



YOUR CONFERENCE SOLUTION

Harbourview on Queens Wharf is centrally located on the beautiful Newcastle harbour foreshore, boasting wonderful views of one of Newcastle's most unique and celebrated features.

Your colleagues and special guests 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.

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.

By day we can cater for your seminar, meeting or luncheon and by night your conference dinner or casual cocktail gathering. We also cater for company christmas parties and special events.

Please find following some information regarding our current conference package pricing, some frequently asked questions and our booking procedures.

Our caring staff will ensure you have the very best service that Newcastle has to offer. We constantly strive to create an experience for you and your guests that will be remembered fondly.

From the time you first visit our centre, to the seemingly effortless delivery of your function, you can be assured of the personal care that is Harbourview.

We would love to have the opportunity to show you around the centre, find the perfect room to suit your requirements and give you a clear understanding of exactly how we can make your day worry free.

For a viewing appointment or further information, please do not hesitate to contact us.

info@harbourviews.com.au

P 02 4926 2999

F 02 4929 2772

Visit our web page on www.harbourviews.com.au

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

Warm regards,

Hayley Hutchinson | Function Manager

Harbourview

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. Half day hire rates can be arranged.

	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 Room	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.

BREAKFAST



**please be advised a minimum of 10 guests is required*

COLD CONTINENTAL BUFFET BREAKFAST \$12.50 per person

Selection of cereals
 Fresh seasonal fruit platter
 Selection of yoghurts
 Freshly baked croissants, muffins, danish pastries
 Chilled orange, apple and pineapple juices
 Freshly brewed coffee and specialty teas

HOT BUFFET BREAKFAST \$21.60 per person

Grilled crispy bacon
 Chipolata sausages
 Roasted roma tomatoes
 Scrambled eggs with chives
 Sautéed button mushrooms and spinach
 Hash browns
 Baked beans
 Assorted breads for toasting with various condiments
 Chilled orange, apple and pineapple juices
 Freshly brewed coffee and specialty teas

SERVED HOT PLATED BREAKFAST \$21.60 per person

Grilled crispy bacon
 Chipolata sausages
 Roasted roma tomatoes
 Scrambled eggs with chives
 Sautéed button mushrooms and spinach
 Assorted toast
 Chilled orange, apple and pineapple juices
 Freshly brewed coffee and specialty teas

COLD CONTINENTAL AND HOT BUFFET

OR SERVED HOT PLATED \$31.50 per person

COCKTAIL BREAKFAST MENU \$21.00 per person

1 hour service

Designed as a networking breakfast in replacement of a seated meal

English muffins
 mini muffins with bacon and egg
 Fresh fruit skewers
 seasonal fruit pieces drizzled with yoghurt

Mini tartlets
 scrambled egg and smoked salmon, sautéed mushroom and
 shaved ham, tomato and ricotta

Muffins and croissants
 served with jam

French toast
 bite size pieces drizzled with maple syrup

Chipolatas
 with smokey bbq sauce

Sourdough toasts
 topped with avocado, lemon and pepper

Banana bread
 served with cinnamon butter

Selection of juices - orange, apple and pineapple

Freshly brewed coffee and specialty tea



MORNING AND AFTERNOON TEA



**please be advised a minimum of 10 guests is required*

Suggestions:

ON ARRIVAL

Freshly brewed coffee and a selection of specialty teas \$4.50 per person

Freshly brewed coffee, a selection of specialty teas and fruit juice \$5.10 per person

MORNING OR AFTERNOON TEA

Choose 2 options from this selection below \$8.90 per person

Choose 4 options from this selection below \$12.50 per person

Fruit compote, yoghurt, granola ramekins

Assorted fresh baked friands

Assorted fruit, berry and chocolate muffins

Rich chocolate and walnut brownie

Assorted handmade mini cupcakes

Portuguese vanilla custard tarts

Muesli slice

Strawberry and coconut slice

Freshly baked danishes

Caramel slice

Fresh baked scones with jam and cream

Mini savoury quiches

Assorted fresh baked cookies

Sliced fruit platter

Gourmet bite sized pies (curry chicken, slow cooked lamb and rosemary, braised beef and black pepper)

Served with

freshly brewed coffee, a selection of specialty teas and fruit juice

Harbourview Function Centre



DAY CATERING LUNCH MENUS



**please be advised a minimum of 10 guests is required*

GOURMET SANDWICH BUFFET \$19.50 per person

Please choose four options for your guests to enjoy from the selection below

Grilled chicken caesar wrap with crispy bacon, cos lettuce and parmesan dressing

Poached chicken breast, avocado herb mayonnaise, wild rocket, thick cut multi grain

Roasted tandoori chicken breast, minted yoghurt, asian coleslaw wrap

Prime roast beef damper roll, vine tomato, mixed baby leaves, horseradish mayonnaise

Classic egg mayonnaise, ice berg lettuce, damper roll

Handmade falafel wrap, hummus, tabouleh, lemon dressing

Roasted vegetable, garden herbs and persian feta on thick cut wholemeal

Double smoked leg ham, english cheddar, pickle and mustard on thick cut white bloomer

Roast turkey breast, camembert, cranberry relish and rocket on multigrain

Smoked salmon, black pepper cream cheese, cucumber, baby cos on white bloomer

Served with

Basket of whole fresh fruit or fresh sliced fruit platter

Freshly brewed coffee, a selection of specialty teas and fruit juice

JAPANESE INSPIRED BENTO BOXES \$28.00 per person

Try one of our hot and cold bento boxes, a great way to inject some fun into your lunch break. Our bento boxes look fantastic and really add some flair. Choose 4 of the following to be served with steamed fragrant rice and authentic dipping sauces in a glazed bento box.

Coconut thai chicken salad with cucumber ribbons and roasted peanuts

Thai beef salad with glass noodles, coriander and nam jim dressing

Tempura king prawns

Tempura vegetables

Crispy pork dumplings

Crispy duck and mushroom dumplings

Yakitori chicken skewers with sesame ginger glaze

Avocado and cucumber nori rolls

Served with a basket of whole fresh fruit or fresh sliced fruit platter

Freshly brewed coffee, a selection of specialty teas and fruit juice

ITALIAN STYLE WORKING LUNCH \$28.00 per person

Please choose two hot options for your guests to enjoy from the selection below

Ricotta, roast pumpkin and feta cannelloni, roast tomato sauce, basil pesto and parmesan cheese (v)

Lasagna of slow cooked angus beef, vine tomatoes and basil

Spinach ravioli, pesto cream, wilted rocket and toasted pinenuts (v)

Papadelle tossed with bacon, mushrooms and spring onion carbonara sauce

Linguine tossed with chicken breast, mixed italian olives and basil in a rich tomato sauce

Served with all of the following:

Chefs selection of marinated vegetable antipasto and italian style cured and smoked meats

Rocket, pear and goats cheese salad with balsamic dressing (v)

Classic caprese salad, fresh mozzarella, vine tomato and basil with virgin olive oil dressing (v)

Fresh stone baked ciabatta

Basket of whole fresh fruit or fresh sliced fruit platter

Freshly brewed coffee, a selection of specialty teas and fruit juice

SPANISH STYLE WORKING LUNCH \$28.00 per person

Please choose two hot options for your guests to enjoy from the selection below

Spanish seafood paella with prawns, mussels, calamari and snapper cooked with white wine and saffron

Albondigas - slow cooked pork and herb meatballs, green olives, oregano and tomato

Pollo tapas - roasted smoked paprika chicken with a sherry and rosemary marinade

Mejilones - tasmanian black lip mussels in a smoked paprika and saffron tomato sauce

Churrasco - bbq prime beef rib-eye with romesco sauce

Patatas bravas - crispy roast potatoes with spicy chorizo sausage

Served with all of the following:

Platters of spanish cured and smoked meats, olives, piquillo peppers, manchego cheese and artichokes

Mixed baby leaves, vine tomato, cucumber and radish salad (v)

Rocket, roasted red pepper and manchego salad, sherry vinegar dressing (v)

Fresh stone baked sour dough bread

Basket of whole fresh fruit or fresh sliced fruit platter

Freshly brewed coffee, a selection of specialty teas and fruit juice

MEXICAN WORKING LUNCH

\$28.00 per person

Please choose two hot options for your guests to enjoy from the selection below

Fajitas - panfried chicken strips, mixed capsicum and mexican spices to wrap with condiments in soft tortillas

Prawn tacos - marinated king prawns, spring onions, tomato, capsicum and lime, to pile into crisp taco shells

Grilled snapper - snapper fillets cooked with coriander, lime and fresh chilli topped with tomato salsa

Slow cooked pork shoulder, cumin and paprika, black eye peas and fresh tomato

Burritos - chipotle chilli, melted cheese, beans, sour cream and crunchy corn salsa (v)

Served with all of the following:

Spicy coleslaw - crunchy cabbage, mixed peppers, grated carrot, chipotle and honey dressing (v)

Guacamole and sour cream (v)

Toasted corn chips (v)

Mexican wild rice salad (v)

Basket of whole fresh fruit or fresh sliced fruit platter

Freshly brewed coffee, a selection of specialty teas and fruit juice

INDIAN WORKING LUNCH

\$28.00 per person

Please choose two hot options for your guests to enjoy from the selection below

Mild and creamy southern indian vegetable korma (v)

Slow cooked butter chicken with tomato, yoghurt, ginger and lemon

Oven roasted tandoori marinated chicken pieces, mint yoghurt dressing

Spicy lamb madras with coconut, tamarind and star anise

King prawn korma, grilled peppers and coriander

Goan fish curry with coconut milk, slow cooked potatoes and roasted cashews

Served with all of the following:

Crunchy popadums

Grilled nan bread

Coconut rice

Condiments and chutneys

Tomato, onion and coriander salad

Chickpea, pumpkin, cauliflower and baby spinach salad

Basket of whole fresh fruit or fresh sliced fruit platter

Freshly brewed coffee, a selection of specialty teas and fruit juice

HEALTHY WHOLEFOODS WORKING LUNCH

\$28.00 per person

Hand made falafels with lemon homous

Marinated tofu with tahini dressing

Raw vegetable crudité's with cumin spiced yoghurt

Sundried fruit and raw nuts

Mushroom and grilled haloumi salad

Tabouleh and quinoa salad

Sprouts beans and micro herbs

Selection of wholemeal and wholegrain, organic stone baked breads

Seasonal fresh fruit platter

Freshly brewed coffee, a selection of specialty teas and fruit juice

Harbourview Function Centre

PLATINUM LUNCH BUFFET

\$45.00 per person

Please choose 5 hot options for your guests to enjoy from the selection below

BBQ Queensland Snapper Fillets with Capers, Lemon and Parsley

Peri Peri marinated Queensland Tiger Prawns

French trimmed New England Lamb Cutlets marinated in Wild Garlic and Rosemary

Prime Riverina Beef Filet medallions with Sautéed Wild Mushrooms, Red Wine Jus

Tender Marinated Lovedale Chicken, Spanish style Lime and Green Olive sauce

North African spiced blackened Lamb Rump with Harissa dressing

Japanese Teriyaki Lovedale Chicken skewers, Sesame and Ginger glaze

Grilled Haloumi Cheese and Portobello Mushrooms with Parsley and Garlic

Served with all of the following:

Smoked salmon platters with capers, red onion and lemon, sour cream

Selected smoked and cured italian and spanish meats

Mediterranean style Salad with fresh Oregano, Persian Feta, Olives topped with Candied Walnuts

Wild rocket and parmesan salad with vinaigrette

Artisan bread selection

Freshly sliced fruit platter



DINNER MENU



**Please be advised a minimum of 30 guests is required.
Please choose two selections from each course to be served to your guests alternately
special diets can always be catered for. A chef's selection of canapés can be served
prior to your meal with a hot and cold selection at \$8.50 per guest*

ENTRÉES

House smoked Redgate Farm Duck Breast, Orange, Fennel and Pomegranate salad, Citrus Aioli

Rodriguez Brother Spanish Chorizo, Paprika roasted Eggplant Risoni, shaved Parmesan and Garlic, Parsley Butter

Sesame crusted house smoked Huon Salmon, Soba Noodle salad with Asian herbs, Soy, Citrus and Ginger dressing

Flash fried Salt and Pepper Squid, crunchy Asian vegetable salad and Miso Aioli

Twice cooked Berkshire Byron Bay Pork Belly, roasted Apple and Celeriac Puree, pickled Cress, Mustard dressing and crisp crackling

Brandy and Garlic roasted Scallop and King Prawn in the shell, Saffron Rice Pilaf and creamed English Spinach

Caramelised root vegetable Ravioli, Chive and Champagne Buerre blanc, shaved Parmesan and petit herbs

Rare seared peppered Tuna on a crispy Baby Beet and Radish salad with Wasabi Mayonnaise

Wild Mushroom Arancini, Persian Feta, baby herb salad and Truffle dressing

Moroccan style marinated Chicken skewer, crunchy Falafel, Green Tahina, Beetroot Vinaigrette, toasted Sunflower and Pumpkin seeds

MAINS

Roasted Riverina Beef fillet, creamed Potato, Dutch Carrots, Shallots and Peppercorn Jus

Premium crispy skinned Huon Salmon, crushed Saffron Chat Potatoes, Champagne and Pea Buerre Blanc, Fennel crisps

Pistachio crusted New England Lamb rack, Sweet Potato Puree, buttered Green Beans, Orange and Rosemary jus - additional \$5.00 per person

Spiced Redgate Farm Duck Breast, Herb Roasted Potatoes, braised Red Cabbage and Wild Berry Jus

Oven roasted Daintree Barramundi, Coconut Basmati Rice, crushed Macadamia nuts, Wilted Greens and Tamarind Chutney

Dukkah spiced Lovedale Chicken Supreme, Moroccan vegetable Cous Cous, Mint Yoghurt and pan Jus

Pan seared Berkshire Byron Bay Pork medallions, Beetroot and Potato Rosti, steamed Kale with Apple Cider Jus

African spiced New England Lamb Rump, Minted Yoghurt Potato cake with sautéed Chilli Okra and Port Wine Jus

Riverina roasted Beef fillet, crispy Pomme Anna, sautéed English Spinach and Forest Mushroom Ragout

Parmesan crusted Lovedale Chicken Supreme, Catalan style White Bean and Pea Fricassee, steamed Asparagus spears

Roasted vegetable Strudel, Heirloom Tomatoes and Fried Leeks

DESSERTS

Sweet Italian Cannoli filled with Cherry and Mascarpone Cream, Chocolate Ganache and house made Honeycomb

Caramelised Kahlua Crème Brulee with Almond Biscotti

Pavlova, Strawberries and Cream, Mango and Mint Salsa, house made Blueberry Jam

Lemon Coconut Tart, roasted Peach Puree, Chantilly Cream with Candied Walnut crunch

Slow Baked triple Chocolate Tart, Vanilla Crème Anglaise and Hazelnut Praline

Raspberry and White Chocolate Pudding, Vanilla Bean Ice-Cream with a Dried Raspberry Crumble

Lychee and Coconut Panacotta, compressed Watermelon with a Vanilla, Cinnamon and Orange syrup

Rich warm Chocolate Brownie, wild Berry Compote and Macadamia Toffee

Two Course (entree and main or main and dessert)	\$52.00 per person
Three Course	\$62.00 per person

BBQ BUFFET DINNER MENU

\$65.00 per person

Please choose 5 hot options for your guests to enjoy from the selection below

BBQ Queensland Snapper Fillets with Capers, Lemon and Parsley

Peri Peri marinated Queensland Tiger Prawns

French trimmed New England Lamb Cutlets marinated in Wild Garlic and Rosemary

Prime Riverina Beef Filet medallions with Sautéed Wild Mushrooms, Red Wine Jus

Tender Marinated Lovedale Chicken, Spanish style Lime and Green Olive sauce

North African spiced blackened Lamb Rump with Harissa dressing

Japanese Teriyaki Lovedale Chicken skewers, Sesame and Ginger glaze

Grilled Haloumi Cheese and Portobello Mushrooms with Parsley and Garlic

Served with all of the following:

Garlic and Herb roasted Chat Potatoes

Steamed seasonal Vegetables

Mediterranean style Salad with fresh Oregano, Persian Feta, Olives topped with Candied Walnuts

Wild Rocket and Parmesan Salad with Vinaigrette

Artisan Bread selection

Handmade triple Chocolate Fudge Cake

Australian Cheese board with Crackers and Chutney

Mini French Fruit Tartlets

**The buffet menu has a 40 guests minimum requirement*

LIGHT CORPORATE COCKTAIL MENU



**Please be advised a minimum of 20 guests is required*

Designed as an after seminar treat or light meal after a work day

Smoked salmon crepes flavoured with dill and horseradish served on a cucumber base

Corn cakes topped with tomato and avocado salsa (v) topped with salsa

Caramelised onion and blue cheese tartlet (v) served in a herb tartlet

English spinach, spring onion and marinated feta triangles (v) served hot with yoghurt and cucumber

Thai chicken cakes with kaffir lime and coriander sauce

Tempura seafood and vegetables

Salt and pepper squid

½ Hour service \$14.50 per person

1 Hour service \$23.50 per person

Please be advised this menu is for monday to saturday only.

Oysters and prawns are available at market price.

Dessert items can be added for an additional \$6.00 Per person.

PARTY COCKTAIL MENU \$34.50 per person

2 hour service

Designed as a meal replacement menu and recommended with consumption of alcohol

Arrival platters

Assorted Cheeses, Breads and Crackers, Olives and Dips

Skewered Chilli Coconut King Prawns

Semi dried Tomato and Feta Tartlets (v)

Salt and Pepper Squid

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

Crunchy Falafels, Green Tahina Yoghurt (v)

Crispy Fried Buffalo Wings with Smokey BBQ Sauce

Handmade Sausage Rolls

Mixed seafood and Vegetable Tempura

Wagyu, Bacon and Caramelised Onion sliders

PLATINUM COCKTAIL MENU

\$48.50 per person

3 hour service

Designed as a meal replacement menu and recommended with consumption of alcohol

Sydney Rock Oysters served natural

Smoked Salmon Crepes, Dill and Horseradish dressing

Assorted Nori Rolls, Sesame and Soya Dipping sauce

Sliced Peking style Duck, Mirin and Sesame pickled Cucumber

Moroccan spiced Lovedale Chicken skewers with

Green Tahini Yoghurt Dressing

Skewered Chilli Coconut King Prawns

Wild Mushroom and Persian Feta Arancini, Herb Aioli

Spiced Riverina Lamb Kofta wrapped in flat Bread with

Hummus and Tzatziki

Wagyu, Bacon and Caramelised Onion sliders

Prawn and Scallop Handmade Wantons with Palm Sugar,

Lime and Lemongrass syrup

French Lemon Tartlet

Belgium Chocolate Truffles

Profiteroles filled with French Pastry Cream



FUNCTION BEVERAGE LIST

Beverage packages, 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
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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

PLATINUM BEVERAGE PACKAGE

2 Hour Package	\$34.00 per person
3 Hour Package	\$42.00 per person
4 Hour Package	\$50.00 per person
5 Hour Package	\$58.00 per person

Premium Beer Selection

Varichon Et Clerc, Blanc De Blancs, "Method Champenoise" Nv, Burgundy, France

Round Two By Mute Vintners, Winemaker Kym Teusner

Single Vineyard, Barossa SA

WHITES

Paxton Organic, Pinot Gris, McLaren Vale SA

Or

Ingram Rd, Chardonnay, Yarra Valley VIC

REDS

Paxton Organic, MV Shiraz, McLaren Vale SA

Or

Ingram Rd, Pinot Noir, Yarra Valley VIC

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)



BOOKING FORM

Please read this form carefully and provide the details at the bottom of the page to confirm your function.

The management and staff at Harbourview on Queens Wharf would like to make sure that your function is special in every way.

ORGANISING YOUR FUNCTION

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 function, per room is required within two weeks of making your tentative booking with us. 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 one week before the day of your function and can be made by either bank cheque, 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%

Cheques can be posted to po box 600 the Junction NSW 2291.

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.

If you wish to have a bar account, you will need to supply credit card details prior to your function to allow the processing of your account. Any additional charges will be finalised at the conclusion of your function and charged to the supplied credit card.

Seven day accounts are available only to companies with approved applications fourteen (14) days prior to the event.

PERSONAL PROPERTY

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

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.

CONTRACTORS OR SUB CONTRACTORS

Harbourview on Queens Wharf cannot be held responsible for any shortages of services available by any contractors or sub contractors appointed by Harbourview on behalf of the client.

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.

Please check with our office before attaching any material to walls, ceilings or handrails, as you will be responsible for any damage caused to any surfaces in the building. Please be advised we do not allow floor standing candelabras in the centre.

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 venue hire will be refunded

EXTRA CHARGES

Any social functions booked with this centre are 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.

For corporate functions room hire duration will be outlined in your quotation.

Prices are subject to change due to circumstances beyond our control such as: product cost increases, wage cost increases, government imposts and charges. Prices may only 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: _____

Company Name: _____

ABN: _____

Postal Address: _____

Contact phone: (____) _____

Numbers: _____

Type of Function: _____

Date of Function: ____ / ____ / ____

Room: _____

I have read and understood the above conditions and i have enclosed my deposit of \$500.00.

Signature: _____

Date ____ / ____ / ____



Harbourview Function Centre

PARKING, PUBLIC TRANSPORT AND ACCOMMODATION

We recommend the following accommodation houses for your guests

PARKING

For the latest and most up to date parking information please use the website below. Use our address, 150 Wharf Road, Newcastle 2300 on the "Where are you going?" tab, then enter the date and time details.

<http://www.parkopedia.com.au/>

PUBLIC TRANSPORT

We are located right on the ferry wharf, Newcastle side for the Stockton Ferry. The closest train station to us is Hamilton station. There are connecting bus transfers that run from Hamilton right into the Newcastle CBD. The closest bus stop is located at 175 Scott Street, Newcastle, running parallel to our location.

CROWNE PLAZA NEWCASTLE

Wharf Road
Newcastle, NSW, Australia 2300
P: +61(0)2 4907 5000
www.crowneplaza.com.au

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