

Congratulations

Newcastle City Hall is the perfect venue for your special day. Our experienced & professional staff will work closely with you to ensure that your day is not only a great success, but also memorable and fun!

Newcastle City Hall offers classical style, elegance and grandeur at an affordable price. We have a variety of reception rooms to suit your specific requirements. We can cater for intimate Lunch Receptions for 40 people or Dinner Banquets for up to 300 guests.

Surround yourself in the Old World Charm of a bygone era. Enjoy pre dinner drinks on the cocktail balcony overlooking Civic Park, or make the most of the stunning architecture and superior craftsmanship as a backdrop for your photographs.

This helpful Information Package contains further information on Newcastle City Hall's Facilities including All Inclusive Packages, Menus & General Information.

We would be delighted to welcome you, your fiancée and family for a personal tour of City Hall function rooms and facilities at a time convenient to yourselves. Please do not hesitate to contact us on 4974 2996 to make an appointment or if you require any further information.

We look forward to welcoming you to City Hall.

Melissa Roulston

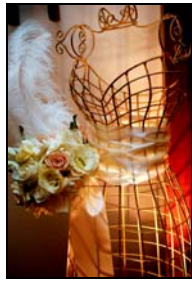
Function Co-ordinator
Newcastle City Hall Function & Conference Centre
Ph: 02 4974 2996
mroulston@ncc.nsw.gov.au

Jenny Daubney

Function Co-ordinator
Blue Star Catering
Ph: 02 4974 2949
jdaubney@ncc.nsw.gov.au



Classical



Elegance



Grandeur



Charm

Wedding Package

Our Wedding Package Includes:

Chef's selection of hot & cold canapés
served to your guests upon arrival

Three course dinner selected from the chefs specially prepared menu

Beverage package including:
Champagne, beer, wine, soft drink and orange juice

Tea & Coffee served with chocolates

Easel for the display of your seating plan

Bridal, cake and gift table elegantly skirted

White linen tablecloths and napkins

Lectern & Microphone



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\$108.00 per adult + Room Hire

(10% surcharge applies on Sundays & 15% surcharge applies on Public Holidays)

Hunter Room

Room Hire: \$670.00 – 6 hours
 Capacity: 90 guests on round tables + Bridal table & dance floor
 Minimum Numbers: 60 adult guests
 Our Gifts to You: White Chaircovers & Choice of Sash on all Chairs*
 Deluxe Canapés

Concert Hall

Room Hire: \$1,045.00 – 6 hours
 Capacity: 240 guests on round tables + Bridal table & dance floor
 Minimum Numbers: 120 adult guests
 Our Gifts to You: White Chaircovers & Choice of Sash on all Chairs*
 Deluxe Canapés

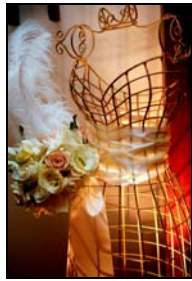
Banquet Room

Room Hire: \$770.00 – 6 hours
 Capacity: 150 guests on round tables with dance floor
 Minimum Numbers: 70 adult guests
 Our Gifts to You: White Chaircovers & Choice of Sash on all Chairs*
 Deluxe Canapés

*Chaircovers & sash provided by Paramount Event Hire
 Please contact Paramount Event Hire on 4969 8778
 or visit www.paramounteventhire.com.au



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Canapé Menu

Assorted Nori Rolls

Smoked Chicken, Dill and Baby Spinach Crostini

Sweet Corn Fritters with Goats Cheese and Pancetta Chips

Oven Roasted Tomato and Bocconcini Crostini (v)

Seared Rare Steak Tartare topped with Seaweed Salad

Smoked Salmon Roulade topped with Salmon Roe

Corn Cake with Chicken, Light Soy and Pickled Ginger

Bruschetta with Oven Roasted Tomato and Basil Pesto (v)

Chicken Teriyaki Skewers

Red Lentil and Carrot Pattie with Babaganoush (v)

Braised Oxtail Eschalot Tart

Caramelised Onion and Goats Cheese Tartlet (v)

Portuguese Piri Piri Prawns Skewers

Roasted Pumpkin and Mozzarella Risotto Ball (v)

Thai Style Beef Spring Roll

Wonton of Chicken and Ginger with Shallot and Soy

Spinach, Ricotta and Pinenuts in Filo (v)

Thai Chicken Curry Pie with Chilli Jam

Stuffed Mushroom Caps (v)

Tomato and Herb Mini Quiche (v)

Lamb Kebabs Marinated in Rosemary and Honey

Thai Fish Cakes with Mirin Dipping Sauce

Ricotta Cheese and Leek Tartlets (v)

Tempura Prawns

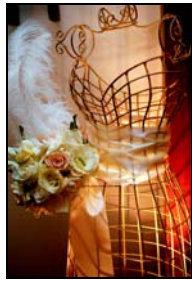
Bacon, Mozzarella and Sour Cream stuffed Chats

Satay Chicken Mini Cakes

2010. Please note all catering prices subject to change without notice.



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Dinner Menu

Please select 2 from each course which will be served alternately

ENTRÉE

- Sweet Potato and Bacon Soup with Crispy Leek
- Caesar Salad with Crispy Bacon, Bocconcini, Garlic Croutons and Parmesan
- Thai Beef Salad with Rice Noodles, Asian Greens and Peanut Chilli Dressing
- Tian of Cured Ocean Trout, Seaweed Salad and Cucumber Mayonnaise
- Salt and Pepper Squid with Avocado, Tomato and Chilli Salsa
- Grilled Piri Piri Prawns, Roasted Pumpkin, Rocket Salad and Onion Chilli Jam
- Fettuccini tossed with Bacon, Swiss Brown Mushrooms, Spring Onions and Parmesan
- Slow Roast Pork Belly on Wilted Bok Choy and Palm Sugar Soy Glaze
- Dukkah Spiced Lamb Fillet with Tzatziki Potato Salad
- Pumpkin and Goat Cheese Ravioli with Zucchini Pistachio Butter Sauce

MAIN

- Steamed Barramundi with Garlic Baked Potato and Cep Cream Sauce
- Pistachio Nut and Herb Crusted Breast of Chicken with Puy Lentil and Caramelised Onion Jam
- Lamb Wellington served with Potato Shallot Rosti and Seeded Mustard Jus
- Pan Fried Chicken Breast filled with Spinach, Ricotta and Pinenuts wrapped in Filo with a Kumera and Zucchini Cake and Tomato Jus
- Roast Lamb Fillet flavoured with Garam Masala on a Rosemary Potato Cake with Mild Red Curry Sauce
- Pan fried Chicken Breast topped with King Prawns, Corn Cakes, Boy Choy and Chive Sauce
- Beef Fillet topped with Crispy Bacon, Roasted Kipfler Potato and Port Wine Glaze
- Mignon of Atlantic Salmon with Lemon Scented Crushed Potato and Dill Cream
- Pan Seared Veal with Prosciutto, Tomato and Cheese with Lemon Risotto Cake and Red Wine Jus

DESSERT

- Rich Triple Chocolate Mousse Cake with Mocha Cream and Berry Coulis
- Gin and Lime Tart with Seasonal Berries and Vanilla Bean Anglaise
- Passionfruit Pannacotta served with Berry Compote and Double Cream
- Belgium Chocolate Tart with Fudge Sauce and Fresh Strawberries
- Butterscotch Brittle Gateaux with Macerated Strawberries
- Pavlova Roulade with Passionfruit and Mango Cream Berry Compote and Mint Sugar
- White Velvet Baked Cheesecake with Raspberry Coulis and Baileys Cream
- Profiteroles filled with Praline Mousse drizzled with a Raspberry and White Chocolate Ganache
- Steamed Banana and Date Pudding with Sticky Caramel Sauce
- Cappuccino Crème Brulee with Almond Biscotti

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Beverage Package

5 hours & 45 minutes

Sparkling

Tyrrell's Moore's Creek

(Crisp clean Semillon with lifted citrus flavours - Hunter)

White Wine

Tyrrell's Glenbawn Classic Dry White

(Fresh, rich, tropical flavours with a crisp balanced acid on the finish - Hunter)

Red Wine

Tyrrell's Glenbawn Shiraz Cabernet

(Full flavoured with spicy peppery overtones and blackcurrant flavours - Hunter)

Beer

Hahn Premium Light

Tooheys New

Victoria Bitter

Tooheys Old

Soft Drink & Juice

Upgrade your Wine Package for an additional \$3.00 per person.

Goodwyn Pepperton Estate Brut Cuvee

(Yeast and fruit characters are compliment by crisp acidity - Riverina)

Goodwyn Pepperton Estate Chardonnay

(Alluring white peach with French oak characters and a soft creamy finish - Riverina)

Goodwyn Pepperton Estate Cabernet Sauvignon

(A succulent wine combining rich full berry fruit flavours with gentle tannins - Riverina)

Please note that under no circumstance is independently sourced alcohol including spirits permitted on premises.

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Newcastle City Hall 290 King Street Newcastle NSW 2300 Phone 4974 2996 Fax 4974 2902 www.civicprecinctnewcastle.com.au

An initiative of Newcastle City Council



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INFORMATION, CONDITIONS OF CATERING & SOME COMMON QUESTIONS TO ASSIST WITH YOUR FUNCTION PREPARATION

The Management & Staff of Newcastle City Hall & Blue Star Catering would like to ensure that your function is special in every way.

1. ORGANISING YOUR FUNCTION

Our Function Co-ordinators are available at most times to advise you on any aspect of your function. To enable us to finalise all details and meet your requirements, we ask that you make an appointment with our office so we can provide you with the best possible service. (Refer to 'Wedding Checklist')

2. CONFIRMATION OF GUEST NUMBERS & CATERING PAYMENT

Final numbers are required seven (7) working days prior to your function. This will be the minimum numbers charged for your function and full payment is required by this office prior to the day of your function. Payment must be made by bank cheque, cash, or credit card. Credit cards incur a service fee. Should there be any increase in numbers on the night, a further account will be calculated and this should be paid on the night.

3. PERSONAL PROPERTY

Blue Star Catering or Newcastle City Hall cannot accept responsibility for guest's personal effects, equipment or valuables. At the conclusion of the function, all your property should be removed unless prior arrangements have been made.

4. ADDITIONAL CHARGES

Prices are current at the time of quote and could be subject to change due to circumstances beyond our control, being: product increases, wage increases, government imposts & charges. Prices will **only** be confirmed two months prior to your function date, government charges excluded. As at 1st July 2000 all prices quoted do include GST.

5. WHEN DO I PAY A DEPOSIT?

Your tentative booking will be held for seven (7) days. If you wish to secure the function room and date, please notify us within the seven (7) day period so that the invoice and hiring agreement can be forwarded to your mailing address immediately. The invoice should be paid by the due date and the hiring agreement returned with signatures acknowledging the terms and conditions have been read. The deposit is the total cost of room hire and payable to Newcastle City Council.

6. WILL THE PACKAGE/MENU ITEMS AND PRICES ALTER BEFORE MY WEDDING DAY?

Please refer to 'additional charges'.

7. DO I HAVE TO MAKE AN APPOINTMENT TO FINALISE ARRANGEMENTS?

Being a very busy function centre, we are not always available if we are not aware of you coming. It is always advisable to make an appointment if you would like to talk to us regarding your function, this way all information regarding your function will be available for the meeting and you will be assured of our undivided attention. Please contact us approximately one (1) month prior to your Wedding.

8. WHAT DO I DO ABOUT CHILDREN'S MEALS, SPECIAL DIETS & WORKING GUESTS?

Special considerations are made with regard to children's meals, vegetarians, unusual 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 function. Of course children's meals and working guests are discounted.

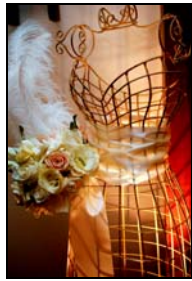
Children under 12 - \$30.00 each

Includes Chicken Schnitzel & Chips, Ice Cream Sundae & unlimited Soft Drinks for duration of function

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Working Guests - \$30.00 each

Includes Main Meal & unlimited Soft Drink

9. AM I ALLOWED TO BRING IN MY OWN BEVERAGES?

Newcastle City Hall does not allow our guests to bring in their own beverages as we are fully licenced.

10. AM I ALLOWED TO BRING IN MY OWN FOOD?

Newcastle City Hall does not allow our guests to bring in their own food to the Centre as we have onsite contract Caterers – Blue Star Catering. Of course, Blue Star Catering is happy to cut and platter your wedding cake for you. If you would like to serve your wedding cake to each guest individually, a fee will apply. Please contact Jenny Daubney – Functions Co-ordinator on 02 4974 2949 for further information.

11. CAN I DO MY OWN DECORATING?

Of course. We encourage you to decorate as you wish, although the use of any form of adhesive (blue tac/sticky tape etc) is not appropriate or allowed on any painted surfaces. Please do not hesitate to speak to our office for assistance in this area.

12. WHEN CAN I HAVE ACCESS TO DECORATE, PUT OUT PLACE CARDS ETC?

The function room will be set up on the day of your wedding with access to be confirmed the week of your Wedding Reception. Please note that it is your responsibility to ensure that any service provider (decorators, DJ's, etc) equipment and decorations are collected at the conclusion of your room hire. Newcastle City Hall allows one hour after the conclusion of your room hire for your service providers to vacate the venue. Please note that failure to do this will result in additional charges

13. CAN I BE MARRIED ON THE NEWCASTLE CITY HALL BALCONY?

Of course but only if you have booked the Hunter Room for your Wedding Reception. Please contact our office on 02 4974 2996 for in relation to availability and charges.

14. WHAT TIME DOES MY FUNCTION START?

Your room hire is for a period of six hours. Any variation on this period will incur additional charges as per below:

- Additional hour prior to midnight

Mon – Fri	\$110.00 per hour
Sat	\$115.00 per hour
Sun	\$120.00 per hour

 Plus Service fees from Blue Star Catering
- Additional hour after midnight

Mon – Fri	\$220.00 per hour
Sat	\$230.00 per hour
Sun	\$240.00 per hour

 Plus Service fees from Blue Star Catering

You must pre-arrange any extensions to room hire periods. Please note that room hire cannot be extended beyond 2am.

15. DO WE HAVE TO VACATE THE PREMISES AT A CERTAIN TIME?

Unless you have pre-arranged to extend your room hire period, all guests must leave the premises at the completion of your six hours room hire. If your guests have not vacated the building by the agreed time, an additional charge will occur. Please refer to costs outlined under point 12.

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