

BUSINESS PACKAGE

OUT OF  
*office*

2024/25

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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.



- KEY**
- L** LIGHT RAIL
  - B** BUS
  - T** TAXI
  - P** PARKING
  - P** ACCESSIBLE PARKING

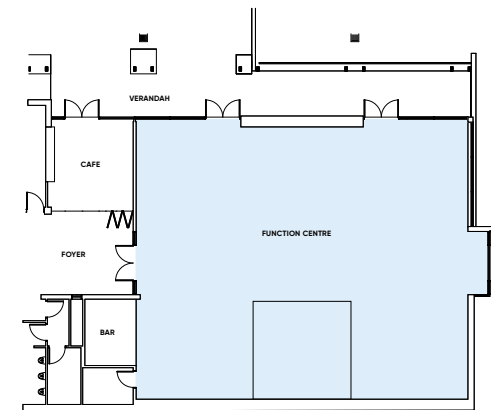


MAKE AN  
*impact*

## 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  
**246M<sup>2</sup>**



THEATRE  
**150**



BANQUET  
**140**



CABARET  
**88**



COCKTAIL  
**200**



BOARDROOM  
**N/A**



U-SHAPE  
**35**



CLASSROOM  
**45**

The capacities listed don't take into account the space required for catering stations, staging, or AV desks.



## IN-HOUSE CATERING

# LOCAL FLAVOUR TO SAVOUR

Our dedicated hospitality team is here to provide you with outstanding dining and top-tier 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.

At Fort Scratchley, we highlight the finest local and seasonal ingredients in our menus. We support local suppliers from within the Hunter Joint Organisation and our focus is on wholesome, feel-good food made fresh with artisan products and minimal processing. With a steadfast dedication to creating everything in-house, we deliver memorable, restaurant-quality dishes that are not only nutritionally balanced but also bursting with local flavour.

# FULL DAY DELEGATE PACKAGE

MINIMUM OF 40 GUESTS

## INCLUSIONS

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Plenary room hire from 9.00am to 5.00pm

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Freshly brewed local coffee, specialty teas, & house-made iced tea on arrival

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## MORNING TEA BREAK

Freshly brewed local coffee, specialty teas & house-made iced tea are served with the daily morning tea item & a selection of seasonal sliced fruits, yoghurt, & honey

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## LUNCH

Select one from the following lunch options:

- Build your own sandwich & salad lunch buffet plus daily salads
- Artisan breads, wraps & salad buffet plus daily salads
- Daily hot working lunch plus daily salads

Accompanied by freshly brewed local coffee, specialty teas, house-made iced tea, soft drinks & assorted East Coast juices

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## AFTERNOON TEA BREAK

Freshly brewed local coffee, specialty teas & house-made iced tea are served with the daily afternoon tea item & a selection of vegetable crudites & house-made dips

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Notepads, pens, mints, still & sparkling water

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

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MON-FRI

Commercial\*

NFP\*

**\$80** PP

**\$75** PP

\*Per person per day.



# HALF DAY DELEGATE PACKAGE

MINIMUM OF 40 GUESTS

## INCLUSIONS

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

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Freshly brewed local coffee, specialty teas & house-made iced tea on arrival

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## MORNING/AFTERNOON TEA BREAK

Freshly brewed local coffee, specialty teas & house-made iced teas served with two break items

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## LUNCH

Select one from the following lunch options:

- Build your own sandwich & salad lunch buffet plus daily salads
- Artisan breads, wraps & salad buffet plus daily salads
- Daily hot working lunch plus daily salads

Accompanied by freshly brewed local coffee, specialty teas, house-made iced tea, soft drinks & assorted East Coast juices

---

Notepads, pens, mints, still & sparkling water

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

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## MON-FRI

Commercial\*

**\$ 60** PP

\*Per person per day.

NFP\*

**\$ 56** PP





# MORNING TEA OPTIONS

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MONDAY	Double smoked ham & Swiss cheese petit croissants
TUESDAY	Zucchini & semi-dried tomato savoury muffins <b>GF V</b>
WEDNESDAY	Bakers batch scones with jam & Chantilly cream <b>V</b>
THURSDAY	Chefs' selection of assorted petit glazed Danishes <b>V</b>
FRIDAY	Roast vegetable frittatas with marinated Binnorie fetta <b>GF V</b>

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

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

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Gluten Free Option **GFO** Dairy Free Option **DFO** Nut Free Option **NFO**

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## AFTERNOON TEA OPTIONS

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MONDAY	House-baked gingerbread muffins <b>DF GF V</b>
TUESDAY	Chefs' selection of assorted house-baked cookies <b>V</b>
WEDNESDAY	Bacon & egg cups with tomato chutney <b>DF GF</b>
THURSDAY	Mini chicken & leek pies <b>GF</b>
FRIDAY	Assorted house-baked friands <b>GF V</b>

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Afternoon tea items served with a selection of vegetable crudité's  
& house-made dips **GF V**

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

Gluten Free Option **GFO** Dairy Free Option **DFO** Nut Free Option **NFO**

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## CONDITIONS

Pricing is valid for events held Monday – Friday during the 2024/25 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.





Fort  
Scratchley

FOR MORE DETAILS

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