



YOUR SCHOOL FORMAL 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 end of 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 of another school year.

Our all inclusive school formal package with your room hire, 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 four hours, however, if booking on Friday or Saturday standard room hire rates apply.

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

Best wishes,

Rachael Searle | Function Manager

Harbourview



YOUR END OF YEAR CELEBRATION

**Complimentary room hire for four hours (Monday to Thursday only)*

\$66.50 per person (incl. GST)

Mobile Millennium DJ (your choice of music)

Security for the duration of your function

With bubble machine and laser lighting on your dance floor!

All your function room decorating including:

Full ceiling fairy lighting

Balloons over your dance floor or grouped as your table centrepiece

Our glass sphere centrepieces with glass beading and a pillar candle

Coloured serviettes for each table

Easel and stand for your table plan

Bubble pots on each table

Two choices of menus - sit down or cocktail party (see menus following)

Mocktails on arrival with unlimited soft drinks and juice for four hours

UPGRADE YOUR EXPERIENCE TO OUR ULTIMATE 'YOLO' PACKAGE

additional \$10.00 per person (incl. GST)

Photo Booths Newcastle premium photo booth with unlimited prints, props and attendant for four hours.

Slushie machine with 2 flavours

A chocolate heart for each person's table setting

Have your family and friends join you at the start of your formal

Canapés, soft drink and juice on arrival

\$12.50 per person (30 mins)

EXTRAS

You are welcome to add chair covers and sashes

additional \$6.50 per chair

ROOM HIRE - FRIDAY AND SATURDAY NIGHTS:

Seaview room	\$500.00
Harbourview room	\$550.00
Hunter room	\$400.00
Harbour Lights room	\$380.00
Seaview room and Harbour Lights room combined	\$880.00

Harbourview Function Centre



DINNER MENU

ARRIVAL 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

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

Beer battered Snapper served with Fries,
Garden Salad and Tartare Sauce

Prime eye fillet of Beef on Paris Mash
with glazed Baby Carrots and Peppercorn Jus

Chicken breast Schnitzel topped
with house made Gravy, hand cut Potato Wedges and Salad

Special diets will be catered for

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

Glazed French lemon tart, raspberry sorbet

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



PREVIOUS SCHOOL FORMAL TESTIMONIALS

Students, parents and staff had a great time, a lot of positive feedback. Great staff to deal with and it ran smoothly.

S.Randall (adviser)
Year 12 Kurri Kurri High School

The management team were outstanding. Hayley and Rachael largely attributed to the success of my year 10 formal. It was great!

G Taylor (Student)
Year 10 Dungog High

Thank you for making our night a huge success. You really exceeded people's expectations!

E Cooper (Student)
Year 10 Swansea High

I'd just like to say on behalf of my whole year, thank you so much for giving us such a wonderful formal! The food was absolutely delicious, the service was wonderful and the venue was beautiful. Everyone really enjoyed themselves and I received lots of really good feedback.

M Booth (Student)
Hunter School Of The Performing Arts

I would like to thank Jaclyn and her staff for making this night memorable for us all. Best of luck to you all.

E Smith (Student)
Year 10 Merewether High

The whole evening was a great success and I would like to thank you all for making it possible.

H Debijl (Student)
Year 10 Bishop Tyrrell

Nice food, excellent service, great venue! Terrific night!

M Psarris (Adviser)
Year 10 Callaghan College (Wallsend Campus)



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 SCHOOL FORMAL

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 – 3%

Mastercard / Visa / Bankcard – 2%

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

EXTRA CHARGES

Any function booked with this centre is for a period of four (4) 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: _____

School Name: _____

Postal Address: _____

Contact Phone Numbers: () _____

Type of Function: _____

School Formal – year _____

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 ____ / ____ / ____

