



# YOUR WEDDING DESTINATION

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 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.

The quality of our 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. From a small intimate dinner setting to a large stand up cocktail gathering, your requirements can most certainly be met.

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

Our professional and caring staff will ensure you 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 dream reception, 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 reception room for you and give you a clear understanding of exactly how we can make your day so special.

For a viewing appointment or further information, 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 special day. We hope to have the pleasure of welcoming you and your guests to Harbourview.

Warm regards,

Rachael Searle | Function Manager

Yancy Perez Cruz | Function Coordinator

*Harbourview*



**OUR DINNER WEDDING PACKAGE**

- Complimentary room hire for up to six hours duration
- A delicious chef's selection of hot and cold canapés served to your guests on arrival
- Superb three course menu of your choice
- Your wedding cake cut and served on platters with freshly brewed tea and coffee
- Five hour premium beverage package including spirits for the bridal party (upgrade also available)
- Pure white linen cloths and napkins for your tables with full bridal and cake table skirting
- Magical fairy lighting to complete the ambiance of your room
- Wrought iron easel complete with decorative frame for your use
- Our glass sphere centrepieces with glass beading and pillar candle for each of your tables
- Stylish fitted chair covers with your choice of bow or sash from Cupids Corner Wedding & Event hire
- Overnight accommodation in a luxury one bedroom fully contained unit at Quest Apartments for the bride and groom

**SEPTEMBER – APRIL**

Monday to Friday  
Saturday & Sunday

**SUMMER SPECIAL**

\$112.00 per person  
\$125.00 per person

**MAY – AUGUST**

Monday to Friday  
Saturday & Sunday

**WINTER SPECIAL**

\$100.00 per person  
\$112.00 per person

\* Public holiday pricing available upon request  
\* minimum numbers of 80 apply for the Harbourview and Seaview rooms  
\* minimum numbers of 40 apply for the Hunter and Harbour Lights rooms





**HARBOURVIEW ALL INCLUSIVE WEDDING PACKAGE** *(minimum 60 guests required)*

Complimentary room hire for up to six hours duration

A delicious chef's selection of hot and cold canapés served to your guests on arrival

Superb three course menu of your choice

Five hour premium beverage package including spirits for the bridal party (upgrade also available)

Freshly brewed tea and coffee

DJ for six hours (your choice of music) by Mobile Millennium DJ's

Photo booth with professional attendant, backdrop, props, including unlimited prints along with a digital copy of all the shots for four hours by Booth Pro

2 tier wedding cake complete with options for flavours and finishes by Fifi La Femme

All of your decorating needs supplied by Cupids Corner Wedding & Event Hire  
 Stylish fitted chair covers with your choice of sash, table runners, guest table centrepieces, wishing well, bridal table backdrop with fairy lights, bridal table runners

Pure white linen cloths and napkins for your tables with full bridal and cake table skirting

Magical fairy lighting to complete the ambiance of your room

Wrought iron easel complete with decorative frame for your use

Overnight accommodation in a luxury one bedroom fully contained unit at Quest Apartments for the bride and groom complete with transfers from Newcastle Limousines

Post wedding day complimentary breakfast for the bride and groom at Six Degrees Queen's Wharf

**SEPTEMBER – APRIL**

Monday to Friday

Saturday & Sunday

**SUMMER SPECIAL**

\$155.00 per person

\$175.00 per person

**MAY – AUGUST**

Monday to Friday

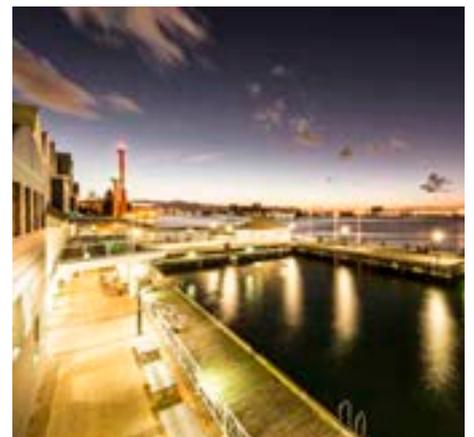
Saturday & Sunday

**WINTER SPECIAL**

\$140.00 per person

\$150.00 per person

*\* Public holiday pricing available upon request*



## DINNER MENU



Please choose two selections from each course to be served to your guests alternately. A vegetarian choice is always available and special diets can be catered for. A chef's selection of canapés can be served prior to your meal with a hot and cold selection.

### ENTRÉES

Fresh crab, potato and leek ravioli, champagne cream sauce, vine tomato

Local king prawns, rye bead, pickled cucumber, citrus crème fraiche

Salt and Pepper squid, asian vegetable salad, miso aioli

Aromatic slow cooked pork belly, celeriac and apple slaw, candied walnuts and crackling

Pea and Ham soup, sourdough croutons

Duck liver Pate, spiced apple chutney, toasted brioche

Sesame crusted Huon salmon, soba noodle salad, Asian herbs

Confit Duck, fennel, orange and pomegranate salad

Wild mushroom and truffle arancini, Persian feta, baby herbs

Moroccan style marinated chicken skewer, falafel, green tahina and toasted seeds

### MAINS

Crispy skinned Daintree Barramundi, pumpkin gnocchi, slow roasted tomatoes, macadamia pesto and sautéed greens

New England Lamb rump, lemon and herb risotto, smoked eggplant, sumac and roasted cauliflower

Roasted Riverina Beef fillet, creamed potato, baby carrots and peppercorn jus

Parmesan crusted Lovedale chicken supreme, Catalan style white bean fricassee, steamed asparagus spears

Coq au Vin: chicken supreme braised in red wine, pancetta and button mushrooms, served with creamed potato and rich jus

Premium crispy skinned Huon Salmon, crushed saffron chat potatoes, champagne and pea beurre blanc, fennel crisps

Fillet of Riverina beef, wild mushroom and parmesan gratin, potato cake, English spinach, red wine jus

New England rack of Lamb, herb and Dijon crust, herb rosti potato, Provençale vegetables

Fillet of Berkshire Byron Bay pork, garlic and sage potatoes, cider jus, sautéed brocolini

Five spiced Redgate Farm duck breast, ginger sweet potato puree, steamed sesame bok choy

Lightly spiced vegetable curry, pilaf rice, poppadoms, mint riata

### DESSERTS

Espresso crème brulee, pistachio biscotti

Glazed French lemon tart, raspberry sorbet

Baked vanilla cheesecake, basil marinated strawberries

Lychee and coconut panna cotta, compressed watermelon, passionfruit syrup

Belgian triple chocolate brownie, macadamia praline, vanilla bean ice cream

Sweet Italian Canoli filled with whipped mascarpone, dark cherries, chocolate ganache and honeycomb

Individual Pavlova, fresh strawberries, mango, passionfruit and mint sugar

Slow baked triple chocolate tart, cinnamon spiced orange compote

Favourites tasting plate French lemon tart, Belgian chocolate brownie, Fresh fruit pavlova

### BBQ BUFFET DINNER MENU

additional \$5.00 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

New England lamb cutlets with a hazelnut pesto crust

American style smokey bbq pork spare ribs

Prime Riverina beef filet medallions, creamy peppercorn and brandy sauce

Smoked paprika, lemon and rosemary marinated chicken pieces

Chargrilled sliced New England lamb rump, red wine jus, mint glaze

Japanese teriyaki chicken skewers, sesame and ginger glaze

Grilled haloumi cheese and portobello mushrooms with parsley and garlic

#### **Served with all of the following:**

Platter of fresh prawns and oysters

Garlic and herb roasted chat potatoes

Steamed seasonal vegetables

Nicoise salad, soft boiled eggs, green beans, new potatoes, olives and tarragon dressing

Wild rocket and parmesan salad with vinaigrette

Artisan bread selection

Honeycomb cheesecake

Australian cheese board with crackers and chutney

Mini french fruit tartlets





## OUR COCKTAIL WEDDING PACKAGE

Complimentary room hire for up to six hours duration

Platinum cocktail wedding menu served to your guests over a three hour duration

Five hour premium beverage package including spirits for the bridal party (upgrades also available)

Pure white linen cloths with bridal skirting for your cake and gift tables

Table runners and chair covers with sash in your choice of colour, fabric and floating votive candles provided by Cupids Corner Wedding & Event Hire

Magical fairy lighting to complete the ambiance of your room

Wrought iron easel with decorative frame for your use

### SEPTEMBER – APRIL

Monday to Friday	\$100.00 per person
Saturday & Sunday	\$110.00 per person

### MAY – AUGUST

Monday to Friday	\$90.00 per person
Saturday & Sunday	\$100.00 per person

\* Public holiday pricing available upon request

\* minimum numbers of 80 apply for the Harbourview and Seaview rooms

\* minimum numbers of 40 apply for the Hunter and Harbour Lights rooms

Harbourview Function Centre

## PLATINUM COCKTAIL MENU

3 hour service

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

Sydney Rock oysters, served natural with lemon

Citrus cured salmon, toasted black rice, baby coriander

Moroccan spiced chicken skewers, harissa yoghurt

Chilli coconut king prawns, sweet chilli dip

Wild mushroom and truffle arancini, herb aioli

Hand made Prawn and scallop wontons, five spice caramel dip

BBQ Brisket and chipotle 'slaw sliders

Polenta cake , griddled haloumi, slow roasted tomato

Fine Duck liver pate and cranberry en croute

Aromatic pork belly on toasted sourdough, pickled vegetable salad

Mini French Lemon Tart

Handmade Belgium chocolate truffles

Irish whiskey profiteroles

## BEVERAGE PACKAGES

### PREMIUM BEVERAGE PACKAGE

#### SPARKLING

Tyrrells Moores Creek Sparkling Brut

#### WHITE

*(please select one option for the tables on the evening)*

2013 Round Two, Semillon Sauvignon Blanc, Barossa SA

Or

2012 Round Two, Chardonnay, Barossa SA

#### RED

*(please select one option for the tables on the evening)*

2012 Round Two, Shiraz, Barossa SA

Or

2012 Round Two Cabernet Sauvignon, Barossa SA

#### BEERS

Hahn Super Dry

Coopers Pale Ale

Tooheys New

XXXX Summer Ale

5 Seeds Cider

Hahn Lite

#### SOFT DRINK AND JUICE

### PLATINUM BEVERAGE PACKAGE

Upgrade your beverage selection for \$14.50 per person

Premium Beer Selection

#### SPARKLING

Varichon Et Clerc, Blanc De Blancs,

"Method Champenoise" Nv, Burgundy, France

#### WHITES

2016 Paxton, Pinot Gris, McLaren Vale SA

Or

2016 Paxton, Sauvignon Blanc Blend, McLaren Vale SA

#### REDS

2015 Paxton, MV Shiraz, McLaren Vale SA

Or

2014 Paxton, MV Cabernet Sauvignon, McLaren Vale SA

*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.

### 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 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. Minimum numbers do apply.



#### THE HARBOURVIEW ROOM

Located on the first floor 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. Minimum numbers do apply.



#### THE HARBOUR LIGHTS ROOM

Located on the second floor 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. Minimum numbers do apply.



#### THE SEAVIEW ROOM

Located on the second floor 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. Minimum numbers do 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.

## FREQUENTLY ASKED QUESTIONS TO HELP YOU PLAN FOR A HASSLE FREE FUNCTION



### ***Is the package flexible?***

All of our packages can be tailored to your needs. Should you wish to remove something from the package such as chair covers or even the beverage package or cake served as dessert, please contact us for an amended per person price.

### ***When do i pay a deposit?***

Once you have decided that Harbourview is the venue for your wedding, a deposit with your booking confirmation information should be sent as soon as possible. We are happy to hold a tentative booking for a maximum of two weeks.

### ***Do i have to make an appointment to finalise arrangements? And when?***

So that we can ensure that you have of our undivided attention, it is always advisable to make an appointment approximately one month prior to your wedding so that we can finalise all relevant details.

### ***When do i have to give final numbers?***

Five (5) working days prior to your wedding.  
This will be the minimum number of guests that we will charge you for.

### ***Is there a surcharge for public holidays?***

Yes, 15% surcharge applies to all events booked on public holidays. A 10% surcharge applies to all Sunday bookings. You will find these prices listed within our packages.

### ***When do i have to give you my menu choice?***

Normally menu choices are discussed one month prior to your wedding, when we are finalising the remaining details for your wedding. However, at any time you would like to discuss your menu choices, please feel free to contact us.

### ***When do i pay my account? And how do i pay?***

Full payment is required prior to the day of your wedding and can be made either by direct deposit, bank cheque, cash or credit card. Any payments made by credit cards will attract an additional fee. We do not accept personal cheques,

### ***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 wedding to allow the processing of your account. Any additional charges will be finalised at the conclusion of your wedding and charged to the supplied credit card, together with the appropriate credit card surcharge.

### ***Can i be married at Harbourview?***

Of course, feel free to discuss this option with one of our sales staff.

### ***What time does my function start?***

This depends on you. We have no special starting times and each function is designed entirely around your own requirements.

### ***Can i do my own decorating?***

Of course. We encourage you to decorate as you wish, although the use of sticky tape and blue-tac is not appropriate for painted surfaces. Please feel free to speak to our office staff for help in this area.

### ***What do i do about special meals?***

Special considerations are made with regard to children's meals, vegetarians, special requirements diets and working guests. When your final arrangements are being discussed, make sure to advise us of any special diets along with the above so that we can arrange suitable meals for everybody on the day of your wedding.

### ***Can i have a cocktail wedding reception?***

Of course, for those of you who would prefer a more casual wedding reception Harbourview has the perfect alternative. Our cocktail wedding package offers a relaxed atmosphere with a delicious selection of finger food served to your guests for a duration of three hours, in one of our four fabulous rooms overlooking Newcastle harbour.

### ***Am i allowed to bring in my own beverages?***

Harbourview does not allow our guests to bring in their own beverages. We are fully licensed.

### ***When can i have access to decorate, put out placecards, etc.?***

We like to have our weddings set up as far in advance as possible giving you access at the earliest possible time. Having said that, Christmas time and the months prior to and following are extremely busy and at times your function room may not be set up until the day of your wedding. It is recommended you delegate a family member or friend to set the additional items up on the day of your wedding. Alternatively, Harbourview staff can arrange the final items to be added to your room at a minimum charge of \$100.00.

### ***Do we have to vacate the premises at a certain time?***

Our wedding packages are for a six hour duration. You are more than welcome to arrange extra time and a fee of \$150.00 per hour will be charged which will cover room hire only. Our liquor license requires that we must finish trading at 12.00am, thus closing the bar at 11:45pm. Please be advised that additional time must be confirmed prior to the event. Requests made for extra time during the function will be declined.

### ***Can you cater for my wedding at home?***

We specialise in catering off site. For detailed information, please speak with one of our sales team, where we can organise a site inspection of your chosen venue.

***If there is anything further that you would like to know, please don't hesitate to contact one of our friendly staff on 4926 2999 or email us at [info@harbourviews.com.au](mailto:info@harbourviews.com.au) and we will assist you in whatever way possible.***

## WEDDING BOOKING FORM

Please read this form carefully and complete the details at the bottom of the page to confirm your wedding booking

The management and staff at Harbourview on Queens Wharf would like to make sure that your wedding 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 one of 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 wedding, a deposit of \$500.00 is required within two weeks of making a tentative booking with us. This deposit will secure your booking. Harbourview cannot guarantee any wedding booking without a deposit.

### FINAL NUMBERS AND PAYMENT

Final numbers are required five (5) working 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 either by bank cheque, cash or credit card. Any payments made by credit card will attract an additional 1.35% surcharge.

Please note that we do not accept diners club or personal cheques.

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

### PUBLIC HOLIDAY SURCHARGE

All events booked on a public holiday will attract a surcharge of 20%. This amount is necessary to cover the cost of penalty rates paid to our staff and our suppliers. Please contact us for pricing.

### PERSONAL PROPERTY

Harbourview on Queens Wharf cannot accept responsibility for guest's personal effects, equipment or valuables. At the conclusion of your function, all your personal property should be taken with you.

### 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.

### RESPONSIBLE SERVICE OF ALCOHOL

Harbourview on Queens Wharf fully supports the responsible service of alcohol and we reserve the right to refuse service of alcohol to anyone who we believe is intoxicated. Anyone we believe to be under the age of 18 years will be asked to present photo identification.

Your cooperation is assumed to ensure that people under the age of eighteen do not consume alcohol.

### 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 to ensure a reasonable level of conduct of their guests during the wedding.

Please check with us before attaching any material to walls, ceilings or handrails, as you will be responsible for any damage caused to the painted surfaces 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

### EXTRA CHARGES

Any wedding booked with us is for a period of six (6) hours unless arranged prior (24 hours minimum notice must be given). After six hours, there will be an additional charge of \$150.00 per hour. This amount covers room hire and the required staff. Harbourview on Queens Wharf 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 taxes and charges. **Prices may only be confirmed two months prior to your function date.** \_\_\_\_\_ (Please initial your acknowledgement of this clause)

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

Brides Name \_\_\_\_\_

Phone (\_\_\_\_) \_\_\_\_\_

Email \_\_\_\_\_

Grooms Name \_\_\_\_\_

Phone (\_\_\_\_) \_\_\_\_\_

Email \_\_\_\_\_

Address \_\_\_\_\_

Room Required \_\_\_\_\_

Date of Wedding \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Number of Guests (approximately): \_\_\_\_\_

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

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

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



## WEDDING RECEPTION DETAILS

This form allows us to determine exactly which of our wedding packages you have chosen. We will make the necessary bookings and arrangements with our suppliers.

*I will be taking advantage of the following package:*

### DINNER WEDDING PACKAGE (September – April)

- Monday to Friday at \$112.00 per person  
 Saturday & Sunday at \$125.00 per person

### DINNER WEDDING PACKAGE (May – August)

- Monday to Friday at \$100.00 per person  
 Saturday & Sunday at \$112.00 per person

### HARBOURVIEW ALL INCLUSIVE WEDDING PACKAGE (September – April)

- Monday to Friday at \$155.00 per person  
 Saturday & Sunday at \$175.00 per person

### HARBOURVIEW ALL INCLUSIVE WEDDING PACKAGE (May – August)

- Monday to Friday at \$140.00 per person  
 Saturday & Sunday at \$150.00 per person

### COCKTAIL WEDDING PACKAGE (September – April)

- Monday to Friday at \$100.00 per person  
 Saturday & Sunday at \$110.00 per person

### COCKTAIL WEDDING PACKAGE (May – August)

- Monday to Friday at \$90.00 per person  
 Saturday & Sunday at \$100.00 per person

We have a specially tailored package at \$\_\_\_\_\_ per person

to include the following:

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