

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.



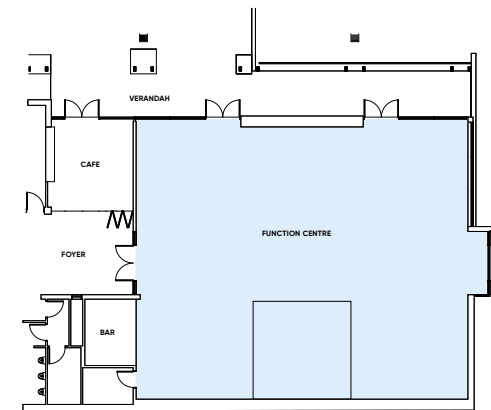
- KEY**
- L** LIGHT RAIL
 - B** BUS
 - T** TAXI
 - P** ACCESSIBLE PARKING
 - P** PARKING



MAKE AN
impact

FORT SCRATCHLEY FUNCTION CENTRE

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
246M²



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.



PRODUCE MAP

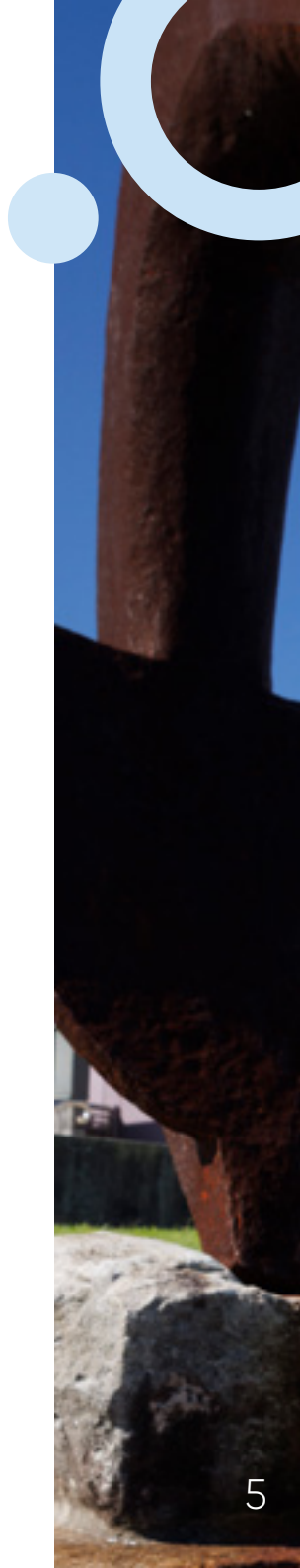
IN-HOUSE CATERING

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

Plenary room hire from 9.00am to 5.00pm

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

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

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

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

Notepads, pens, mints, still & sparkling water

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

MON-FRI

Commercial*

NFP*

*Per person per day. **\$80** PP **\$75** 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, specialty teas & house-made iced tea on arrival

MORNING/AFTERNOON TEA BREAK

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

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

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

MON-FRI

Commercial*

\$ **60** PP

*Per person per day.

NFP*

\$ **56** PP



MORNING TEA OPTIONS

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

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

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

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



AFTERNOON TEA OPTIONS

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

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

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

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





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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