

CUSTOMS  
HOUSE HOTEL

Wedding  
Package  
2023



(02) 4925 2585

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[www.customhouse.net.au](http://www.customhouse.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](mailto: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.

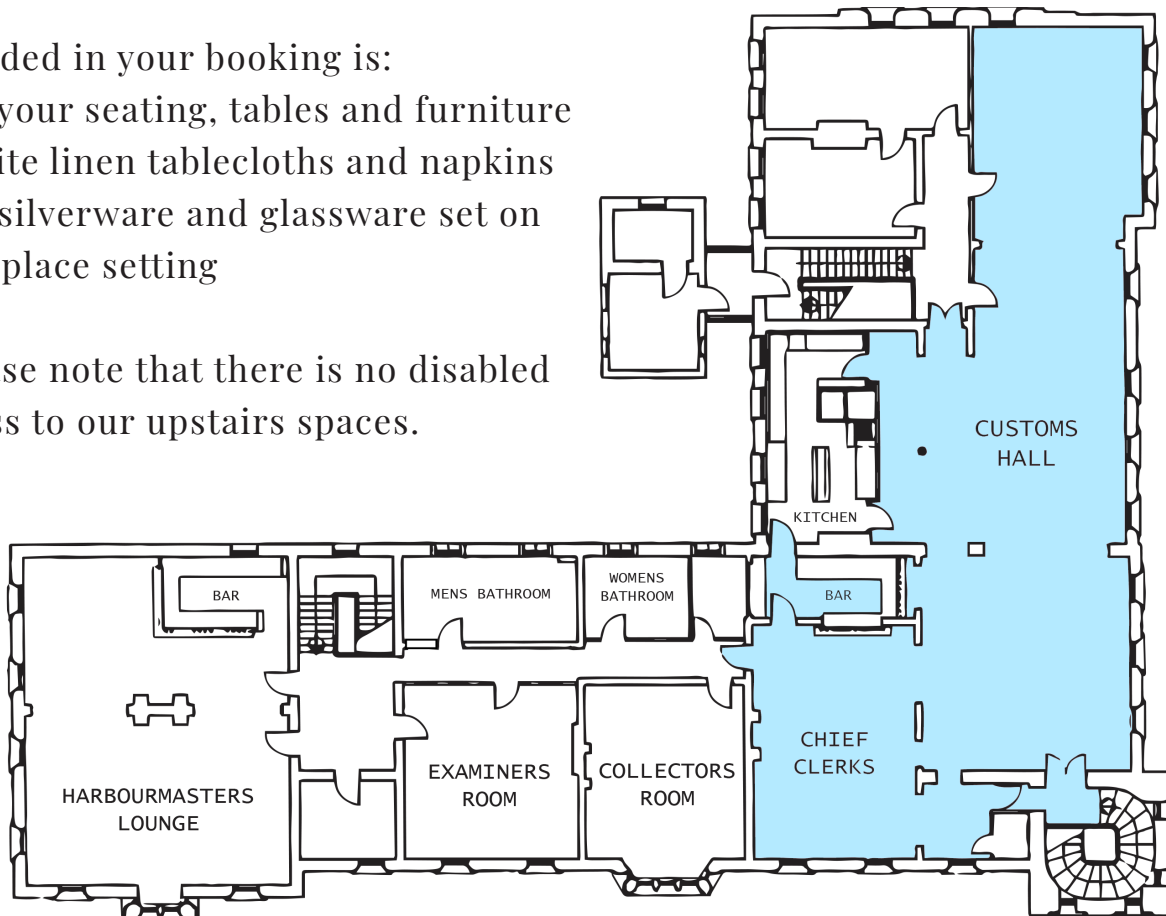
The room is also equipped with fully ducted air-conditioning, with an in-house sound system, handheld wireless microphones and a parquet dance floor, making your booking as inclusive and hassle free as you could want when planning your big day!



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.

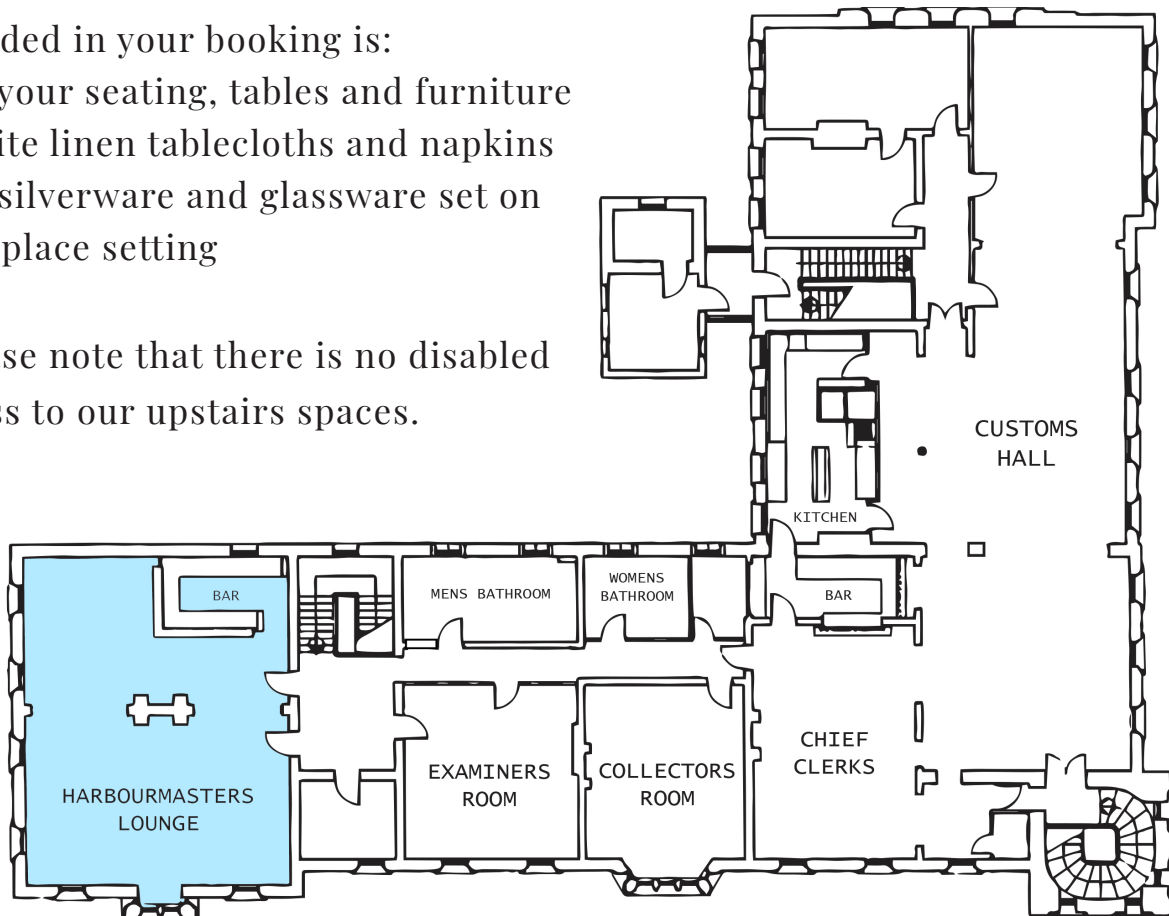
This space is perfect for cocktail style events for up to 60 guests or 40 for a seated dinner.



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

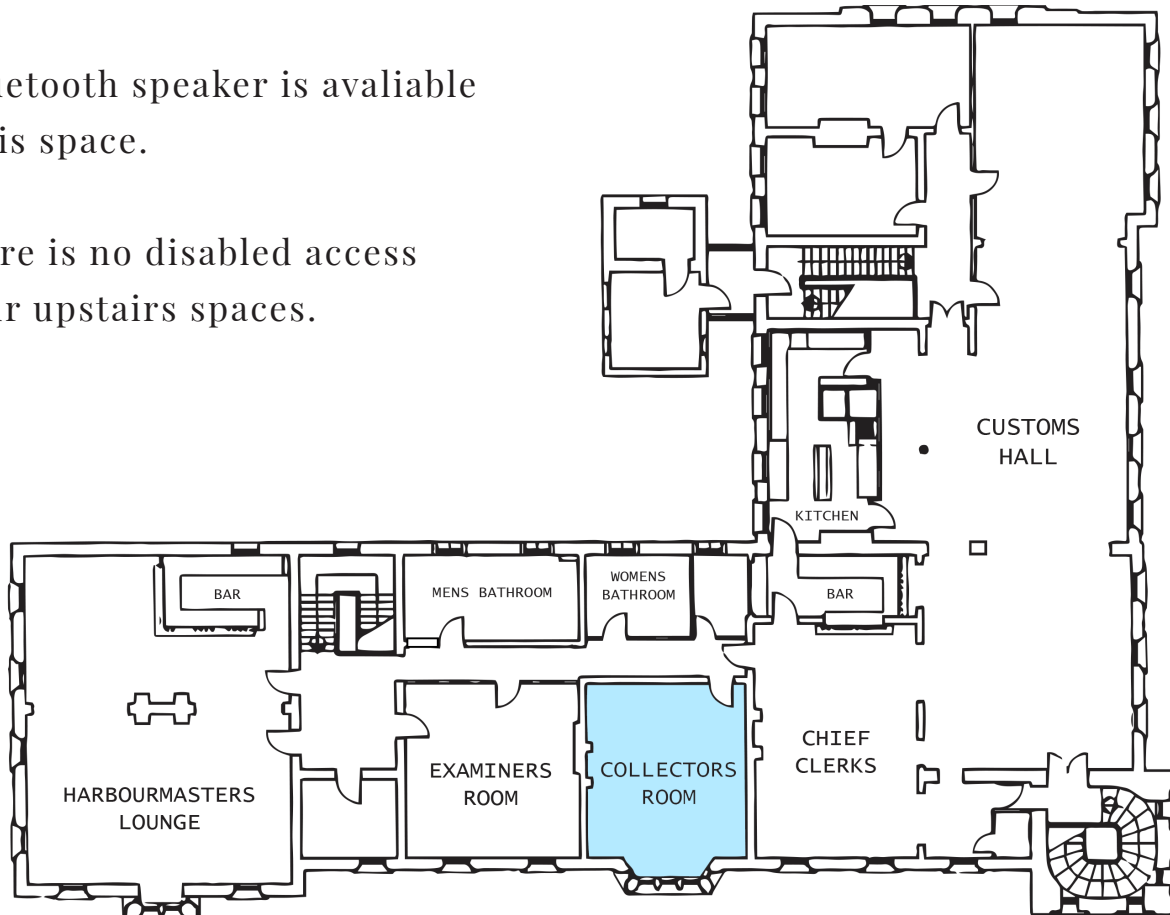
The Collectors Room is the perfect space for a truly intimate gathering. Whether it be a private elopement, ceremony with just those nearest and dearest, or a candle lit dinner, this space will deliver a night to treasure.

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 0.0 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 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



*\* 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 Sation \$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 deposit

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 wedding.

Failure to provide these details by the outlined deadline may result in Customs House making these selections for you OR the event being cancelled.

2.b) All wedding packages include a 5-hour standard beverage package. For any items not included in this package you may chose to either upgrade your package, run a bar tab, or have guests purchase their own, however please note we do not do subsidised bar tabs. None of the above options can be used to substitue the beverage package included in your chosen wedding package.

2.c) Due to seasonal changes our menu options are subject to change. We will inform you of changes as soon as possible.

2.d) 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 wedding cake or cupcakes, the charge for which is included in all of our wedding packages. 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 package is available for \$30.00 (ages 1-12) which includes a selection of one of our children's meals, plus soft drinks & juices. A teenager package is also available (priced based on chosen package) which includes catering and soft drinks & juices. Guests under 18 are not permitted at the bar.

## 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 innapropriate 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 deposits are non-refundable but are transferable to a future function date if cancelled at least one (1) month prior to the booked date.

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 all wedding packages 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 event past 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, beverage, glassware, decorations)
- 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 weddings 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 / GROOM : \_\_\_\_\_

NAME OF BRIDE / GROOM: \_\_\_\_\_

DATE OF WEDDING: \_\_\_\_\_

START TIME: \_\_\_\_\_ END TIME: \_\_\_\_\_

CEREMONY SPACE: \_\_\_\_\_ RECEPTION SPACE: \_\_\_\_\_

EXPECTED GUEST NUMBERS: \_\_\_\_\_

PACKAGE: Ceremonly / Cocktail / 2 Course / 3 Course / Feast

HOW DID YOU FIND OUT ABOUT US? \_\_\_\_\_

## 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: