



## Your Conferencing 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 professional and 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](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 conference. We hope to have the pleasure of welcoming you and your guests to Harbourview.

Warm Regards,

Jaclyn Muller  
**Function Manager**

Hayley Hutchinson  
**Assistant Manager**

## ROOM INFORMATION

At Harbourview on Queens Wharf we have four fabulous rooms, each overlooking Newcastle Harbour and the Pacific Ocean. Please find a brief description of each room following. 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 prices following 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.*

The **HUNTER ROOM**, located on the first floor of the centre, 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 9 hour 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 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 9 hour duration.

*A minimum of 80 guests is required for the use of this room on a Saturday evening.*

The **HARBOUR LIGHTS ROOM** is located on the second floor of the centre and has wonderful views from the full length windows. This room can cater for up to 80 guests for a sit down dinner on oval tables or 100 cocktail style. Room hire for the **Harbour Lights Room** is \$380.00 for a 9 hour duration.

*A minimum of 40 guests is required for the use of this room on a Saturday evening.*

The **SEAVIEW ROOM** is also located on the second floor of the centre and 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 9 hour 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.

### Room Comparison Chart

|                            | area sq. m | height 'm' | theatre    | cocktail   | banquet    | cabaret    |
|----------------------------|------------|------------|------------|------------|------------|------------|
| <b>Harbourview Room</b>    | 220        | 2.55       | 120 guests | 250 guests | 120 guests | 100 guests |
| <b>Hunter Room</b>         | 129        | 2.55       | 70 guests  | 120 guests | 80 guests  | 50 guests  |
| <b>Seaview Room</b>        | 242        | 2.40       | 120 guests | 200 guests | 150 guests | 100 guests |
| <b>Harbour Lights Room</b> | 163        | 2.40       | 60 guests  | 100 guests | 80 guests  | 60 guests  |

## breakfast

### **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
- sauteed 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
- sauteed 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**

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

## **Networking Breakfast Menu 2011**

### **Canapé Breakfast**

Mini bacon and egg English muffins

Fresh fruit skewers

*Mini tartlets:*

Scrambled egg and smoked salmon

Sautéed mushroom

Shaved ham, tomato and ricotta

Muffins and croissants

Ham and cheese French toast

Chipolatas

Avocado, lemon and pepper sour dough toasts

Banana bread

Selection of juices - orange, apple and pineapple

Freshly brewed coffee and specialty tea

\$24.00 per person  
(served over a one hour duration)

## morning and afternoon tea suggestions

### on arrival

|  |                   |
|--|-------------------|
| freshly brewed coffee and a selection of specialty teas              | \$3.50 per person |
| freshly brewed coffee, a selection of specialty teas and fruit juice | \$4.10 per person |

### morning or afternoon tea

|  |                   |
|--|-------------------|
| freshly brewed coffee, a selection of specialty teas and fruit juice served with 2 of the following items: | \$7.90 per person |
|--|-------------------|

|                                       |                                |
|---------------------------------------|--------------------------------|
| muesli slice                          | apple slice                    |
| mini croissants                       | mini quiches                   |
| caramel slice                         | freshly baked danishes         |
| lamingtons                            | mixed fresh baked pies         |
| chocolate brownies                    | spring rolls with sweet chilli |
| freshly baked muffins                 | spinach and fetta fillos       |
| fresh baked scones with jam and cream | assorted friands               |
| selection of cookies                  | house made frittata            |

\* for \$2.00 per person extra, upgrade one of your selections to a fruit platter or mini ice cream cones

*please be advised a minimum number of 10 guests is required for all refreshment break catering*

## day catering lunch menus

### **gourmet sandwich buffet**

**\$19.00 per person**

grilled chicken caesar wrap with bacon  
pastrami, roasted capsicum, red onion and mixed leaves  
roast pumpkin, capsicum, hommus and spinach (v)  
ham (off the bone), tomato, cheese, mustard and lettuce  
turkey, brie, lettuce and cranberry  
*all sandwiches are served on a mixture of sliced brown/ white/ whole meal loaves*

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

### **ploughman's lunch**

**\$25.00 per person**

bakers bread basket  
herb roasted chicken pieces  
a selection of sliced meats  
antipasto platter of marinated olives and vegetables  
chef's selection pasta salad  
garden salad  
cheese and crackers platter  
condiments and sauces

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

### **create your own burger buffet**

**\$25.00 per person**

selection of rolls and buns  
chicken, beef and vegetarian patties  
selection of salad toppings - caramelised onions, tomato slices, lettuce, beetroot and cheese  
potato salad  
garden salad  
condiments and sauces

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

**lunch bags****\$15.00 per person**

(your guests can take away their lunch and enjoy it on the beautiful harbour)

one chicken, ham or vegetarian salad sandwich per person  
bottle of soft drink, juice or water  
piece of fruit  
mints, straws and refresher towels

**\* sandwiches can be pre ordered by your guests prior to your function otherwise they will be a chefs selection**

**pizza buffet lunch****\$25.00 per person**

chef's selection of crusts and gourmet pizzas from blue water pizza restaurant  
garden salad and caesar salad  
seasonal fruit basket

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

**restaurant catered lunch****\$25.00 per person**

take a break and enjoy lunch in queens wharf kitchen

enjoy a glass of juice *or* soft drink *or* espresso coffee *or* pot of tea  
and your guest's choice of one of the following:

- chicken caesar salad, cos lettuce, bacon, parmesan egg and anchovy dressing
- herb battered snapper fillets with garden salad, fries, lemon and tartare sauce
- chicken and mushroom tagliatelle with garlic, white wine, cream and fresh herbs
- charred beef turkish with red onion jam, tomato, roast pumpkin and beetroot relish
- golden crumbed calamari with lemon and house made tartare sauce

***menu selections to be pre ordered at the commencement of your function***

***a minimum of 10 guests is required for all lunch catering  
a maximum of 20 guests can be accommodated for the restaurant catered lunch menu  
special dietary requirements can be accommodated, please ask one of our coordinators***

## light corporate cocktail menu

*(designed as an after seminar treat or light meal after a work day)*

smoked salmon crepes flavoured with dill and horseradish

*(smoked salmon wrapped in a herb crepe and served on a cucumber base)*

corn cakes topped with tomato and avocado salsa (v)

*(warm sweet corn fritters topped with salsa)*

caramelised onion and blue cheese tartlet (v)

*(blue cheese mousse topped with caramelised onion served in a herb tartlet)*

english spinach, spring onion and marinated fetta triangles(v)

*(wrapped in filo pasty and served hot with yoghurt and cucumber)*

thai chicken cakes with kaffir lime and coriander sauce

*(finely minced thai spiced chicken balls)*

tempura seafood and vegetables

*(fish pieces, prawns and seasonal vegetables in a light tempura batter)*

salt and pepper squid

*(lightly floured in a salt and szechuan pepper mix and fried)*

½ hour service

\$14.50 per guest

1 hour service

\$23.50 per guest

*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 \$3.00 per person*

## dinner menu

**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 \$6.50 per guest**

### entrée

pumpkin soup with toasted almond, croutons and chives

king prawn and asparagus salad with mango and lime aioli

salt and pepper squid with coriander and tomato salsa

cannelloni filled with english spinach, pine nuts and three cheeses  
topped with a tomato and basil sauce

caesar salad with crisp bacon, croutons, shaved parmesan topped with grilled chicken

battered snapper fillet on cherry tomato and orange salad with mango chili dressing

satay chicken skewers on steamed jasmine rice with a crunchy peanut sauce

### main

portuguese style grilled chicken supreme with sweet pea risotto and tangy citrus sauce

fillet mignon served with roasted root vegetables and rich jus

grilled barramundi on smashed white beans and basil, with tomato and coconut sauce

rack of lamb with roasted rosemary potatoes, apple compote topped with pistachio praline

veal layered with spinach, currants and pine nuts served with bravas potatoes and masala glaze

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

crispy skinned salmon on a herb and caper mash with lemon beurre blanc

roast beef fillet served with paris mash, red wine and mushroom jus topped with spicy onion rings

**dessert**

passionfruit crème brulee with berries and biscotti

chocolate pudding with vanilla bean anglaise

lemon tart served with double cream and cointreau macerated strawberries

profiteroles filled with kahlua custard topped with chocolate and vanilla anglaise

coconut and lime pannacotta with pistachio praline

warm sticky date pudding with butterscotch sauce and fresh cream

pavlova roulade with berry compote and passionfruit

triple chocolate torte with espresso cream sauce

freshly brewed coffee, tea and mints

**two courses (entrée or dessert and main)**

**\$45.00 per person**

**three courses (entrée, main and dessert)**

**\$55.00 per person**

please be advised this menu is for monday to saturday functions only

## party cocktail menu

*(designed as a meal replacement menu and recommended with consumption of alcohol)*

### arrival platters

*(assorted cheeses, breads and crackers, olives and dips)*

### nori rolls

*(fresh salmon, cucumber and wasabi and california roll)*

### assorted crostini

*(avocado, tomato and basil (v) smoked chicken, baby spinach and spanish onion)*

### caramelised onion and blue cheese tartlet (v)

*(blue cheese mousse topped with caramelised onion served in a herb tartlet)*

### salt and pepper squid

*(lightly floured in a salt and szechuan pepper mix and fried)*

### gourmet bite sized pies

*(chicken curry, braised lamb and rosemary, beef and black pepper)*

### english spinach, spring onion and marinated fetta triangles(v)

*(wrapped in filo pastry and served hot with yoghurt and cucumber)*

### crispy duck and bamboo shoot wontons

*(fried and served with kaffir lime and coriander sauce)*

### tempura seafood and vegetables

*(fish pieces, prawns and seasonal vegetables in a light tempura batter)*

### arrancini balls (v)

*(mushroom risotto shaped into balls and crumbed and lightly fried)*

### mini gourmet burgers

*(beef pattie, lettuce, cheese and caramelised onions served with barbeque sauce)*

served for a two hour duration

\$33.50 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 \$3.00 per person*

## **set christmas menu**

*½ hr chef's selection of canapés on arrival*

### ***entrée***

platters of fresh king prawns and oysters with lemon and condiments  
served to the tables

### ***main***

roast turkey breast accompanied by an apricot and sage stuffing,  
roasted new potatoes and steamed mixed vegetables

roasted fillet of beef served with char grilled marinated vegetables, roasted creamy  
garlic mash and seeded mustard jus

### ***dessert***

traditional christmas pudding with brandy cream

pavlova with passionfruit and fresh berries

**\$61.50 per person**

## bbq buffet menu

fresh baked bread rolls

carvery of whole roasted beef

gourmet lamb sausages

lemon and thyme marinated chicken thigh pieces

grilled barramundi fillets with lemon and dill hollandaise

platters of fresh prawns and oysters

steamed seasonal vegetables

garlic and herb roasted chat potatoes

traditional caesar salad

green garden salad

caramelised onions

sauces and house made gravy

fresh fruit salad

pavlova with cream and passionfruit coulis

baked cheesecake with cream

selection of Australian cheeses and crackers

tea, coffee and chocolates

**\$65.00 per person**

## beverage package

2 hour package - \$20.00 per person  
 3 hour package - \$25.00 per person  
 4 hour package - \$30.00 per person  
 5 hour package - \$35.00 per person

the above package includes:

tyrells moores creek sparkling, beer (standard, light and cider), bottled red and white wine (tyrells moores creek semillon sauvignon blanc and cabernet sauvignon), soft drink and fresh juice.

a dry till or cash bar is also available.

## function beverage list

|  |                       |
|--|-----------------------|
| sparkling  |                       |
| <b>tyrells moores creek sparkling</b>                                      | <b>\$28.00/\$6.50</b> |
| killawara dusk sparkling   | \$25.50/\$5.50        |
| yarra burn pinot chardonnay  | \$46.00               |
| chateau de sours rose sparkling  | \$42.00               |
| white  |                       |
| <b>tyrells moores creek semillon sauvignon blanc</b>                       | <b>\$26.00/\$5.00</b> |
| hardy's 'the riddle' riesling  | \$26.50               |
| wolf blass bilyara chardonnay  | \$31.00               |
| goodwyn semillon/sauvignon blanc   | \$26.00               |
| bay of stones sauvignon blanc  | \$28.00               |
| audrey wilkinson verdelho  | \$34.00               |
| red  |                       |
| <b>tyrells moores creek cabernet sauvignon</b>                             | <b>\$26.00/\$5.00</b> |
| tyrells moores creek pinot noir  | \$28.00               |
| goodwyn shiraz   | \$26.00               |
| audrey wilkinson merlot  | \$36.00               |
| cockfighter's ghost shiraz   | \$36.00               |
| assorted beer  |                       |
| <b>hahn premium light</b>  | <b>\$5.00</b>         |
| hahn super dry 3.5 (mid)   | \$5.50                |
| <b>tooheys new, hahn super dry, xxx summer, 5 seeds cloudy apple cider</b> | <b>\$6.00</b>         |
| tooheys extra dry, tooheys old, carlton draught                            | \$6.00                |
| crown lager, coopers pale, pure blonde                                     | \$7.00                |
| <b>soft drinks</b>   | <b>\$3.50</b>         |
| soft drink or juice (jugs)   | \$12.50               |
| <b>fruit juice</b>   | <b>\$4.00</b>         |
| standard spirits   | \$7.00                |

*in order to ensure your beverage selection is available please confirmation 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)*



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

## ACCOMMODATION

We recommend the following accommodation houses for your guests

### **Quest Newcastle**

575 Hunter Street  
Newcastle NSW 2300  
Australia

**p:** +61 (0)2 4928 8000

**f:** +61 (0)2 4927 8441

**e:** [questnewcastle@questapartments.com.au](mailto:questnewcastle@questapartments.com.au)

### **Crowne Plaza Newcastle**

Wharf Road  
Newcastle, NSW 2300

**p:** +61(0)2 4907 5000

**w:** [www.crowneplaza.com.au](http://www.crowneplaza.com.au)

### **Grand Mercure Apartments Newcastle**

741 Hunter Street  
Newcastle 2302

**p:** +61(0)2 4922 0700

[www.grandmercurenwcastle.com.au](http://www.grandmercurenwcastle.com.au)

### **Clarendon Hotel**

347 Hunter Street  
Newcastle  
NSW 2300

**P:** 02 4927 0966

**E:** <http://www.clarendonhotel.com.au/>

### **Hotel Ibis**

700 Hunter Street  
Newcastle  
NSW 2300

**P:** 02 4925 2266

**E:** <http://www.accorhotels.com.au/>

### **Chifley Apartments Newcastle**

Building 7, 14 Honeysuckle Drive  
Newcastle  
NSW 2300

**P:** 02 49104910

**E:** <http://www.chifleyhotels.com.au>

### **The Sebel Newcastle Beach**

5 King Street  
Newcastle  
NSW 2300

**P:** 02 40323799

**E:** <http://www.mirvachotels.com>