

Your Wedding 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 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.

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. 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.

sales@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 special day. We hope to have the pleasure of welcoming you and your guests to Harbourview.

Warm Regards,

Jaclyn Muller
Function Manager

Hayley Hutchinson
Assistant Manager

our dinner wedding package

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

superb three course menu
(buffet menu \$5.00 per person surcharge)

tyrrells moores creek sparkling brut, tyrrells moores creek semillon sauvignon blanc, tyrrells moores creek cabernet sauvignon, hahn super dry, tooheys new, xxxx summer ale, 5 seeds cider, hahn lite, soft drink and juice unlimited for five hours
(spirits for the bridal party)

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 paramount event hire

overnight accommodation in a one bedroom fully contained unit
at quest apartments for the bride and groom

september – april

monday to friday	\$96.00 per person
saturday	\$107.00 per person
sunday	\$117.70 per person
public holiday	\$123.05 per person

may – august

monday to friday	\$90.50 per person
saturday	\$99.00 per person
sunday	\$108.90 per person
public holiday	\$113.85 per person

* room hire is an additional \$240.00 for a 5 hour duration

* minimum numbers of 80 for saturday reception in the harbourview and seaview rooms

* minimum numbers of 40 for saturday reception in the hunter and harbour lights rooms

our cocktail wedding package

our cocktail wedding menu served to your guests on platters
over a three hour duration

tyrrells moores creek sparkling brut, tyrrells moores creek semillon sauvignon blanc, tyrrells
moores creek cabernet sauvignon, hahn super dry, tooheys new,
xxxx summer ale, 5 seeds cider, hahn lite, soft drink and juice unlimited for five hours
(spirits for the bridal party)

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

glass sphere centrepieces with glass beading and candles for your tables

magical fairy lighting to complete the ambiance of your room

wrought iron easel with decorative frame for your use

september – april

monday to friday	\$75.00 per person
saturday	\$86.00 per person
sunday	\$94.60 per person
public holiday	\$98.90 per person

may – august

monday to friday	\$72.00 per person
saturday	\$84.00 per person
sunday	\$92.40 per person
public holiday	\$96.60 per person

*** room hire is an additional \$240.00 for a 5 hour duration**

*** minimum numbers of 80 for saturday reception in the harbourview and seaview rooms**

*** minimum numbers of 40 for saturday reception in the hunter and harbour lights rooms**

Harbourview on Queens Wharf

for your special day

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.**

entrée

cream of broccoli soup with parmesan croutons and white truffle oil

king prawn and roasted capsicum salad with persian feta and
a peach seeded mustard dressing

salt and pepper squid with tomato chilli jam, lemon and rocket

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

pork and pistachio terrine with candied fig and fresh leaves

chicken skewers with steamed jasmine rice, asian salad and satay sauce

main

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

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

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

braised lamb pithivier, mashed potato, green beans and tomato chutney

smoked lamb rump with golden parmesan polenta cake, caponata and red wine reduction

pan fried chicken breast supreme with potato rosti, crisp prosciutto and white wine sauce

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

roast beef fillet served on potato gratin, mushroom ragout and café de paris butter

dessert

white chocolate and raspberry brulee with biscotti

chocolate pudding with orange marmalade and vanilla bean ice cream

lemon tart served with basil anglaise and balsamic strawberries

profiteroles filled with vanilla custard and topped with chocolate sauce and cream

coconut and lime pannacotta with pistachio praline

caramel and date pudding with butterscotch sauce and fresh cream

pavlova roulade with strawberry soup, blackberry jelly and almond crumble

chocolate brownie with espresso ice cream and roast coffee crumble

freshly brewed coffee, tea and mints

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

freshly brewed coffee, tea and mints

Harbourview on Queens Wharf

for your special day

platinum cocktail menu

(designed for an extra special event as a meal replacement menu and recommended with consumption of alcohol)

sydney rock oysters

(served natural with lemon wedges and gazpacho shooters)

fresh prawns

(served tails on with lemon wedges and tartare and seafood dipping sauces)

smoked salmon crepes flavoured with dill and horseradish

(smoked salmon wrapped in a herb crepe and cut into bite sized pieces served cold)

corn cakes topped with tomato and avocado salsa (v)

(warm sweet corn fritters topped with salsa)

tempura seafood and vegetables

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

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)

salt and pepper squid

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

crispy skin pork belly with plum and chilli sauce

(pork belly braised in asian master stock)

crispy duck and bamboo shoot wontons

(fried and served with kaffir lime dipping sauce)

arrancini balls (v)

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

a selection of sweets

(lemon tartlet, chocolate truffles, profiteroles and berry trifle shooters)

(variations are available)

freshly brewed coffee, tea and mints

served over 3 hours

Harbourview on Queens Wharf

for your special day

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.

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. *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.

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. *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. *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.

Harbourview on Queens Wharf

for your special day

What our customers say about us

Hayley, you are amazing! Post wedding we have received as many compliments about your service, helpfulness and cheerful personality as I have about the wedding day itself!

K & M Parker - October 2011

The reception at Harbourview turned a great day into a perfect day! The room was beautiful, the food delicious and the staff helpful and friendly. Nothing was too much trouble for your staff - we regret not thanking them individually!

M & C Swadling - February 2011

Thank you so much for a wonderful night. We had so much positive feedback about how nice the food was and how beautiful the place looked and of course the view! We had a great night and your service was wonderful - we would certainly recommend Harbourview for future functions and wedding!

K & C Boetcher - March 2011

We would really like to thank you for all of your assistance with our wedding. We had the most amazing time and truly appreciate everything that you did for us leading up to our special day. It would not have been the same without you!

G & D Robertson - April 2011

'Brilliant, Brilliant, Brilliant! Jackie is an absolute miracle worker and angel! Thank you!

K & S Gandy - March 2010

'The service provided by all staff was of such a high standard that many guests commented on how impressed they were. I can't thank everyone enough for their standard of professionalism and in making our wedding relaxed and enjoyable. We all had a wonderful time. We also got much praise for the standard of the food and service.'

R & J Feenstra - November 2010

'Thank you so much Jaclyn! Our wedding day was so amazing! We sincerely thank you for your efforts to make our reception so enjoyable. You were so easy going and all of our requests seemed like no trouble for you. Harbourview certainly exceeded our expectations!'

M & J Bale - October 2010

'Thank you very much for making our night run so perfect and smooth. The food and service was great! We had a great night!'

J & D Riley - November 2010

Harbourview on Queens Wharf

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Some common questions and their answers to help you plan for a hassle free function

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. Being a busy venue we are not always available for consultation at short notice.

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 are charged 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 to recover any bank fees. We are happy to accept a personal cheque, however payment must be made a minimum of fourteen (14) days prior to your wedding to allow for clearing.

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.

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.

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.

When can I have access to decorate, put out placecards, etc.?

We like to have our weddings set up at 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.

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.

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

Our wedding packages are for a five 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 1.00am. 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 I organise my Wedding Reception to be alcohol free?

Of course, speak with one of our sales team for the appropriate pricing.

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 and we will assist you in whatever way possible.

Harbourview on Queens Wharf

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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 2% surcharge to recover bank fees.

We are happy to accept a personal cheque, however, payment must be made fourteen (14) days prior to your wedding to allow for processing.

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 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 15%. This amount is necessary to cover the cost of penalty rates paid to our staff under their Australian Workplace Agreements. You will find our public holiday rates listed within our packages.

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 five (5) hours unless otherwise arranged. After five 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 being: product cost increases, wage cost increases, government imposts 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 _____

Grooms Name _____

Phone _____

Address _____

Room Required _____

Date of Wedding _____

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 for chair covers and accommodation.

I will be taking advantage of the following package:

Dinner Wedding Package

(September – April)

- Monday to Friday at \$96.00 per person
- Saturday at \$107.00 per person
- Sunday at \$117.70 per person
- Public Holiday at \$123.05 per person

Dinner Wedding Package

(May – August)

- Monday to Friday at \$90.50 per person
- Saturday at \$99.00 per person
- Sunday at \$108.90 per person
- Public Holiday at \$113.85 per person

Cocktail Wedding Package

(September – April)

- Monday to Friday at \$75.00 per person
- Saturday at \$86.00 per person
- Sunday at \$94.60 per person
- Public Holiday at \$98.90 per person

Cocktail Wedding Package

(May – August)

- Monday to Friday at \$72.00 per person
- Saturday at \$84.00 per person
- Sunday at \$92.40 per person
- Public Holiday at \$96.60 per person

We have a specially tailored package at \$ _____ per person to include the following:

-
-
-
-
-
-
-

Brides Name: _____

Grooms Name: _____

Address: _____

Phone (h): _____

Mobile Number: _____

Date of Reception: _____

Room Booked: _____

Number of Guests (approximately): _____

If you are taking advantage of a wedding package that includes chair covers:

How many will you need: _____

What colour bow / cravat colour would you like: _____