

16 February 2010

## ***Your 2010 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.

You will find following our all inclusive school formal package with your room hire, DJ, photographer, 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, however, if booking on either 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.

Best wishes,

Eliza Kibell  
Operations Manager

Jaclyn Muller  
Function Coordinator

~ 2010 ~

# End of Year Celebration

## Harbourview On Queens Wharf

complimentary room hire for five hours\*  
*Monday to Thursday only*

Mobile Millennium DJ  
with bubble machine and laser lighting on your dance floor!  
*(your choice of music)*

Imagine Photo Studios, renowned 'Model for Life' photographers  
to photograph you and your guests for a two hour duration  
*(prints may be purchased on the night, or following the event)*

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 and fairy dust for each table  
easel and stand for your table plan  
bubble pots on each table*  
*(you are welcome to add chair covers and sashes for an additional \$5.50 per chair)*

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)

mocktails on arrival with unlimited soft drinks and juice for five hours

security for the duration of your function

**\$64.50 per guest** (incl. gst)

**Have your family and friends join you at the start of your formal.  
\$8.50 per person for canapés, soft drink and juice on arrival (30 mins)**

**\*Room Hire - Friday & 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 On Queens Wharf

## School Formal Menu

### FINGERFOOD

(served to guests on platters for thirty minutes prior to seating)

chicken skewers with satay sauce

crispy tempura snapper pieces with tartare

mini spring rolls with a mango and sweet chilli dipping sauce (v)

spinach and feta cheese filo triangles (v)

mini chicken, lamb and rosemary, beef and pepper pies

### MAIN

(choose two for alternate service)

pan fried chicken breast supreme topped with king prawns  
served on corn cakes with a chive sauce

beer battered snapper served with fries, garden salad and tartare sauce

roast beef fillet served with puree potato, red wine and mushroom jus  
topped with spicy onion rings

chicken breast schnitzel topped with creamy bacon and mushroom sauce,  
hand cut potato wedges and salad

grilled barramundi topped with lemon butter and a tomato,  
avocado and spanish onion salsa

(special diets will be catered for)

### DESSERT

(choose two for alternate service)

rich chocolate mud cake with strawberries and crème anglaise

pavlova with fresh seasonal fruit, passionfruit and whipped cream

profiteroles filled with vanilla custard and topped with chocolate sauce

warm sticky date pudding with butterscotch sauce and fresh cream

honeycomb baked cheesecake with fresh berries and cream

# 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) – October  
2009  
Year 12 Kurri Kurri High School

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

G Taylor (student) – November 2009  
Year 10 Dungog High

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

E Cooper (student) – November 2009  
Year 10 Swansea High

*Thanks, it was a memorable occasion. All of your staff were great!*

D McCord (adviser) – November 2009  
Year 10 Macquarie College

*Staff were very helpful on the night. All round excellent night, thank you.*

S Cromarty (adviser) – November 2009  
Year 12 Rutherford High

*Everything was great, had a great time!*

E Smith (student) – November 2009  
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) – November 2009  
Year 10 Bishop Tyrrell

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

M Psarris (adviser) – December 2009  
Year 10 Callaghan College (Wallsend Campus)

# Harbourview On Queens Wharf

## 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 Rd, 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 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

In the event of a confirmed function being cancelled, notice in writing must be forwarded to our office and the following will apply:-

- If cancelled more than sixty (60) days prior to the function 100% of the deposit will be refunded, provided that the room is subsequently rebooked.
- Between sixty (60) and (30) thirty days prior 50% of the deposit will be refunded, provided that the room is subsequently rebooked.
- If less than (30) days notice is given no deposits will be refunded.

## 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 being: product cost increases, wage 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: \_\_\_\_\_