



# YOUR 18th/21st BIRTHDAY CELEBRATION

Harbourview on Queens Wharf is centrally located on Newcastle's beautiful harbour foreshore. Our spectacular waterfront venue has four stunning function rooms with extensive views of the harbour providing the perfect backdrop to your birthday celebration.

Your family and friends will not only be impressed by our stunning location, but also by our commitment to providing an exceptional level of service and complete attention to your guests.

Our quality of catering and attentive staff will leave a lasting impression.

You will find following our all inclusive package with room hire, cocktail food, DJ, decorating and security all included for you, leaving little else to plan.

Harbourview comprises of four large function rooms, each with its own facilities and the ability to operate independently or in conjunction with our other rooms. From a small intimate dinner setting to a large stand up cocktail gathering, your requirements can most certainly be met.

We would be more than happy to show you through the centre and we are here to assist you right through the planning process. If you have any queries, or if there is anything at all we can help you with, please do not hesitate to contact us.

[info@harbourviews.com.au](mailto:info@harbourviews.com.au)

P 02 4926 2999

F 02 4929 2772

Visit our web page on [www.harbourviews.com.au](http://www.harbourviews.com.au)

We thank you for considering our venue for your birthday celebration. We hope to have the pleasure of welcoming you and your guests to Harbourview.

Best wishes,

Hayley Hutchinson | Function Manager

*Harbourview*



**18TH/21ST BIRTHDAY CELEBRATION**

Complementary room hire for up to 5 hours

Hot and cold finger food served over a two hour duration with chips and lollies on arrival

Professional DJ for the duration of your room hire *(your choice of music)*

Security for the duration of your function

**All your function room decorating including:**

Full ceiling fairy lighting

100 Balloons over your dance floor in your choice of colours

Our glass sphere centrepieces with glass beading and a pillar candle

Coloured serviettes in your choice of colour

Up to 80 guests \$44.50 per person

80+ Guests \$41.50 per person

*Beverage packages, account bar and cash bar facilities available*

**WHY NOT ADD:**

A photo booth for four hours with a professional attendant, unlimited prints and fun props \$600.00

*After some extra decorating to make your special day? We utilise Cupids Corner Wedding and Event Hire, contact them for some ideas 0403 284 2321*

*\* Packages are flexible, please ask one of our coordinators to tailor a package to your needs*

*\* Please note this package applies to 18th and 21st birthdays only*

*Harbourview Function Centre*

**COCKTAIL MENU**

2 hours service

*Designed as a meal replacement menu*

Arrival Potato chips and Lollies

Crispy fried Buffalo Wings with Smokey BBQ Sauce

Salt and Pepper Squid

Gourmet bite sized Pies (Curry Chicken, slow cooked Lamb and Rosemary, braised Beef and Black Pepper)

North African spiced Chicken skewers with Mint Yoghurt

Handmade mini Pluto Pups

Mixed Seafood and Vegetable Tempura

Wagyu, Bacon and Caramelised Onion Sliders

Handmade Sausage Rolls



## FUNCTION BEVERAGE LIST

*Account bar or cash sales available*

SPARKLING WINE	Bottle	Glass
Tyrrells Moores Creek Sparkling	\$30.00	\$7.00
Killawarra Dusk Sparkling	\$28.00	\$7.00
Varichon Et Clerc, Methode Champenoise Nv, Burgundy, France	\$46.00	

WHITE	Bottle	Glass
Tyrrells, Moores Creek Semillon Sauvignon Blanc	\$28.00	\$7.00
Round Two by Kym Teusner, Semillon Sauvignon Blanc, Barossa Valley	\$39.00	\$8.00
Round Two by Kym Teusner, Chardonnay, Barossa Valley	\$39.00	\$8.00
Paxton Organic, Pinot Gris, McLaren Vale SA	\$44.00	
Ingram Rd, Chardonnay, Yarra Valley VIC	\$44.00	

RED WINE	Bottle	Glass
Tyrrells, Moores Creek, Cabernet Sauvignon	\$28.00	\$7.00
Round Two by Kym Teusner, Shiraz, Barossa Valley	\$39.00	\$8.00
Round Two by Kym Teusner, Cabernet Sauvignon, Barossa Valley	\$39.00	\$8.00
Paxton Organic, MV Shiraz, McLaren Vale SA	\$44.00	
Ingram Rd, Pinot Noir, Yarra Valley VIC	\$44.00	

BEER	Bottle
Hahn Premium Light	\$5.50
Xxxx Gold Mid Strength	\$6.00
Xxxx Summer, 5 Seeds Cider	\$7.00
Tooheys New, Hahn Super Dry	\$7.00
Coopers Pale Ale, Tooheys Extra Dry, Tooheys Old	\$7.00
Corona, James Squire One Fifty Lashes, James Squire Golden Ale	\$8.00

SOFT DRINKS	
Soft Drinks	\$4.00
Soft Drink Jugs	\$14.00
Fruit Juice	\$4.50

SPIRITS	
Standard Spirits	\$8.50

## BEVERAGE PACKAGE OPTIONS

### BEVERAGE PACKAGE

2 Hour Package	\$27.00 per person
3 Hour Package	\$32.00 per person
4 Hour Package	\$37.00 per person
5 Hour Package	\$42.00 per person

### INCLUDED BEVERAGES

#### SPARKLING

Tyrrells Moores Creek Sparkling

#### BEER

Standard, Light and Cider

#### BOTTLED RED WINE

Round Two by Kym Teusner, Shiraz or Cabernet Sauvignon

#### BOTTLED WHITE WINE

Round Two by Kym Teusner, Semillon Sauvignon Blanc or Chardonnay

#### SOFT DRINK AND FRUIT JUICE

*In order to ensure your beverage selection is available please confirm your selection two weeks prior to your event. A maximum of 2 whites, 2 reds and 3 heavy beers can be selected on consumption (these prices are for monday - saturday functions only - excludes sundays and public holidays)*



## ROOM INFORMATION

At Harbourview on Queens Wharf we have four fabulous rooms, each overlooking Newcastle harbour and the Pacific Ocean. Please find below a brief description of each room. We recommend an inspection of your chosen room be arranged, where we will provide a detailed floor plan to assist you in planning your event. Please note - the following prices are for room hire where catering is included. Should you require a seminar with no catering, there will be an extra charge for the set up of the room. Functions where alcohol is served must also have catering.

### ROOM COMPARISON CHART

	area sq.m	height 'm'	theatre	cocktail	banquet	cabaret
Harbourview Room	220	2.55	120 guests	250 guests	120 guests	100 guests
Hunter Room	120	2.55	70 guests	120 guests	80 guests	50 guests
Seaview Room	242	2.40	120 guests	200 guests	150 guests	100 guests
Harbour Lights	163	2.40	60 guests	100 guests	80 guests	60 guests



#### THE HUNTER ROOM

Located on the first floor of the centre, the Hunter Room offers a private balcony where your guests can enjoy pre dinner drinks. The Hunter Room can accommodate 80 guests for a sit down dinner on round tables or up to 120 for a cocktail style function. Room hire for the Hunter room is \$400.00 for a full day duration. A minimum of 40 guests is required for the use of this room on a Saturday evening.



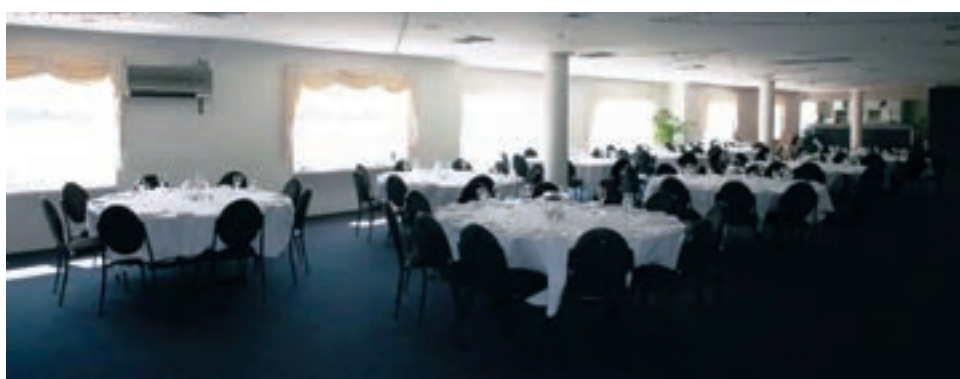
#### THE HARBOURVIEW ROOM

Located on the first floor of the centre, the Harbourview Room also features a fabulous balcony, which alone has standing room for approximately 120 guests. The Harbourview Room can comfortably seat up to 120 guests on round tables or 250 for a cocktail style function. Room hire for the Harbourview Room is \$550.00 for a full day duration. A minimum of 80 guests is required for the use of this room on a Saturday evening.



#### THE HARBOUR LIGHTS ROOM

Located on the second floor of the centre, the Harbour Lights Room has wonderful views from the full length windows. This room can cater for up to 80 guests for a sit down dinner or 100 cocktail style. Room hire for the Harbour Lights Room is \$380.00 for a full day duration. A minimum of 40 guests is required for the use of this room on a Saturday evening.



#### THE SEAVIEW ROOM

Located on the second floor of the centre, the Seaview Room can be hired separately or coupled with the Harbour Lights Room for extra capacity. The Seaview Room, separately, can cater for 150 guests on round tables, or up to 200 guests for a cocktail style event. Room hire for the Seaview Room is \$500.00 for a full day duration. A minimum of 80 guests is required for the use of this room on a Saturday evening. For room capacities of the Seaview Room together with the Harbour Lights Room, please speak with one of our sales team, where we can discuss your individual requirements in detail.

## BOOKING FORM

Please read this form carefully and provide the details at the bottom of the page to confirm your function and return to us via post, 150 Wharf Road, Newcastle NSW 2300 or fax 4929 2772.

### ORGANISING YOUR EVENT

To enable us to finalise all details and meet your requirements we ask you to make an appointment with our office to see our coordinators. This way we can ensure that we can provide you with the best possible service.

### DEPOSITS

Once you have decided that Harbourview on Queens Wharf would be ideal for your function, a deposit of \$500.00 per room is required. This deposit will secure your booking on the specified date. Harbourview cannot guarantee any function booking without a deposit.

### FINAL NUMBERS AND PAYMENT

Final numbers are required seven (7) days prior to your function. This will be the minimum number charged for your function. Full payment is required prior to the day of your function and can be made by either bank cheque, direct deposit, cash or credit card only. Any payments made by credit card will attract an additional fee to recover any bank fees as follows:

Amex – 1.35%

Mastercard / Visa / Bankcard – 1.35%

We are happy to accept a personal cheque, however, payment must be made fourteen (14) days prior to your function to allow processing.

Please note that we do not accept Diners Club.

### PERSONAL PROPERTY

Harbourview on Queens Wharf cannot accept responsibility for personal effects, decorations, equipment or valuables. At the conclusion of your function, all your personal property should be removed.

### DAMAGE TO THE CENTRE

Any damage sustained to any part of the centre by the organiser or their guests is the responsibility of the organiser. The organiser is responsible for the level of conduct of their guests for the duration of the function.

### DECORATION

We encourage you to decorate as you choose, however please check with our office before attaching any material to walls, ceilings or handrails in the building.

### CANCELLATION

Cancellations must be in writing and posted, faxed or emailed to Harbourview Function Centre.

### EVENT CANCELLATION

0 – 90 days forfeiture of full deposit

91 – 365 days Harbourview will refund 50% of deposit

366 days onwards full deposit will be refunded

### RESPONSIBLE SERVICE OF ALCOHOL

Harbourview on Queens Wharf fully supports the responsible service of alcohol legislation. Harbourview staff reserve the right to refuse service of alcohol to anyone considered intoxicated. Anyone we believe to be under the age of 18 years will be asked to present photo identification, if this is not forthcoming we will refuse service of alcoholic beverages.

### SECURITY

If in the opinion of the management of Harbourview, it is necessary to employ staff for the purpose of maintaining security at any function to be held at Harbourview, the cost of employing such staff shall be added to the function charge.

### EXTRA CHARGES

Any function booked with this centre is for a period of five (5) hours unless otherwise arranged. After the specified duration, there will be an additional charge of \$150.00 per hour.

This amount covers room hire and the required staff. Harbourview reserves the right not to extend any function.

Prices are subject to change due to circumstances beyond our control such as: product cost increases, wage cost increases, government imposts and charges. Prices will be confirmed two months prior to your function date.

Thank you for booking your function with Harbourview on Queens Wharf. You can be assured that we will do our very best to make your function an event to remember.

Contact Name: \_\_\_\_\_

Postal Address: \_\_\_\_\_

Contact Phone: (\_\_\_\_) \_\_\_\_\_

Numbers: \_\_\_\_\_

Type of Function: \_\_\_\_\_

Date of Function: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Room: \_\_\_\_\_

I have read and understood the above conditions and i will forward my deposit of \$500.00, To secure my booking.

Signature: \_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

