

BUSINESS PACKAGE

OUT OF
office

2023/24

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Fort
Scratchley



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WELCOME TO
Fort Scratchley



ABOUT THE VENUE

A PLACE TO *inspire*



THANK YOU FOR CONSIDERING FORT SCRATCHLEY FOR YOUR EVENT

Fort Scratchley is a spectacular venue situated on the headland at the entrance to Newcastle Harbour and boasts panoramic views of the city, harbour and beaches.

Fort Scratchley Function Centre is a contemporary centre which boasts a light filled space with spectacular views over the ocean ideal for business presentations, workshops and retreats, cocktail parties and corporate events.



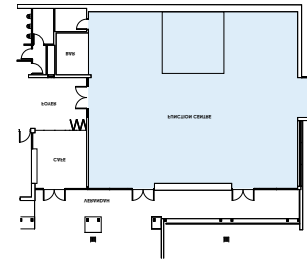


MAKE AN
impact

FORT SCRATCHLEY FUNCTION CENTRE

The Fort Scratchley Function Centre is a contemporary, light filled function centre with a seating capacity of up to 150 guests.

Running along the Northern side of the function centre, the deck provides an ideal alfresco option for morning and afternoon breaks or enjoy pre – dinner drinks and canapés with a salty breeze and the sound of the ocean in the background.



AREA
246



THEATRE
150



BANQUET
130



CABARET
96



COCKTAIL
200



BOARDROOM
N/A



U-SHAPE
40



CLASSROOM
48

IN-HOUSE CATERING

FEED THE
Team

LOCAL FLAVOUR TO SAVOUR

Our passionate hospitality team are here to bring you exceptional quality dining and 5-star service in one of our City's iconic and historic venues.

Your event will be in safe and experienced hands with the Fort Scratchley team. We will work closely with you to ensure your event runs efficiently and has the desired impact to ensure business objectives are met. Our high-quality service standards, professionalism and impeccable attention to detail will ensure you and your guests have the ultimate event experience from beginning to end.



FULL DAY DELEGATE PACKAGE

MINIMUM OF 40 GUESTS

INCLUSIONS

Plenary room hire from 8.00am to 5.00pm

Freshly brewed local coffee and specialty teas on arrival

Morning tea break, freshly brewed local coffee and specialty teas served with two morning tea items

Select one from the following lunch options:

- Grazing sandwich and salad lunch buffet
- Artisan breads, wraps and salad buffet
- Hot working lunch option served with chef-selection salads and fresh bread rolls

Accompanied with freshly brewed local coffee and specialty teas, soft drinks and assorted East Coast juices

Afternoon tea break, freshly brewed local coffee and specialty teas served with two afternoon tea items

Notepads, pens, mints, still and sparkling water

Audio visual: WIFI, data projector, screen, whiteboard, flip chart, wired microphone and lectern

MON-FRI

Commercial*

NFP*

*Per person per day. **\$77** PP

\$71 PP





HALF DAY DELEGATE PACKAGE

MINIMUM OF 40 GUESTS

INCLUSIONS

Plenary room hire from 8.00am to 12:00pm or 1:00pm to 5.00pm

Freshly brewed local coffee and specialty teas on arrival

Morning or afternoon tea break, freshly brewed local coffee and specialty teas served with two break items

Select one from the following lunch options:

- Grazing sandwich and salad lunch buffet
- Artisan breads, wraps and salad buffet
- Hot working lunch option served with chef-selection salads and fresh bread rolls

Accompanied with freshly brewed local coffee and specialty teas, soft drinks and assorted East Coast juices

Notepads, pens, mints, still and sparkling water

Audio Visual: WIFI, data projector, screen, whiteboard, flip chart, wired microphone and lectern

MON-FRI

Commercial*

\$56PP

*Per person per day.

NFP*

\$53PP



MORNING TEA OPTIONS

MONDAY Buttermilk scones with strawberry jam and cream **V**

TUESDAY Zucchini and goats cheese slice **GF V**

WEDNESDAY Banana and cinnamon tea cakes **GF V**

THURSDAY Portuguese tarts **V**

FRIDAY Assorted handmade muffins **V**

Morning tea items served with a selection of seasonal sliced fruits,
yoghurt & honey **V**

Gluten Free **GF** Vegan **VGN** Vegetarian **V** Dairy Free **DF**



AFTERNOON TEA OPTIONS

MONDAY Chef's selection house-made cookies **V**

TUESDAY House-made chocolate brownies **V**

WEDNESDAY Assorted glazed Danish pastries **V**

THURSDAY Assorted macarons **V**

FRIDAY Chef's selection slices **V**

Afternoon tea items served with a selection of vegetable crudités
and house-made dips **V**

Gluten Free **GF** Vegan **VGN** Vegetarian **V** Dairy Free **DF**



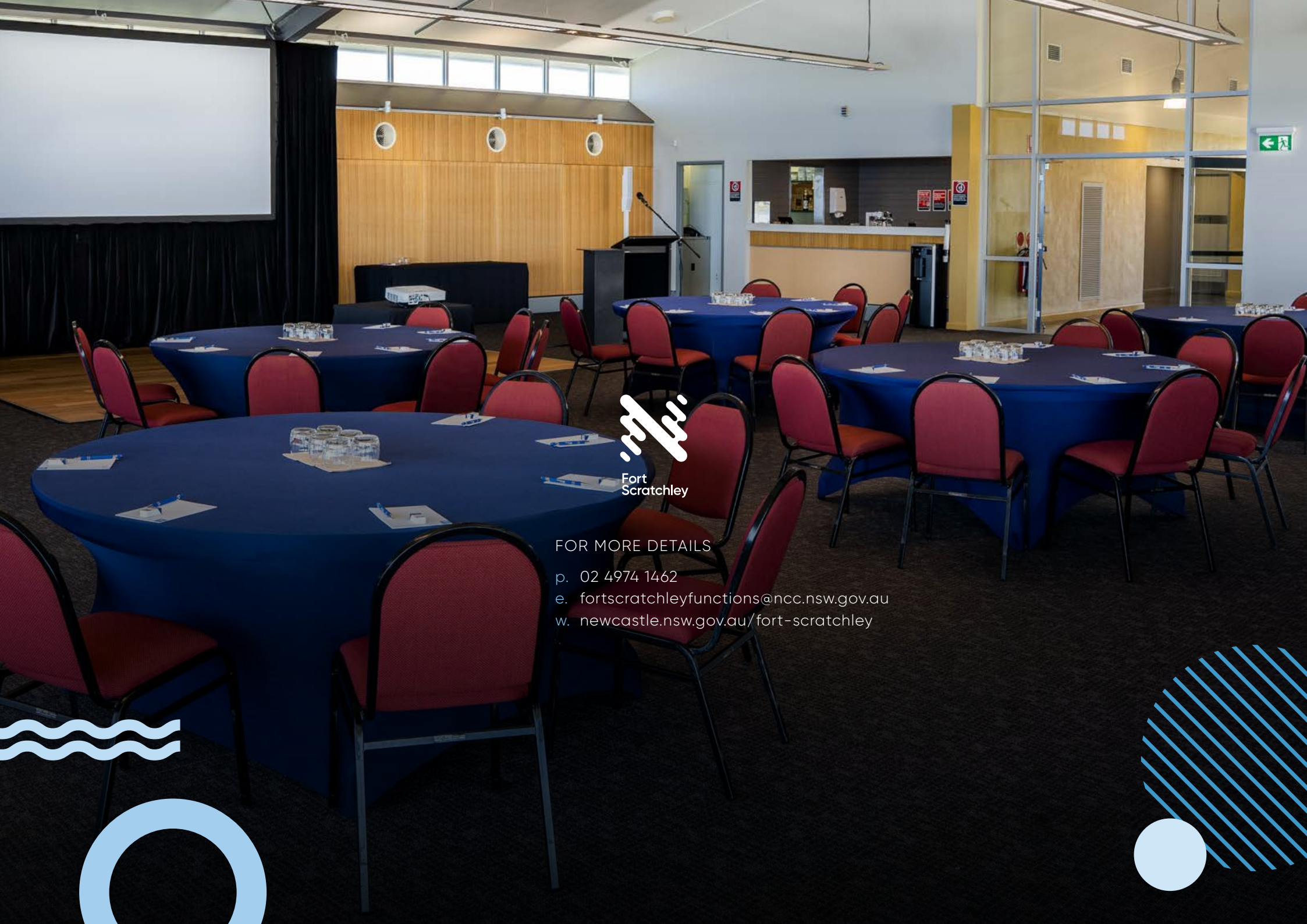


CONDITIONS

Pricing is valid for events held Monday – Friday during the 2023/24 financial year. Please contact us for weekend and public holiday pricing.

Food and beverage offerings are subject to change according to season and availability. Minimum of 40 guests.





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FOR MORE DETAILS

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