

## Breakfast Package *(River Room and Long Room bookings only)*

Customs House  
Speciality Breakfast  
**\$65 PP**

### INCLUSIONS

- Room hire 7:00am - 9:00am
- Lectern & microphone (Long Room and River Room only)
- Stage (Long Room and River Room only)
- Registration table
- Complimentary wireless internet
- Black carpet at the Queen Street entrance (weather permitting)

Natural yoghurt served with mixed berries topped with toasted muesli

Chilled fresh orange juice

Freshly brewed coffee and tea

### SERVED WITH YOUR CHOICE OF ONE OF THE FOLLOWING HOT DISHES:-

Smashed avocado, feta, rocket, poached eggs, slow roasted tomato, sourdough toast **(V)**

Baked vanilla ricotta crêpes, apple and maple syrup compote, slivered almonds **(V)**

Asparagus and goat's cheese tart, steamed asparagus, roasted tomato, Tasmanian smoked salmon and soft herbs

Spanish omelette with potato, oyster mushroom, grilled chorizo and soft herbs

Mushroom Tarte Tatin: poached egg, crème fraîche, rocket **(V) (GF)**

Poached eggs, crushed green peas and feta, bacon, sourdough toast


Portobello mushrooms, poached eggs, potato rosti, asparagus, hollandaise **(V)**

Poached eggs on English muffin with crispy kale, honey ham, hollandaise and slow roasted tomato

### UPGRADE:

Selection of mini Danish pastries

**ADD \$5 PP**

 Nespresso coffee

**ADD \$5 PP**

Alternate placing attracts a surcharge of **\$4 PP**



## Breakfast

### Stand Up Continental Breakfast

**\$50 PP**

Chilled fresh orange juice

Natural yoghurt served with mixed berries  
topped with toasted muesli

Bacon, potato and haloumi frittata

Brioche with poached eggs, cheddar  
cheese, semi sundried tomato and pesto  
(V)

Selection of mini Danish pastries

Freshly brewed coffee and tea

### Customs House Specialty Breakfast

**\$55 PP**

Natural yoghurt served with mixed berries  
topped with toasted muesli

Chilled fresh orange juice

Freshly brewed coffee and tea

#### SERVED WITH YOUR CHOICE OF ONE OF THE FOLLOWING HOT DISHES:-

Smashed avocado, feta, rocket, poached  
eggs, slow roasted tomato, sourdough  
toast (V)

Baked vanilla ricotta crêpes, apple and  
maple syrup compote, slivered almonds  
(V)

Asparagus and goat's cheese tart,  
steamed asparagus, roasted tomato,  
Tasmanian smoked salmon and soft herbs

Spanish omelette with potato, oyster  
mushroom, grilled chorizo and soft herbs

Mushroom Tarte Tatin: poached egg,  
crème fraîche, rocket (V) (GF)

Poached eggs, crushed green peas and  
feta, bacon, sourdough toast

Portobello mushrooms, poached eggs,  
potato rosti, asparagus, hollandaise (V)

Poached eggs on English muffin with  
crispy kale, honey ham, hollandaise and  
slow roasted tomato

#### UPGRADE:

Selection of mini Danish pastries

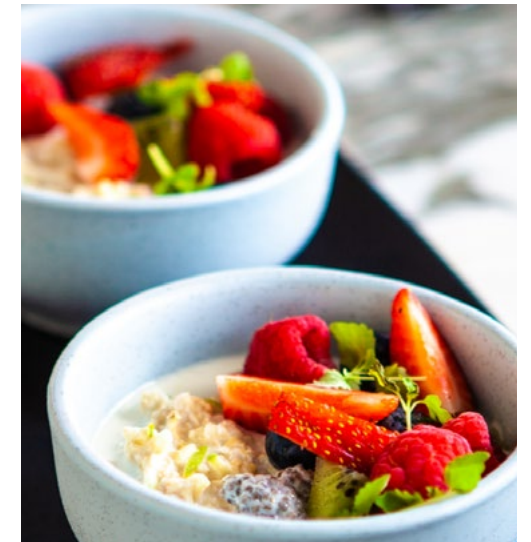
**ADD \$5 PP**



Nespresso coffee

**ADD \$5 PP**

Alternate plating attracts a  
surcharge of **\$4 PP**



## Tea & Coffee Breaks

Freshly brewed coffee and selection of teas on arrival **\$5 PP**

 Nespresso coffee **\$10 PP**

Freshly brewed coffee and selection of teas with freshly baked biscuits **\$8 PP**

Freshly brewed coffee and selection of teas served with your choice of **TWO** of the items listed below **\$22 PP**

- Macaron selection (V)
- Mini Danish pastries (V)
- Scones with strawberry jam & cream (V)
- Brownies (V)
- Blondies (V)
- Mini savoury tart filled with leeks, Gruyere, roasted cherry tomato (GF) (V)
- Mini fresh seasonal fruit skewers (GF)
- Raw lemon cashew slice (GF) (V)
- Raw snikka slice (GF) (VG)
- Protein ball - mixed selection of peanut butter choc, apricot macca and summer roll (GF) (VG)

- Beef and burgundy pie with tomato onion jam
- Mini lamb kofta with spiced yoghurt (GF)
- Chia yoghurt berry bowl\* (GF) (V)  
(\*morning tea only)

### UPGRADES IN CONJUNCTION WITH YOUR CHOICE OF TWO OF THE ITEMS:-

Assorted ribbon sandwiches

**ADD \$13 PP**

French and Australian cheese platter with toasted walnut bread, lavosh, fig and nut log

**ADD \$13 PP**

Additional items

**ADD \$8 PER ITEM**

### EXTRAS

Chilled fresh orange juice **\$5 PER GLASS**

Soft drinks **\$5 PER GLASS**

Mineral water **\$5 PER GLASS**

### Customs House High Tea

**\$65 PP**

*(Minimum of 6 persons)*

- Smoked salmon on blinis with sour cream and salmon pearls
- Poached chicken, dill and watercress sandwiches
- Coronation egg and chive sandwiches (V)
- Goat's cheese, fig and beetroot relish tart (V)
- Mini Queensland spanner crab and celery bun
- Warm gruyere and leek tart with roasted cherry tomato (GF) (V)
- Raspberry scones with jam, cream and fresh raspberries (V)
- Assorted handcrafted petite desserts and macaron selection (V)

*Please note, we can only cater for Vegetarian or Gluten Free dietary requirements at this time.  
Maximum of 8 guests per table.*

- Freshly brewed coffee
- La Maison du Thé - French handcrafted tea selection
- Glass of Veuve Ambal Blanc de Blancs Brut NV



## Equipment Hire Charges

Your room hire rental charge includes a complimentary lectern and microphone. The following is a list of standard equipment available for hire. This is a guide only as your particular requirements may vary. Specialist equipment can be organised on your behalf. Please ask your Event Coordinator for a proposal.

### DATA/VIDEO PRESENTATION EQUIPMENT

Data Projector	\$ 150
Projector Screen	\$ 50
LED Screen & Stand (with laptop computer)	\$ 250
Rear Projection Screen (10'x 7') and black or graphite draping from	\$ 660
Laptop Computer with Remote mouse	\$ 150
Broadband Internet Connection	\$ 50

### CONFERENCE AIDS

Flipchart, Paper & Pens	\$ 50
Standard Whiteboard & Markers	\$ 50
Note Pads & Pens	\$ 4.50
Pens	\$ 2.50
Photocopying (per page)	50c

### AUDIO EQUIPMENT

Lectern & Fixed Microphone (additional)	\$ 135
Radio/Lapel Microphone	\$ 135
TECHNICIANS (per hour) from <i>(Minimum 3 hours)</i>	\$ 100

### CUSTOMS HOUSE AUDIO/VISUAL PACKAGE

Data Projector	\$ 300
Screen	
Laptop Computer	
Remote mouse with laser pointer	

## Rooms & Charges

### ROOM CAPACITIES

Room	Banquet	Cocktail	Cabaret	Theatre
<b>QUEEN STREET LEVEL</b>				
The Long Room	220	300	130	200
<b>MEZZANINE LEVEL</b>				
Charitable Trusts Room	N/A	30	N/A	N/A
Reid Dining Room	10	N/A	8	N/A
Sylvia Jones Boardroom	24	N/A	22	N/A
<b>RIVER LEVEL</b>				
River Room	120	200	100	150
Restaurant	50	N/A	N/A	N/A

### RENTAL CHARGES

Room	1 to 4 Hours	4 to 8 Hours
The Long Room	\$2,000	\$4,000
Charitable Trusts Room & Reid Dining Room	\$300	\$600
Sylvia Jones Boardroom	\$500	\$1,000
River Room	\$1,500	\$3,000
Restaurant	\$600	\$1,200

*Charges for room rentals are dependent on the room booked, time period booked, the final number of guests and the confirmed catering arrangements.*

*Minimum numbers and minimum spends are applicable.*

## Miscellaneous Function Charges

### CHAIR COVERS & TIFFANY CHAIRS

Available at \$10 each. Covers are white or black with your choice of coloured sashes. Tiffany Chairs are white or gold.

Minimum numbers and delivery charges may apply.

### TABLES & LINEN

Tables are oval in shape and seat a maximum of 10 persons.

Black linen tablecloths and serviettes are provided. White linen tablecloths and serviettes can also be arranged.

### TABLE DECORATIONS AND STYLING

Two silver candlesticks OR four tealights are provided per table for dinner functions.

White table top stands can be hired at \$50 each - suitable for florals (florals not included).

LED candles and tealights must be used in accordance with our heritage policy.

Please see below our preferred styling partners. They will be happy to provide a quote for you.

### Florist - Bouquet Boutique

(07) 3254 1066

### Florist - Perrotts Florists

(07) 3252 7877

### Styling - Celebrating in Style

0407 827 352

### Event Hire & Styling - Valiant Events

(07) 3859 8500

### ENTERTAINMENT

Please contact your Event Coordinator for recommendations regarding entertainment. Listed below are our preferred entertainment providers.

### Rush Entertainment

Outstanding entertainment for your next event.

0413 162 447

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

### G&M Event Group

DJs + MCs + Event Lighting + AV & Production.

1 300 736 233

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

### Baker Boys Band

High energy live music, playing all your favourite songs.

0438 301 313

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

### BAND/DJ/SUPPLIER MEALS

A hot plated main meal from your menu plus soft drinks, mineral water and juices can be supplied at \$50 per person.

### SPECIAL DIETS

We will be happy to cater for guests who have special dietary requirements. Please speak with your Event Coordinator as prior notice is essential.

Gluten Free (GF) - although this dish is prepared with gluten free products, we cannot guarantee it is 100% gluten free as

the dish is prepared in kitchens that also use gluten products

### BYO/TAKE AWAY FOOD

No food is permitted to be brought onto the premises or removed from the premises with the exception of celebration cakes or specialty items approved by the Director of Customs House.

### CAR PARKING

STRICTLY NO PARKING.

Limited access is provided to off load equipment and supplies required for functions.

Parking is available at:

Wilson's Parking - Riverside Centre, 123 Eagle Street, Brisbane  
Phone: 0401 042 684  
<http://www.wilsonparking.com.au/go/wilson-car-parks/qld/riverside-centre>



## Miscellaneous Function Charges

The Riverside Centre car park has two entries on Eagle Street. The northern entry is near Pig N Whistle. The southern entry is via the left hand lane under Jade Buddha.

Weeknights - enter after 5pm - \$9.00 flat rate. Weekends - flat \$9.00 rate per day (valid from 5am - 3am).

Simply have your parking ticket validated by Customs House staff to enjoy the discounts. All parking tickets must be validated at Customs House to receive the discounted rates.

*(Pricing subject to change)*

### PEOPLE WITH DISABILITY (PWD)

A car parking space on the Riverside Terrace can be made available for disabled guests.

Wheelchair access to the building is via the Riverside Terrace centre doors. A lift operates in the building providing access to the Queen Street and Mezzanine levels.

A disabled toilet is located on the River Level of the building.

### PUBLIC HOLIDAYS

Customs House is closed on public holidays.

### ACCOMMODATION

A number of hotels are located in the immediate area. We recommend:-

#### Crystalbrook Vincent

(07) 3515 0700

Please visit

[www.crystalbrookcollection.com/vincent](http://www.crystalbrookcollection.com/vincent)

and click 'Book Now'. Once travel dates have been selected, please quote "CUSTOMS" as the Promo Code to obtain your discounted rates.\*

*\*Subject to availability, conditions apply.*

#### Sofitel Brisbane

(07) 3835 3535

Please email [H5992@sofitel.com](mailto:H5992@sofitel.com) for accommodation enquiries.

*(Guest reservations include overnight accommodation in a King Superior Room with breakfast for two)\**

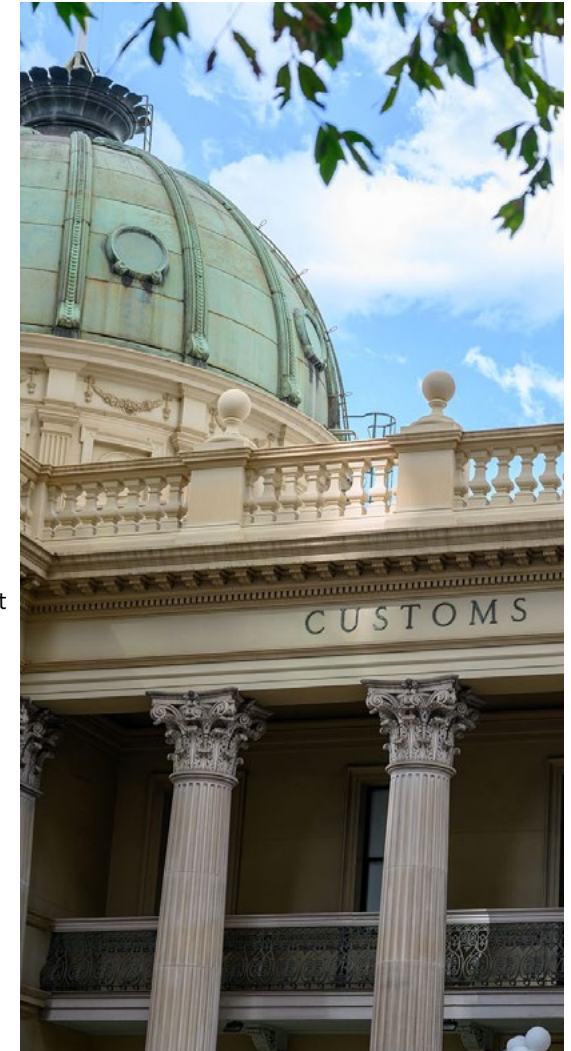
#### Brisbane Marriott

(07) 3303 8000

[brisbane.reservations@marriott.com](mailto:brisbane.reservations@marriott.com)

Please visit [Customs House Accommodation Booking](#) and a discount will automatically apply to your selected accommodation.\*

*\*Subject to availability.*



## Event Terms & Conditions

### 1. CONFIRMATION OF BOOKING/ DEPOSIT

Tentative holds will be held for a maximum of 5 working days only. A deposit equal to 25% of your expected expenditure and signed Event Contract/Credit Account Application are required to confirm your booking. If the deposit is outstanding past the due date, the tentative hold will be cancelled and the date will be released.

### 2. ROOM HIRE

The room hire charge is dependent on the time booked, the final number of guests and the confirmed catering arrangements. Minimum spends are applicable.

### 3. ROOM ALLOCATION

We reserve the right to allocate the most suitable room to your event. Should the unexpected occur, we reserve the right to hold the function in a space comparable to that originally chosen. In such exceptional circumstances you will be consulted in advance.

### 4. FINAL DETAILS

To ensure a smooth and successful function, all details relating to schedule, menus, beverages, room set up and audiovisual requirements are required at least 2 weeks prior to your event. All additional requests received after this time may not be able to be accommodated.

### 5. CONFIRMED NUMBERS

To meet operational requirements, minimum guaranteed numbers are required 7 working days (Monday - Friday) prior to the date on which the function commences. This is the minimum number of guests that will be catered and charged for.

Increases can be submitted up to 3 working days prior to the event pending approval from your Event Coordinator.

### 6. LONG ROOM - MINIMUM SPEND

A minimum spend of **\$17,000** is required

for food, beverage, and room hire in The Long Room on a Saturday evening. Minimum spend of **\$14,000** also apply to Friday and Sunday evenings.

Days that fall before a public holiday will incur the same minimum spend as a Saturday evening.

### 7. RIVER ROOM - MINIMUM SPEND

A minimum spend of **\$11,000** is required for food, beverage, and room hire in the River Room on a Saturday evening. Minimum spends of **\$8,000** also apply to Friday and Sunday evenings.

Days that fall before a public holiday will incur the same minimum spend as a Saturday evening.

### 8. CANCELLATION POLICY

Should you need to cancel your function the following conditions apply:- Notification of cancellation **MUST** be in writing. Notice of more than 120 days - full deposit is refunded provided the room

is rebooked and a deposit paid.

Notice of 30 - 120 days - 50% of monies is retained by Customs House, 50% of monies is refunded provided the room is rebooked and a deposit paid.

Notice of 7 - 30 days - all monies are retained by Customs House.

Notice of less than 7 days - all monies are retained by Customs House plus you will be charged for 75% of catering costs and room hire associated with your event.

### 9. POSTPONEMENT POLICY

Should you need to postpone your function the following conditions will apply: Notification of postponement **MUST** be in writing. Notice of 120 days or more from first day of your function - 50% of the deposit will be retained by Customs House and a new contract will be issued, subject to availability.

Notice of 30 - 120 days prior to the first day of your function - 50% of all monies



## Event Terms & Conditions

will be retained by Customs House and a new contract will be issued, subject to availability.

Notice of 7 - 30 days prior to the first day of your function – due to costs incurred at this stage, all monies received will be retained and a new contract will be issued, subject to availability.

Notice of less than 7 days – all monies are retained by Customs House plus you will be charged for 75% of catering costs and room hire associated with your event. A new contract will be issued, subject to availability.

### 10. CHANGE OF CIRCUMSTANCE

Whilst every reasonable effort will be made to ensure that your function will proceed on the date you have nominated, we reserve the right to cancel your function due to a change in circumstances/unforeseen Act of God which may be within or outside our control. As soon as we become aware of any such change

in circumstances, we will notify you that your function is cancelled and we will refund your deposit in full. Your damages in respect to any cancellation are limited to the amount of the deposit and you have no further claim against us for any further damages or loss that you may suffer as a consequence of the cancellation.

### 11. STAFF LEVY & SURCHARGES

Should you wish to extend your dinner package by one hour to a 5 hour duration, a surcharge of \$20 per person is applicable which includes beverages. (Half hour extension is \$10 per person).

### 12. FUNCTION TIMING

It is the client's responsibility to ensure that the function begins at the specified time. If the function begins after the specified time, it will still be subject to the finishing time specified on the Event Order unless Management agrees otherwise. Customs House does not offer dinner functions in excess of 6 hours duration. A room

hire charge is applicable where functions extend beyond the finishing time specified on the Event Order without the approval of Management.

### 13. PRICES (PRICES ARE INCLUSIVE OF GST)

Prices in this compendium are applicable for functions held from **1 January 2024 to 31 December 2024** and are inclusive of GST. Prices are not applicable for wedding receptions. Please refer to the Customs House Wedding Compendium for all wedding packages.

### 14. MENUS/BEVERAGES

Menus and beverage packages are subject to change without notice.

### 15. NOISE RESTRICTIONS

As Customs House is adjacent to residential apartments, noise restrictions are applicable as specified on our liquor licence. Amplified music/noise is NOT permitted in any outdoor area. All

entertainment in every form must be discussed with your Event Coordinator and approved by the Director prior to your function. Management reserves the right to refuse approval of entertainment in any form prior to your function if it does not conform to the guidelines required by Customs House.

### 16. EXTERNAL AUDIO VISUAL CONTRACTORS

For all functions, plans must be approved by Customs House a minimum of 14 days before the function. Outside contractors must liaise with Customs House in all matters of delivering, set up and break down. Outside contractors appointed by the client, or by the Customs House on behalf of the client, must at all times abide by Customs House's regulations and instructions. All outside contractors will be required to obtain their own appropriate public liability insurance with a minimum cover of \$10,000,000 and must provide certificate of proof to Customs House.

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### 17. LIQUOR LICENCE/ALCOHOL SERVICE

Customs House operates under the terms and conditions of its Commercial Special Facility Licence. In accordance with the Liquor Act, responsible service of alcohol is practised at Customs House. Alcohol will not be served to guests under the age of 18 years or to intoxicated guests. Management reserves the right to request proof of age identification for any function guest. For dinner functions with a 4 hour beverage package we require that a 3 course menu be served OR canapés followed by a 2 course menu.

We require that a minimum of 4 canapés are served each hour of a function period if no other food is served.

Customs House is licensed until 12.00 midnight.

### 18. PERSONAL EFFECTS

You and your guests are strictly liable and responsible for any items, equipment

or personal effects brought into or left at Customs House. Customs House will not be liable for damage, loss or theft sustained by you or your guests before, during or after your event, except where such damage, loss or theft is due to Customs House's negligence.

### 19. INDEMNITY AND LIABILITY

The Client indemnifies the University from all losses, claims, actions, demands, proceedings, damages, costs, charges and expenses (including consequential damages or losses) in respect of or in relation to the death of or injury to, or illness of any person or loss of, or damage to property to the extent that such loss or damage is caused by the negligent or wilful act or omission of the Client or its employees or agents in relation to the performance of this agreement.

### 20. BREAKAGES

Clients are financially liable for any damage sustained to the Customs House

by the action of their guests or outside contractors. All breakages and damages will be charged to the client in full.

### 21. SECURITY

Should Customs House deem it necessary for a specific event, security guards may be required at the cost of the client.

### 22. DELIVERY & COLLECTION OF GOODS

A serious lack of storage in our heritage building necessitates delivery of goods on the same day as your event. All items delivered to Customs House must be clearly identified and have a return address. Please speak with your Event Coordinator for a delivery template. Items must be removed on completion of your event. The delivery of goods to Customs House is at your own risk and liability. Customs House will not be liable for damage, loss or theft of your goods before, during or after your event, except where such damage, loss or theft is due to Customs House's negligence.

### 23. HERITAGE RESTRICTIONS

*Due to the heritage nature of Customs House certain restrictions are applicable:-*

- No items are to be pinned, glued, taped or attached in any way to the walls, floors or ceilings.
- The use of helium balloons, bubbles, rice, confetti, sparklers and indoor fireworks is prohibited.
- Due to the limited facilities in our heritage building, we are unable to offer guests a choice menu in any course.
- We are unable to offer menu tastings.
- LED candles and tealights ONLY.
- Haze effect/fog machine may be used with prior approval by your Event Coordinator. A \$500 isolation fee applies.

### 24. SMOKING POLICY

Customs House is a non-smoking venue. Should guests wish to smoke, they must move outside the grounds. All food and beverages are to remain on the property.