



# FUNCTION ROOM PACKAGES



CUSTOMS HOUSE HOTEL







The Customs House Hotel is situated in the heart of Williamstown's restaurant precinct. Views of Port Phillip Bay and the city skyline ensure a picturesque location for your special event. Our facilities can accommodate small and large groups for celebratory occasions, as well as conferences and meetings.

With 4 function areas available, we have the perfect space for any occasion. This package contains information detailing rooms available and the room rates, menu options, deposits and booking policies and other services we can provide for you.

To make a booking or an enquiry contact our Function Manager

Ph: (03) 9397 8888 Fax: (03) 9397 5935  
161 Nelson Place, Williamstown 3016  
[info@customshousehotel.com.au](mailto:info@customshousehotel.com.au)

[www.customshousehotel.com.au](http://www.customshousehotel.com.au)



## ABOUT OUR ROOMS

### **COURTYARD ROOM \$400+GST**

120 SEATED / 150 - 180 COCKTAIL STYLE

Private Facilities, Private Bar, DJ Area, Projector, DVD & Free to air TV, iPod Connectivity



All rooms are available for hire between 11am - 1am Monday - Saturday and 11am - 11pm on Sundays



## **IMPERIAL ROOM \$300+GST**

50 SEATED / 70 COCKTAIL STYLE

Perfect for family gatherings & work functions



## **SNUG ROOM \$200+GST**

35 SEATED / 50 COCKTAIL STYLE

Perfect for family gatherings & work functions



## **BY THE BAR \$150+GST**

20 SEATED / 30 COCKTAIL STYLE

Perfect for family gatherings & small work functions



All rooms are available for hire between 11am - 1am Monday - Saturday and 11am - 11pm on Sundays

## FINGER FOOD MENU

Please select the platters and quantity of each you wish to have. Each platter has approximately 30 pieces, unless stated otherwise. We recommend 10 pieces per person

### HOT PLATTERS

### PRICE

(ex GST)

Mini Dim Sims (100 pieces)	50.0
Vegetarian Samosas (VG) (100 pieces)	50.0
Vegetarian Spring Rolls (VG) (100 pieces)	50.0
Party Pies (30 pieces)	60.0
Sausage Rolls (30 pieces)	60.0
Stuffed Baby Chats (GF) (30 pieces)	60.0
Mini Veggie Rolls (VG) (30 pieces)	80.0
Chicken Strips w/ Pesto Aioli (30 pieces)	90.0
Lemon Pepper Calamari w/ Lime Aioli (30 pieces)	90.0
Chicken Satay Skewers (30 pieces)	100.0
Chilli & Lime Prawn Skewers (GF) (30 pieces)	100.0
Mini Hamburgers (30 pieces)	110.0
Mini Thai Chicken Burgers (30 pieces)	110.0
Mini Pulled Pork Sliders (30 pieces)	110.0
Lamb Cutlets (GF) (30 pieces)	120.0

### COLD PLATTERS

### PRICE

(ex GST)

Fruit Platter (serves 20 people)	80.0
Mixed Sandwiches (30 pieces)	80.0
Roast Beef Bruschetta (30 pieces)	90.0

### DESSERTS

### PRICE

(ex GST)

Fruit Platter (serves 20 people)	80.0
Mini Desserts (30 pieces)	110.0

(VG) - Vegetarian (GF) - Gluten Free

Please Note - Prices may vary without notice  
Vegetarian & Vegan options are available on request  
Flexible options available



## SET MENU OPTIONS

This set menu has been designed for you and your guests to experience our traditional selection of favourites

\* This menu requires you to choose 2 of the course options for alternate drop.

### ENTRÉES

#### Lemon Pepper Calamari

*Deep fried calamari, served with a rocket salad & aioli*

#### Chicken Strips

*Freshly crumbed chicken strips served with a pesto aioli*

#### Summer Caesar Salad

*Traditional Caesar salad with homemade croutons, topped with a homemade dressing*

### MAINS

#### Chicken Parmigiana

*Freshly crumbed chicken breast topped with ham & cheese, topped with napoli sauce, served with crispy chips & a fresh garden salad*

#### Flat Head Tails

*Lightly beer battered flat head tails, topped with homemade tartare sauce, served with crispy chips & a fresh garden salad*

#### Scotch Fillet Steak

*300g Scotch fillet cooked to your liking, topped with mushroom sauce, served with crispy chips & a fresh garden salad*

### DESSERTS

#### Sticky Date Pudding

*Soft sponge cake made with finely chopped dates, topped with a homemade sauce, served with ice cream*

#### Profiteroles

*Light pastry balls, topped with whipped cream*

**2 COURSES \$36+GST PER PERSON**

**3 COURSES \$44+GST PER PERSON**

Please Note - Prices may vary without notice  
Vegetarian & Vegan options are available on request  
Flexible options available

## GOURMET SET MENU OPTIONS

This set menu has been designed for you and your guests to experience our gourmet selection of favourites.

\* This menu requires you to choose 2 of the course options for alternate drop.

### ENTRÉES

#### Garlic Prawns

*Succulent garlic prawns, served with grilled BBQ lemons & julienne vegetables*

#### Pork Belly

*Slow cooked pork belly, served with creamy mash*

#### Buffalo Wings

*Spicy buffalo wings, served with our chef's special blue cheese sauce*

### MAINS

#### Stuffed Chicken Breast

*Baked & sealed chicken breast stuffed with feta, semi dried tomatoes and spinach complemented with a cream of potato stack & pancetta*

#### Eye Fillet

*250g MSA grade eye fillet, char grilled to your liking, accompanied with sautéed asparagus, garlic mash & topped with a fine red wine jus*

#### Salmon Fillet

*Crispy salmon fillet, served with orange & fennel salad, pomegranate, Danish feta & topped with creamy dill dressing*

### DESSERTS

#### Customs House Sundae

*Classic vanilla & chocolate ice cream topped with cream, cherries & nuts, served with warm chocolate sauce*

#### Lemon Tart

*Sweet pastry with berry coulis, double cream & strawberries*

**2 COURSES \$45+GST PER PERSON**

**3 COURSES \$52+GST PER PERSON**

Please Note - Prices may vary without notice  
Vegetarian & Vegan options are available on request  
Flexible options available



## FUNCTION BOOKING REQUEST

We specialise in providing you with generous and flexible packages tailored specifically to your needs and are very passionate about the prospect of making your function something to remember.

To register your interest or make a tentative booking just complete the following form and we will be happy to call and arrange a time to sit down and discuss your requirements.

**Full Name:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

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

**Date of Function:** \_\_\_\_\_

**Type of Event:** \_\_\_\_\_

**Est. Number of Guests:** \_\_\_\_\_

**Preferred Function Room:**

- ☐ Courtyard Room (120 Seated / 150 - 180 Cocktail Style)
- ☐ Imperial Room (50 Seated / 70 Cocktail Style)
- ☐ Snug Room (35 Seated / 50 Cocktail Style)
- ☐ By the Bar (20 Seated / 30 Cocktail Style)
- ☐ I'd like to discuss this in person with the functions manager

**Preferred Menu Options:**

- ☐ Finger Food Platters
- ☐ Set Menu 2 Course
- ☐ Set Menu 3 Course
- ☐ Gourmet Menu 2 Course
- ☐ Gourmet Menu 3 Course
- ☐ I'd like to discuss this in person with the functions manager

**Drinks / Beverage Request:** \_\_\_\_\_

\_\_\_\_\_

**Additional Extras / Special Requests:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



## ACCEPTANCE OF TERMS & CONDITIONS

**Deposits/Confirmations** – A tentative booking can be made for the function and will be held for 1 week after which a deposit to the amount of or greater than the room hire has been made to secure the booking. The room will not be confirmed until payment has been received.

**Payment** – Full payment of room hire to be paid at least 14 days prior to the function. Room hire charges to be paid in full at time of booking. Bar tabs to be paid at least 7 days prior to function. Payment can be made by direct deposit, cash/debit or credit cards. No cheques will be accepted unless prior arrangement has been made with management.

**Final Numbers** – We require confirmation on guest numbers, menu selections and any other special requests no later than 14 days prior to your function or event. If you should need to make any changes to your booking after this time, please be advised we will do our best to accommodate, however some changes may not be possible. Number of guests confirmed will be the number of guests charged for regarding menu choices.

**Cancellation Policy** – Bookings cancelled within 31 days of your function are non-refundable.

**Minimum Spends** – The Imperial, Snug and By the Bar do not have minimum spend restrictions. Minimum spends apply to the Courtyard and special conditions apply to the Imperial Room. Total minimum spend for Courtyard will be \$3,500.00 (unless otherwise authorised by Management). Costings may include room hire, food and beverage orders as well as additional items including security, cakeage, tablecloths and technical equipment. In instances where a minimum spend of at least \$1500.00 is made for The Imperial Room we will ensure that you have access to private bar services and staffing. In the event that the spend is less than this amount, general bar facilities only will be offered.

**Entertainment** – The Courtyard and Imperial rooms have speakers and audio system that you can plug your iPod into. The Courtyard has an area for you to provide a DJ. We also have stage light and an adjustable stage available at no extra cost. We insist that DJs keep the volume to a reasonable level in respect of other hotel patrons.

**Additional Services** – Projector, Screen Hire, Speakers, Microphone, Tablecloths, High Chairs and Cakeage are available at an additional cost.

**Consumption** – Strictly no BYO or additional food.

**Damage to Venue** – Clients are financially liable for any damages incurred to the venue, by either themselves or their guests, in relation to the premises or any property or goods within or in the care of the venue. Customs House Hotel has no responsibility for gifts, cakes and personal items left on the premises.

**Underage Guests/Duty of Care** – The underage person may stay in the function room for the duration, but must not enter the general areas of the hotel after dinner service.

**Dress Code** – Smart neat casual attire applies at all times. In the event of costume or themed functions, we are more than happy to accommodate.

**Decorations** – Strictly NO confetti, table scatters, sprinkles, sticky tape or permanent wall fixings are to be used in decorating your function room. Only Bostik Blu-Tack is allowed.

I, \_\_\_\_\_ have read and understood the terms and conditions.

Client Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### OFFICE USE

Deposit Due Date: \_\_\_\_\_ Final Balance Due Date: \_\_\_\_\_

Deposit Amount: \_\_\_\_\_ Final Balance Amount: \_\_\_\_\_

**A direct credit to our bank account would be appreciated:**

Bank/Branch Name: Commonwealth Bank

BSB: 063-156 Account No: 1009 7475

Account Name: Customs House Hotel

Please email remittance to [info@customshouse.com.au](mailto:info@customshouse.com.au)

Manager's Name: \_\_\_\_\_ Manager's Signature: \_\_\_\_\_



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