equipment or personal effects brought into or left at Customs House. Customs House will not be liable for damage, loss or theft sustained by you or your guests before, during or after your event, except where

such damage, loss or theft is due to Customs House's negligence.

20. INDEMNITY AND LIABILITY

The Client indemnifies the University from all losses, claims, actions, demands, proceedings, damages, costs charges and expenses (including consequential damages or losses) in respect of or in relation to the death of or injury to, or illness of any person or loss of, or damage to property to the extent that such loss or damage is caused by the negligent or wilful act or omission of the Client or its employees or agents in relation to the performance of this agreement.

21. COMPLIANCE

Clients are responsible for the orderly behaviour of their guests. Customs House reserves the right to intervene where deemed necessary.

22. BREAKAGES

Clients are financially liable for any damage sustained to Customs House by the action of their guests or outside contractors.

All breakages and damages will be charged to the client in full.

23. DELIVERY & COLLECTION OF GOODS

A serious lack of storage in our heritage building necessitates delivery of goods on the same day as your event. All items delivered to Customs House must be clearly identified and have a return address. Please speak with your Event Coordinator for a delivery template. Items must be removed on completion of your event. The delivery of goods to Customs House is at your own risk and liability. Customs House will not be liable for damage, loss or theft of your goods before, during or after your event.

24. HERITAGE RESTRICTIONS

Due to the heritage nature of Customs House certain restrictions are applicable:-

- No items are to be pinned, glued, taped or attached in any way to the walls, floors or ceilings.
- The use of helium balloons, rice, confetti and indoor and outdoor fireworks is prohibited.
- Due to the limited facilities in our heritage building, we are unable to offer guests a choice menu in any course.
- Due to the limited facilities in our heritage building, we are unable to offer menu tastings.
- LED candles and tealights ONLY.

*Prices valid 1 January 2022 - 31 December 2022
Prices are inclusive of GST*

Wedding Specialists

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Marcus Bell, Master of Photography - the happiness, love and pure joy expressed in a look, a touch, a smile.

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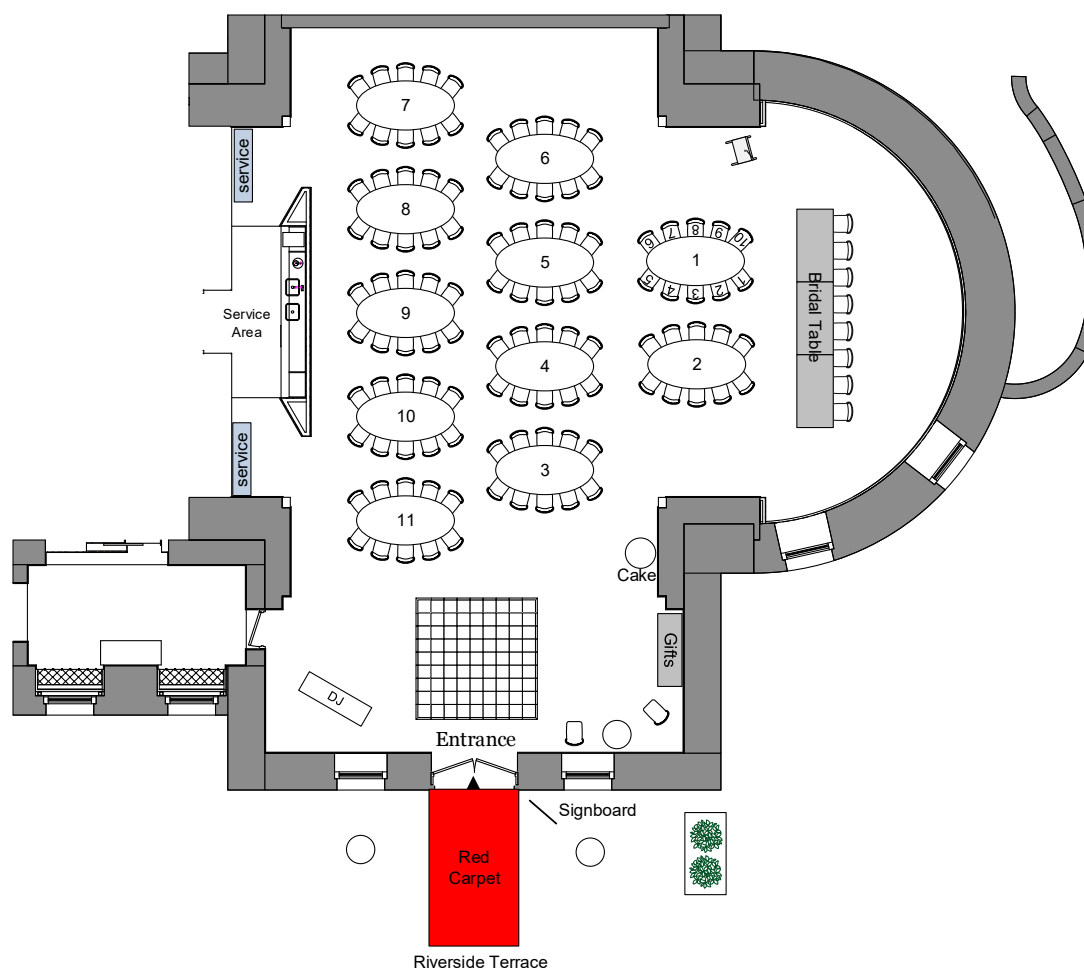
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Wedding Floor Plan

THE RIVER ROOM



Wedding Floor Plan

THE LONG ROOM

