

Longworth House



Event Package

129 Scott Street Newcastle

Phone: (02) 4927 0077

www.longworth.com.au

To the Bride and Groom,

Thank you for your enquiry.

At Longworth we aim to provide a superior standard of cuisine and service in a unique and beautiful setting. Our highly experienced and versatile team are able to customise a food and beverage package for all tastes.

*At Longworth our services include provision of the following:
A choice of two stunning ballrooms, and other bar and event rooms
Fine White Linen Tablecloths and serviettes
Ornate upholstered dining chairs
Superior table settings, flatware and stemware
Candle settings and candles
Microphone and Sound equipment
Uniformed and professional staff*

We set out below our current function menu and various beverage packages to indicate a basic pricing and selection. Of course we take pride in being flexible, and we are happy to tailor our services to meet your requirements. We can certainly modify our services to satisfy any budget.



Please note that payment of a deposit is required to secure an event date. Further details are set out in the booking Terms and Conditions attached.

If you have any further queries at this stage please do not hesitate to contact our event co-ordinator on (02) 4927 0077. Alternatively we would welcome the opportunity to meet with you to discuss the possibilities.



Warm Regards,

The Team at Longworth House

*Event Menu **

Entrée

Local Natural Oysters

Antipasto

Smoked Salmon, Salad of Caperberries, Crème Fraiche

Salt & Pepper Squid, Vietnamese Salad

Salad of Serrano Ham, Bocconcini, Melon

Mushroom Risotto

Thai Beef Salad, Nam Jim Dressing

Main

Tenderloin Beef, Dauphinoise Potato, Redcurrant Jus

Braised Lamb Shank, Parsnip Puree, Sweet Onion Jus

Roasted Pork Belly, Apples, Celeriac Puree

Veal Saltimbocca, Parma Ham, Fondant Potato, Shiraz Jus

Blue Eye Cod, Buttered Leek Risotto, Chive Cream Sauce

Supreme of Chicken, Potato Rosti, White Wine Cream Sauce

Field Mushroom & Labna Pithiviere, Lentils

Dessert

Five Spice Panna Cotta, Mixed Berry Compote

Sticky Toffee Pudding, Double Cream & Strawberries

Triple Layered Belgian Chocolate Mocha Tart, Hazelnuts

Lemon Tart, Marscapone, Citrus Toffee

Fine Cheese Plate

Two Courses - \$55 per head

Three Courses - \$69 per head

Two Courses & Fine Cheeses - \$66 per person

(Two choices for each course to be served alternatively)

**Please note the menu is subject to seasonal variation.*

*Canapé Menu **

Hot

- *Tempura prawn w/ soy mirin dressing*
- *Grilled polenta w/ chorizo & onion relish or tomato butter*
- *Lamb skewers*
- *Mushroom or Pumpkin and Leek arancini w/ rocket aioli*
- *Chicken croquettes with lime aioli*
- *Sherry roasted mushrooms*

Cold

- *Binnorie goats cheese tart w/ beetroot relish*
- *Salmon tartare w/ chives*
- *Rare beef w/ horseradish*
- *Tomato bruschetta*
- *Scallop cerviche w/ fennel*
- *Grilled tomato consommé w/ baby basil*

The price for canapés is determined by the number of selections and duration of service. For example:

Two hot & two cold choices (1/2 hour) - \$11 per person

Two hot & two cold choices (1 hour) - \$15 per person

Two hot & two cold choices (2 hours) - \$25 per person

Three hot & three cold choices (1 hour) - \$25 per person

Three hot & three cold choices (2 hours) - \$39 per person

Three hot & three cold choices (in quantities sufficient to represent a full meal) - \$50 per person.

**Please note the menu is subject to seasonal variation.*

*Function Beverage Package **

Option One

Standard Package*

**Taltarni T Series Brut NV Pyrennes, Victoria &
Penfolds Private Release Chardonnay, SA &
Penfolds Private Release Shiraz Cabernet, SA &
Local Beer - Tooheys Extra Dry, and Cascade Light
Soft Drinks, Orange Juice, English Breakfast Tea, Plunger Coffee.**

\$29.00 per person for up to 3 hours

\$39.00 per person for up to 5 hours

\$45.00 per person for up to 6 hours

Option Two

Premium Package*

**Grandin Brut NV, Loire Valley France &
Angel Cove Sauvignon Blanc, Marlborough, New Zealand or
Capel Vale, Semillon Sauvignon Blanc, WA or
Aerins Vineyard Pinot Grigio, Mornington Peninsula, Vic or
The Little Wine Co. Verdelho, Hunter Valley NSW or
Chapman Grove Chardonnay, Margaret River, WA &
Tyrrell's Brokenback Shiraz, Hunter Valley, NSW or
Villa Maria Private Bin Merlot, Marlborough, New Zealand or
Aerins Vineyard Grenache Shiraz Mouvedre, Heathcote, Vic
Soft Drinks, Orange Juice, English breakfast Tea, Plunger Coffee.
Choice of either Crown Lager, Coopers Pale Ale, James Boags
Premium, Heineken, Peroni and Cascade Light**

\$37.00 per person for up to 3 hours

\$47.00 per person for up to 5 hours

\$51.00 per person for up to 6 hours

*** Subject to availability.**

*** Other beers and wines from our list may be selected and substituted by arrangement, but may be subject to an additional charge.**

*** Choice of more than one beer will be subject to an additional charge.**

*Function Beverage Package **

Option Three

On Consumption

Standard Package

Taltarni T Series Brut NV, Pyrennes VIC

Penfolds Private Release Chardonnay, SA

Penfolds Private Release Shiraz Cabernet, SA @ \$8 per glass

Tooheys Extra Dry and Cascade Light @ \$6

House Spirits - with a mixer @ \$7

Soft Drinks, Orange juice, Tea or Plunger Coffee @ \$3.50

Premium Package

Grandin Brut NV, Loire Valley France &

*Angel Cove Sauvignon Blanc, Marlborough, New Zealand or
Capel Vale, Semillon Sauvignon Blanc, WA or*

Aerins Vineyard Pinot Grigio, Mornington Peninsula, Vic or

The Little Wine Co. Verdelho, Hunter Valley NSW or

Chapman Grove Chardonnay, Margaret River, WA &

Tyrrell's Brokenback Shiraz, Hunter Valley, NSW or

Villa Maria Private Bin Merlot, Marlborough, New Zealand or

Aerins Vineyard Grenache Shiraz Mouvedre, Heathcote, Vic @ \$9 per glass

Choice of either Crown Lager, Coopers Pale Ale, James Boags

Premium, Heineken, Peroni and Cascade Light @ \$7 per glass

House Spirits - with a mixer @ \$7 per glass

Soft Drinks, Orange juice, Tea or Plunger Coffee @ \$3.50 per glass

** Subject to availability.*

** Other beers and/or wines from our cellar list may be selected and substituted by arrangement, but may be subject to an additional charge.*

Terms and Conditions

Confirmation of Booking

A booking is not secured until we receive full payment of the deposit being 25% of the total estimated spend.

Cancellation

Written notice of cancellation must be forwarded to Longworth House (by email or post only) and the following will apply:

- 1. If cancelled more than three months prior to the event 50% of the deposit will be forfeited. If less than three months notice is given 100% of the deposit will be forfeited.**
- 2. If the date is changed more than three months prior to the event 25% of the deposit will be forfeited. If the date is changed less than three months prior to the event 100% of the deposit will be forfeited.**
- 3. If cancelled, or the date is changed, less than 14 days prior to the event a cancellation fee of 50% of the total catering fees will also be charged to your credit card.**

Final Numbers

- Final minimum numbers must be given 14 days prior to the event to facilitate ordering and preparation of the correct amounts of food and beverages. Customers will be charged according to the numbers provided at this date.**
- If the number of guests increases, payment for the additional guests must be made by no later than the commencement of the event.**

Full Payment

- Full payment must be made not less than 14 days prior to the event (other than for any beverages to be charged on consumption.) Payment can be made by Cash, Bank Cheque, EFT or Credit Card.**
- The requirement to attend to full payment in accordance with these Terms is an essential term of this agreement.**

Access to the Venue for Decorations/Set up/ Pack up

- Access for set up and pack up will be provided by arrangement. Please consult our event co-ordinator.**
- Clients are financially liable for any damage to the venue or the property within, whether by their own action or through the action of their guests or agents. Nothing is to be nailed, screwed, stapled or adhered to any wall, door or other surface or part of the venue, as you will be responsible for the cost of repair of any such damage.**
- The use of confetti, petals and/or glitter is not permitted, without our prior approval. Approval may be subject to a cleaning charge.**

- *All candelabras and candle fittings must have an enclosed flame and must be approved prior to the event by management. The use of open flames or candle fittings which may cause damage to the premises or the health and safety of patrons, including the dripping of wax, will not be permitted.*
- *All table decorations, including vases must be approved prior to the event by management. Table decorations and/or vases which may cause damage to the premises or the health and safety of patrons will not be permitted.*
- *Management has the right to refuse any decoration, item or service which it believes may affect the health and safety of patrons or may impact adversely on the premises or furnishings.*

Beverages on Consumption

- *In order to pay for beverages on consumption, you will need to supply credit card details prior to the event to allow the processing of your account.*
- *The staff at Longworth can keep you updated throughout the event as to the progress of your beverages account.*

Special Meal Requirements/Children's Meals

- *We are to be given notice of any special dietary requirements and any children's meals at least 14 days prior to the event. The names of these persons are to be identified on a seating plan to assist with service.*
- *Children's meals will consist of one course of simple fare followed by ice cream as dessert, and will be charged at \$29 per child.*
- *A child is considered to be under the age of twelve (12) years.*
- *Our chefs will endeavour to accommodate special dietary requirements as required.*

Seating arrangements

- *If a seating plan is to be adhered to and/or place cards are to be used, adequate signage must be provided to ensure that guests can easily find their table. (Options are to be discussed with the Event Co-ordinator.)*

Room selection and Fees

- *A room hire fee of \$500 is payable for the use of either ballroom or \$150 for the use of our boardroom with adjoining lounge. These fees may be waived for daytime corporate conferencing use*

Event Duration

- *The client is to nominate the required starting and finishing times when confirming the booking. While every effort will be made, we cannot guarantee that subsequent variation to the times will be accommodated, as there may be other events booked on the same date.*
- *For events on Monday – Saturday bar service is to cease no later than 11.30pm to facilitate closure of the premises at midnight. For events on a Sunday bar service is to cease at 9.30pm to facilitate closure of the premises at 10pm.*
- *The premises are to be vacated promptly following conclusion of the package*

Wedding/Birthday Cakes

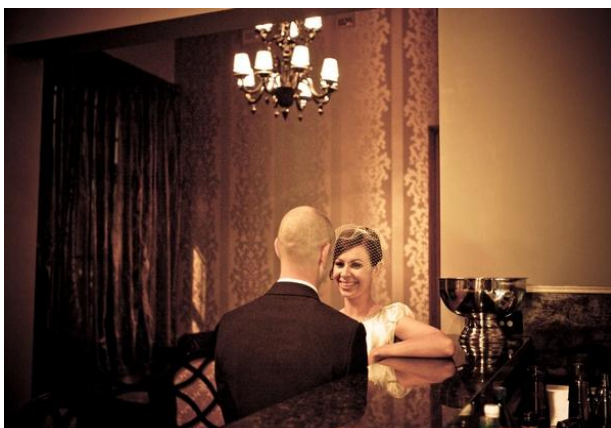
- *A table can be provided to display your cake.*
- *After the cake has been cut, the chefs can portion the desired amount to be placed on platters for each table (or just for the cake table) with serviettes. There is no additional fee if this is done in addition to consumption of our desserts. If however your cake is to be used as a substitute for our desserts then a fee of \$2.50 per person will apply for plating on platters. If individually plated, a fee of \$9 per person will apply.*
- *Please note that we do not supply cake bags/boxes for guests to take cake home. If you would like your guests to be able to take a piece of cake home you will be responsible for providing the means to do this. If the chefs are required to bag the cake for guests then a fee of \$2.50 per bag will apply.*

Some Public Holidays

- *Please note that a 10% surcharge applies to functions held on public holidays.*

House Rules

- *Smoking is not permitted on the premises.*
- *Drinks and glassware are not to be taken off the premises, and drinking on the footpath outside the premises is not permitted.*
- *Clients are financially liable for all breakages and damage caused by their guests.*
- *Glassware is not permitted on the dance floor*



Booking Agreement

To confirm your booking please complete this form and return it to Longworth House with your deposit.

Name:

Address:

Telephone:

Fax:

Date:

We require you to provide your credit card details:

- To identify you;
- For payment of any beverages provided "on consumption"; and/or
- For payment of any extras authorised in the Terms and Conditions of this agreement, including any cancellation fee if required by our cancellation policy, or to reimburse us for any damages caused.

_____	_____
<i>Credit Card Number</i>	<i>Name on Card</i>
_____	_____
<i>Expiry Date</i>	<i>Cardholder Address</i>
<i>_____</i>	<i>_____</i>
<i>Visa / Mastercard /</i>	<i>Card Type</i>

Client's Acknowledgement

I agree to be bound by the Terms and Conditions provided to me, and consent to Longworth House using my personal credit card information to charge in this manner.

I acknowledge that Longworth House has a cancellation policy which applies to cancelled reservations for groups of people. I note that by making this reservation I am entering into a binding agreement with Longworth House, and that the cancellation fee is a genuine pre-estimate of their loss if I fail to keep the reservation.

Details of Booking

Date & Time of Booking

Number of guests

Signature of client

Date