



YOUR
GRADUATION /
ORIENTATION
CELEBRATION

Harbourview on Queen's 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 end or start of the year celebration.

Meet your friends and family down on Queens Wharf for some spectacular photo opportunities and then dance the night away and celebrate the end or beginning of another year.

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

If you are booking your function Monday to Thursday, room hire will be complimentary for five hours. For bookings on Friday and Saturday evenings, you will receive 50% off the standard rate.

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

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 special celebration. We hope to have the pleasure of welcoming you and your guests to Harbourview.

Best wishes,

Hayley Hutchinson | Function Manager

Harbourview



GRADUATION/ORIENTATION CELEBRATION

* Genuine university functions only - must produce student card when booking

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

Easel and stand for your table plan

(you are welcome to add chair covers and sashes for an additional \$6.50 per chair)

Two menu choices

A chef's selection of hot and cold finger food served on arrival for thirty minutes followed by

A delicious two course dinner (main and dessert)

Or

Hot and cold finger food served over a two hour duration with:

Bread and dips platters on arrival

Alcoholic & non alcoholic beverages included for the time below and then bar

DINNER PACKAGE

2 Hour beverages	\$79.00 per person
3 Hour beverages	\$83.00 per person
4 Hour beverages	\$88.00 per person
5 Hour beverages	\$93.00 per person

COCKTAIL PACKAGE

2 Hour beverages	\$66.00 per person
3 Hour beverages	\$70.00 per person
4 Hour beverages	\$75.00 per person
5 Hour beverages	\$79.00 per person

FUNCTION BEVERAGE LIST

Items in bold are included in the beverage package. Account bar or cash sales available outside of selected beverage package hours for the following prices.

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	
Round Two by Kym Teusner, Chardonnay, Barossa Valley	\$39.00	
RED WINE	Bottle	Glass
Tyrrells, Moores Creek, Cabernet Sauvignon	\$28.00	\$7.00
Round Two by Kym Teusner, Shiraz, Barossa Valley	\$39.00	
Round Two by Kym Teusner, Cabernet Sauvignon, Barossa Valley	\$39.00	
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	

DINNER MENU

FINGER FOOD

Served to guests on platters for thirty minutes prior to seating

Mini Spring Rolls with a Sweet Chilli dipping sauce

Spinach and Ricotta Filo Rolls

Mini Chicken, Lamb and Rosemary, Beef and Pepper Pies

Semi dried Tomato and Feta Tartlets

MAIN

Choose two for alternate service - special diets catered for separately

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

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

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

DESSERT

Choose two for alternate service

White Chocolate baked Cheesecake with Raspberry Coulis

Pavlova with fresh seasonal Fruit, Passionfruit and whipped Cream

Profiteroles filled with Vanilla Custard and topped with Chocolate sauce

Triple layer Fudge Cake with Vanilla Anglaise

DINNER COCKTAIL MENU

2 hours service

Designed as a meal replacement menu

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



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 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. During peak periods, minimum numbers will apply.



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 140 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. During peak periods, minimum numbers will apply.



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. During peak periods, minimum numbers will apply.



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. During peak periods, minimum numbers will apply. 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 guest's 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: _____

University School 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 ____ / ____ / ____

