



Your Graduation/Orientation 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 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 with room hire, 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.

Best wishes,

Jaclyn Muller
Function Manager

Hayley Hutchinson
Assistant Manager

~ 2012 ~
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)

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 \$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)

or

hot and cold finger food served over a two hour duration with
bread and dips platters on arrival

alcoholic and non alcoholic beverages included for the time below and then bar
available for cash sales after your package expires
(cash bar not available after the 5 hour package - spirits not included)

security for the duration of your function

dinner package

2 hour beverages - \$75.00 per person
3 hour beverages - \$79.00 per person
4 hour beverages - \$83.00 per person
5 hour beverages - \$88.00 per person

cocktail package

2 hour beverages - \$61.00 per person
3 hour beverages - \$64.00 per person
4 hour beverages - \$68.00 per person
5 hour beverages - \$75.00 per person

harbourview on queens wharf

dinner menu

fingerfood

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

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 - special diets catered for seperately)

crispy skin chicken supreme with caramelised chorizo, brie and pea risotto

beef fillet with roast potatoes, creamy bacon cabbage and honey carrots

crispy skinned salmon on paris mash, confit garlic, slow roast tomato and salsa verde

white fish with cauliflower puree and a warm salad of asparagus, tomato, basil and dried black olive

dessert

(choose two for alternate service)

white chocolate and raspberry brulee with biscotti

pavlova roulade with strawberry soup, blackberry jelly and almond crumble

profiteroles filled with vanilla custard and topped with chocolate sauce

caramel and date pudding with butterscotch sauce and fresh cream

lemon tart served with basil anglaise and balsamic strawberries

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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)

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)

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)

beverage package inclusions

tyrrells moores creek sparkling wine

tyrrells moores creek Semillon sauvignon blanc

tyrrells moores creek cabernet sauvignon

tooheys new, hahn super dry, XXXX Summer, 5 seeds cloudy apple cider
and hahn premium lite

soft drink and juice

Harbourview On Queens Wharf

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.*

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 5 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 5 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 5 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 5 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
Harbourview Room	220	2.55	120 guests	250 guests	120 guests	100 guests
Hunter Room	129	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

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 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 – 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

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 being: 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: _____