



*meetings*



# *the harbour view hotel*

The Harbour View Hotel is situated on the corner of Cumberland Street and Lower Fort Street in the Rocks, under the Southern end of the iconic Sydney Bridge.

The First Harbour View Hotel was built in 1843, and demolished to make way for the bridge to be built – it was originally located when the granite pylons now stand.

The Harbour View Hotel offers a private space for conferences, corporate meetings and workshops.

The space has its own private bar and balcony with great views of the Harbour Bridge and Harbour. There are HDMI cable-compatible plasma television screens available for presentations and video. The space also offers complimentary wi-fi for our guests.

We offer all day or half day packages, complete with catering, beverage and stationery.

Let us deliver your perfect conference from start to finish!





## *our spaces*

### *the bridge room*

The Bridge Room is a large, L-shaped function space, offering an amazing view of the harbour, and Sydney Harbour Bridge. There is a private bar with a high table, long table in this sophisticated space to suit all event needs.

Cocktail – 65 guests | Seated – 42 guests

### *the cap room*

An intimate function space with an old-style club atmosphere, a fireplace and chesterfield couches. The Cap Room is decorated with vintage sports caps, worn by past cricket, football and sports greats of our time.  
(only available for events Monday - Wednesday)

Cocktail – 40 guests

### *both spaces offer:*

- Private Bar
- Private balcony
- Large Screen TV
- Sound system for guests to bring their own device
- Lift access from street level

For larger events, the hire of both rooms is available.

## *morning tea package*

Selection of freshly baked morning tea pastries, fresh fruit & yoghurt includes tea & coffee

*\$30pp*

## *afternoon tea package*

Chocolate brownies, raspberry & pistachio friands, and coconut tea cakes, includes tea & coffee

*\$25pp*

## *half day package*

*morning tea & lunch*

Selection of freshly baked morning tea pastries, fresh fruit & yoghurt followed by a set lunch

*2 course lunch \$95pp*

*3 course lunch \$105pp*

## *full day package*

*morning tea, lunch & afternoon tea*

Selection of freshly baked morning tea pastries, fresh fruit & yoghurt

2 course set lunch

Afternoon tea: chocolate brownies, raspberry & pistachio friands, and coconut tea cakes

*2 course lunch \$119pp*

*3 course lunch \$129pp*





## *sit down set menu*

*minimum 10 guests*

*2 course menu \$75 / 3 course menu \$85*

*For course menus, select 1 set entrée & dessert, and 2 mains for an alternate drop*



### **ON ARRIVAL**

Quinoa & soy sourdough, cultured butter

### **SET ENTRÉE**

Antipasto – artisan salami, Manchego cheese, hummus & marinated olives (can be made gf)

–

Heirloom tomato salad – burrata & vinocotto dressing (v)

–

Mushroom and mozzarella arancini (v)



### **MAINS**

Pan Fried NZ Hapuku, roasted potatoes & brussel sprout & creamy gochujang sauce

–

Striploin 250g mesclun mix leaves, potato purée & gravy (df, can be made gf)

–

Pan fried chicken, quinoa & spiced carrot labneh dressing

–

Roasted Cauliflower, dukkah, roasted carrots, cauliflower purée (v, gf)



### **FRIES & GREEN SALAD TO SHARE**

### **DESSERT**

Chocolate Fondant with crumble, vanilla ice cream and pistachio praline (v)

–

Sticky Date Pudding – butter scotch caramel & vanilla ice cream

## *event details*

Name: \_\_\_\_\_

Company: \_\_\_\_\_

Contact Number: \_\_\_\_\_

Email: \_\_\_\_\_

Date of Event: \_\_\_\_\_

Arrival Time: \_\_\_\_\_

Number of Guests: \_\_\_\_\_ (To be confirmed 7 days prior to event)

## *menu*

MORNING TEA PACKAGE ☐ \$30pp

AFTERNOON TEA PACKAGE ☐ \$25pp

HALF DAY PACKAGE: ☐ 2 Course \$95pp ☐ 3 Course \$105pp

FULL DAY PACKAGE: ☐ 2 Course \$119pp ☐ 3 Course \$129pp

SIT DOWN SET MENU: ☐

## **PAYMENT**

**Credit Card:** ☐ (incurs a 1.75% credit card surcharge)

Card Name: \_\_\_\_\_

Card Number: \_\_\_\_\_

Expiry Date: \_\_\_\_\_ CCV: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Amount: \_\_\_\_\_

**Electronic Funds Transfer:** ☐

Harbour View Hotel Trading Pty Ltd

BSB: 122-798

Account Number: 23083347

# terms & conditions

## CONFIRMATION AND NUMBERS

To reserve a date, we require a deposit as outlined in the Deposit Payments section below as well as a signed Event booking form to Harbour View Hotel.

## DEPOSIT AND PAYMENT

For all events under \$3000 in total:

- I. Confirmation Deposit – \$500 which is payable within 7 days of placing a hold on a date
- II. 100% of the payment must be received as cleared prior to, or on the conclusion of your event.

For all events over \$3000 and below \$20,000

- I. Confirmation Deposit – \$1000 which is payable within 7 days of placing a hold on a date.
- II. 100% of the payment must be received as cleared prior to, or on the conclusion of your event.

For all events over \$20,000

- I. Confirmation Deposit – 20% of the quoted minimum spend requirement prepared by Event Manager. This is payable within 7 days of placing a hold on a date.
- II. Progress Deposit – a further 30% of the latest total estimated event cost is payable 2 months from the event date.
- III. 100% of the payment must be received as cleared prior to, or on the conclusion of your event.

If any of the above payments area not received within the tie specified or any payment is dishonoured, the Harbour View Hotel reserves the right to cancel the booking without any liability or consequence. This situation will be treated as if the booking was cancelled and cancellation fees will apply, as outlined in these Terms of Contract.

## MINIMUM SPENDS

Please note that the minimum food and beverage spends form part of this contact and will be advised on the initial quotations. Should the spend fall below the required amount a venue hire fee may be applicable. Credit card details required a security and if necessary debited in the event of outstanding accounts not paid on the day.

## FUNCTION CANCELLATION

If cancellation occurs within 4 weeks of the event date, the deposit is forfeited. If cancellation occurs within 10 working days prior to the event date, the client will be charged 100% of the food costs & hire fee

## GUARANTEED CATERING NUMBERS

Ten (10) Working Days Prior to Booking Date. The guaranteed number of guests attending is required Ten (10) working days prior to each day's events. After this date increases will be accepted but no decreases.

Should a guaranteed number not be received, the attendance indicated on the Event Orders will be taken as final. If the number of guests who attend your function differs by more than 10% from the number of the persons notified to the venue, the venue may review the price charged for your meals. Should the final guest number be greater than the guaranteed number this will be charged for accordingly and must be settled on the night of the event.

## SEASONAL FOOD & DRINKS MENU CHANGES & PRICES

The menus provided are subject to seasonal changes. Where possible, the Harbour View Hotel will aim to meet all clients' individual needs. We will also endeavour to maintain prices as originally quoted; however, they may change without written notice. Limited no less than Ten (10) working days prior to the booking. Menu confirmation is required minimum Ten (10) working days prior to your booking.

## PRIVACY & PRICING

All pricing of your personalized package is strictly confidential & tailored accordingly to your requirements.

## DECORATIONS & THEMING

Permission must also be sought prior to putting up any decorations &/or lighting etc.

CAKEAGE – Please note there is a \$2pp cakeage fee when bringing a cake for the event.

## RESPONSIBLE SERVICE OF ALCOHOL

The Harbour View Hotel is obliged to abide by State Government regulation regarding the responsible service of alcohol. Intoxicated persons, minors & those whose behavior is considered by management as disorderly will be refused beverage service & may be asked to leave the premises. It is your responsibility to ensure orderly conduct of your guests, especially when leaving the premises at night. Management reserves the right to call police &/or terminate the functions, without refund of any monies, should such behavior present a problem to guests, staff or neighbors. No food or beverage may be brought into or taken off the premises.

## INDEMNITY & DAMAGES:

The client will acknowledge responsibility for the conduct of their guests & agree to indemnify the Harbour View Hotel for any liability loss claim or proceedings in respect of any loss or damage to property or equipment caused by any or all guests at the above function.

## TIMING

The Harbour View Hotel has the right to book other functions up to 1.5 hours before the scheduled function commencement time & 1.5 hours after the scheduled function finishing time.

## AUDIO EQUIPMENT

It is the client's responsibility to ensure that all AV equipment is configured to the Harbour View Hotel specifications & tested prior to the function date. This must be prearranged with the Event Manager & charges may apply.

## SECURITY & RESPONSIBILITY

Under no condition does the Harbour View Hotel take responsibility for any items brought by the client into the venue. It is the clients' responsibility to ensure the security of their equipment & their guests possessions while on the premises. For functions the Harbour View Hotel will recommend & reserves the right to supply security if deemed appropriate at the client's cost.

## DELIVERY & COLLECTION OF GOODS

The Harbour View Hotel will only accept delivery of goods on the day for the function & all goods must be collected on the same day unless prior arrangements have been made.

## COVID-19 POLICY

Please note before booking: Our flexible cancellation policy is STRICTLY credit only. We are all navigating the pandemic in the best way we can. Our policy is to be flexible and as accommodating as possible, and should you need to adjust or cancel a function booking due to covid-19, we will do everything we can to ensure a smooth transition for you.