



CUSTOMS HOUSE  
— BRISBANE —

CUSTOMS HOUSE  
**2024 CATERING COMPENDIUM**



## CORPORATE EVENTS AT CUSTOMS HOUSE

Welcome to Customs House! With its elegant grandeur and a team of dedicated professionals, you can be assured that your function at Customs House will be a truly memorable and special occasion.

Our professional and experienced Event Coordinators will work closely with your team to ensure your event planning is an easy process, and that everything runs smoothly.

Our service philosophy is to ensure that our guests receive exceptional service and an unforgettable experience through our commitment to excellence and best practice.

An important part of our strategy is sustainability and a high level of food safety practices. Customs House operates under the University of Queensland's Environmental Management System which has been in place since 1996. At Customs House we take responsibility for our impact on the environment and continuously work towards minimising that impact.

We look forward to welcoming you and your guests to Customs House!

Yours sincerely,

*Brian Roberts*

**Brian Roberts**  
Director at Customs House





## OUR MENU

# FOOD & DRINKS

Your function at Customs House will be catered by our Award Winning Chefs, using the highest quality fresh ingredients.

### DIETARY REQUIREMENTS

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



WINNER 2017, 2016, 2014 & 2013  
RESTAURANT & CATERING  
AWARDS FOR EXCELLENCE



WINNER 2021 SEQ "FUNCTION  
CATERER"  
WINNER 2023 QLD "EVENTS  
CATERER"



WINNER 2021, 2020, 2017  
SEQ "CATERER OF THE YEAR"



WINNER 2023 NATIONAL  
"RESTAURANT CATERER"

## DAILY DELEGATE PACKAGES

### DAILY DELEGATE PACKAGE NO. 1 - \$90PP

MINIMUM 6 GUESTS REQUIRED

#### ON ARRIVAL

Freshly brewed coffee and selection of teas

Selection of Mini-Danish Pastries - **\$5PP**

#### MORNING TEA & AFTERNOON TEA

Freshly brewed coffee and selection of teas

Your choice of two (2) morning tea items and one (1) afternoon tea item from the following selection:

- Macaron selection (V)
- Mini Danish pastries (V)
- Scones with strawberry jam & cream (V)
- Brownies (V)
- Blondies (V)
- Baked Portuguese tarts (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 - 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)
- Freshly baked Biscuits (V)
- Chia yoghurt berry bowl (GF) (V) - available for Morning Tea only.

#### SANDWICH BUFFET LUNCHEON

Your choice of two (2) wraps and two (2) rolls from the Sandwich Buffet Luncheon menu.

Roasted pumpkin and pine nut salad, spinach, ricotta, Greek lemon vinaigrette (V)

Freshly brewed coffee and selection of teas

Mixed selection of Capi sparkling mineral water and sodas

[View Stand Up Working Lunches - Menu 1 for menu inclusions.](#)

**OR**

#### SALAD BUFFET LUNCHEON

Build your own salad buffet lunch from the Salad Buffet Luncheon menu.

Freshly brewed coffee and selection of teas

Mixed selection of Capi sparkling mineral water and sodas

[View Stand Up Working Lunches - Menu 2 for menu inclusions.](#)

#### INCLUDED IN THE PACKAGE

- Meeting room hire 8:30am – 5:00pm
- Lectern & fixed microphone (Long Room and River Room only)
- Complimentary wireless internet
- Standard whiteboard and markers OR flipchart and markers
- Note pads and pens
- Iced water and mints

**UPGRADE TO NESPRESSO COFFEE - \$5PP**

#### 1-HOUR POST-MEETING REFRESHMENT PACKAGE - \$25PP

Chef's Selection of to (2) Standard Canapes

1-Hour Customs House Beverage Package inc. house wine, local beers, soft drinks, orange juice and mineral water.

**NOTE:** This package is only available in conjunction with the Daily Delegate Packages. Confirmed numbers must be the same as the Daily Delegate Package.

## DAILY DELEGATE PACKAGES

### DAILY DELEGATE PACKAGE NO. 2 - \$105PP

MINIMUM 25 GUESTS REQUIRED

#### ON ARRIVAL

Freshly brewed coffee and selection of teas

Selection of Mini-Danish Pastries - **\$5PP**

#### MORNING TEA & AFTERNOON TEA

Freshly brewed coffee and selection of teas

Your choice of two (2) morning tea items and one (1) afternoon tea item from the following selection:

- Macaron selection (V)
- Mini Danish pastries (V)
- Scones with strawberry jam & cream (V)
- Brownies (V)
- Blondies (V)
- Baked Portuguese tarts (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 - 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)
- Freshly baked Biscuits (V)
- Chia yoghurt berry bowl (GF) (V) - available for Morning Tea only.

#### STAND UP WARM BUFFET LUNCHEON

Warm buffet lunch of your choice. Please select from:

- Menu 3 - Italian Buffet Luncheon
- Menu 4 - Mediterranean Buffet Luncheon
- Menu 5 - French Buffet Luncheon
- Menu 6 - Asian Buffet Luncheon
- Menu 7 - Modern Buffet Luncheon

Our buffet lunches offer a wide selection of warm dishes and salads that have an international flavour.

Freshly brewed coffee and selection of teas

Mixed selection of Capi sparkling mineral water and sodas

[View Stand Up Working Lunches - Menu 3 to 7 for menu inclusions.](#)

#### INCLUDED IN THE PACKAGE

- Meeting room hire 8:30am – 5:00pm
- Lectern & fixed microphone (Long Room and River Room only)
- Complimentary wireless internet
- Standard whiteboard and markers OR flipchart and markers
- Note pads and pens
- Iced water and mints

**UPGRADE TO NESPRESSO COFFEE - \$5PP**

#### 1-HOUR POST-MEETING REFRESHMENT PACKAGE - \$25PP

Chef's Selection of to (2) Standard Canapes

1-Hour Customs House Beverage Package inc. house wine, local beers, soft drinks, orange juice and mineral water.

**NOTE:** This package is only available in conjunction with the Daily Delegate Packages. Confirmed numbers must be the same as the Daily Delegate Package.



## STAND UP WORKING LUNCHES

### MENU 1 - SANDWICH BUFFET LUNCHEON - \$50PP

INCLUDED IN DAILY DELEGATE PACKAGE NO. 1 - MIN. 6 GUESTS

Roasted pumpkin and pine nut salad, spinach, ricotta, Greek lemon vinaigrette (V)

Mixed selection of Capi sparkling mineral water and sodas

Freshly brewed coffee and selection of teas

#### **YOUR CHOICE OF TWO (2) WRAPS AND TWO (2) ROLLS FROM THE FOLLOWING SELECTION**

##### **WRAPS**

Peking duck with hoisin mayo and mizuna leaves

Grilled chicken Caesar, bacon, egg, Parmesan

Falafel with hummus, coriander, lettuce, tomato and cucumber (V)

Grilled Mediterranean vegetables, goat's cheese, fresh basil (V)

Chicken schnitzel, tomato, lettuce, sweet chilli mayo

Crispy tofu, Asian slaw, sriracha mayo, coriander (V)

##### **MINI ROLLS**

Roasted eye fillet, horseradish crème, watercress

Customs House BLT: simply grilled bacon, lettuce, tomato, aioli

Honey ham, Swiss cheese and Dijon butter

Poached chicken, avocado, lettuce leaves, aioli

Mozzarella, smoked semi sundried tomato, torn basil and pesto (V)

Salami, olive, tomato, rocket, ricotta and pesto

Smoked salmon with horseradish cream, onions and capers

Tuna, red onion, capers, tomato and aioli

Roast beef, Kimchi, cucumber, mayo

Greek salad, tomato, feta, olive tapenade, hummus, spinach (V)

**UPGRADE TO NESPRESSO COFFEE - \$5PP**





## STAND UP WORKING LUNCHES MENU 2 - SALAD BUFFET LUNCHEON - \$50PP

INCLUDED IN DAILY DELEGATE PACKAGE NO. 1 - MIN. 6 GUESTS

Slow roasted butternut pumpkin, hummus, pepitas, fermented chilli (GF) (DF)

Mixed selection of Capi sparkling mineral water and sodas

Freshly brewed coffee and selection of teas

### **YOUR CHOICE OF ONE (1) MAIN DISH FROM THE FOLLOWING SELECTION**

Prosciutto, baked ham, salami, spiced pickled cucumbers (GF) (DF)

Grilled Darling Downs chicken breast, yuzu (GF) (DF)

### **YOUR CHOICE OF THREE (3) SALADS FROM THE FOLLOWING SELECTION**

Black bean, roasted corn, pico tomato, coriander, lime (GF) (DF) (V)

Potato, eggs, chive, seeded mustard, mayo (GF) (DF) (V)

Roasted chickpea, cos lettuce, spinach, yoghurt dijon dressing (GF) (V)

Greek risoni, olive, cucumber, tomato, chickpeas, dill (DF) (V)

Panzaella, basil, tomato, fried capers, zucchini (DF) (V)

Cos lettuce, parmesan, croutons, Caesar dressing (V)

Broccoli, bacon, onion, cranberries, apple cider (GF) (DF)

**UPGRADE TO NESPRESSO COFFEE - \$5PP**

## STAND UP WORKING LUNCHES

INCLUDED IN DAILY DELEGATE PACKAGE NO. 2 - MIN. 25 GUESTS

### MENU 3 - ITALIAN BUFFET LUNCH \$65PP

Freshly baked mini bread rolls with butter

Mixed selection of Capi sparkling mineral water and sodas

Freshly brewed coffee and selection of teas

#### WARM DISHES

Chicken scallopine with a parmesan and fresh herb crust, aioli

Spinach and ricotta ravioli, heirloom tomatoes, zucchini, spinach, olive tapenade, balsamic glaze (V)

Parmesan and basil potatoes, black olive tapenade (V)

#### SALADS

Caesar salad - baby cos, double smoked bacon, poached eggs, croutons, shaved pecorino

Caprese salad - bocconcini, tomato, basil, balsamic reduction (GF) (V)

**UPGRADE TO NESPRESSO COFFEE - \$5PP**

### MENU 4 - MEDITERRANEAN BUFFET LUNCH \$65PP

Freshly baked mini bread rolls with butter

Mixed selection of Capi sparkling mineral water and sodas

Freshly brewed coffee and selection of teas

#### WARM DISHES

Moroccan lamb tagine with vegetable cous cous, spiced yoghurt

Chicken braised in lemon and white wine, olives, semi-dried tomato, thyme (GF)

Saffron pilaf rice (GF) (V)

Soft polenta with grilled Mediterranean vegetables, fresh herbs (GF) (V)

#### SALADS

Orange and pistachio salad, roasted chorizo, green beans, dates (GF)

Roast cauliflower, raisins, pomegranate, almonds, spiced yoghurt (GF) (V)

**UPGRADE TO NESPRESSO COFFEE - \$5PP**



## STAND UP WORKING LUNCHES

INCLUDED IN DAILY DELEGATE PACKAGE NO. 2 - MIN. 25 GUESTS

### MENU 5 - FRENCH BUFFET LUNCH \$65PP

Freshly baked mini bread rolls with butter

Mixed selection of Capi sparkling mineral water and sodas

Freshly brewed coffee and selection of teas

#### WARM DISHES

Eye fillet with roasted root vegetables and thyme (GF)

Seared Tasmanian salmon with white bean cassoulet, preserved lemon and capers (GF)

Sautéed potatoes with sage and garlic (GF) (V)

#### SALADS

Green bean salad, toasted almonds, confit shallots, citrus oil (GF) (V)

Roast cauliflower, raisins, pomegranate, almonds, spiced yoghurt (GF) (V)

**UPGRADE TO NESPRESSO COFFEE - \$5PP**

### MENU 6 - ASIAN BUFFET LUNCH \$65PP

Freshly baked mini bread rolls with butter

Mixed selection of Capi sparkling mineral water and sodas

Freshly brewed coffee and selection of teas

#### WARM DISHES

Sesame honey chicken

Beef Teriyaki with crispy noodles

Steamed bok choy with oyster sauce (V)

Steamed ginger and star anise rice (GF) (V)

#### SALADS

Pickled vegetables and Asian greens, wasabi and soy dressing (GF) (V)

**UPGRADE TO NESPRESSO COFFEE - \$5PP**

## STAND UP WORKING LUNCHES

INCLUDED IN DAILY DELEGATE PACKAGE NO. 2 - MIN. 25 GUESTS

## MENU 7 - MODERN BUFFET LUNCH \$65PP

Freshly baked mini bread rolls with butter

Mixed selection of Capi sparkling mineral water and sodas

Freshly brewed coffee and selection of teas

### WARM DISHES

Twice cooked pork belly with cauliflower and goats curd puree

Pan roasted barramundi with potato and steamed broccolini with balsamic

### SALADS

Roasted pear and apple salad, toasted cashews and citrus cream (V)

Mixed leaf salad, Dijon vinaigrette (GF) (V)

**UPGRADE TO NESPRESSO COFFEE - \$5PP**



# 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	-	30	-	-
Reid Dining Room	10	-	8	-
Sylvia Jones Boardroom	24	-	22	-
<b>River Level</b>				
The River Room	120	200	100	150
Patina Restaurant	50	-	-	-

## ROOM HIRE CHARGES

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

Charges for room rentals are dependent on the room booked, time period booked, final numbers of guests and the confirmed catering arrangements. Minimum numbers and minimum spends are applicable.



## ADDITIONAL INFORMATION

### CHAIRS, TABLES & LINEN

You can upgrade our standard banquet chairs to Tiffany Chairs for an additional \$10 per chair. Tiffany Chairs are available in white or gold. Minimum numbers and delivery charged may apply.

Customs House standard tables are oval in shape and seat a maximum of 10 persons. Black or white linen tablecloths and serviettes are provided.

### TABLE DECORATIONS & STYLING

Two (2) silver candlesticks OR four (4) tealights are provided per table for sit-down functions.

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

Real flames are not allowed at Customs House. LED candles and tealights must be used in accordance with our heritage policy.

### RECOMMENDED SUPPLIERS

[Full list of our recommended suppliers and accommodation partners here.](#)

Please contact your Event Coordinator for any recommendations or questions.

### SPECIAL DIETARY REQUIREMENTS

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 dishes are 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

### SUPPLIER MEALS

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

### 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.

### PEOPLE WITH DISABILITY (PWD)

A car parking space on the Riverside Terrace can be made available for disabled guests (subject to availability).

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.

### CAR PARKING

STRICTLY NO ONSITE 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: 1800 727 546

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)

### PUBLIC HOLIDAYS

Customs House is closed on public holidays.

## EVENT TERMS & CONDITIONS

### 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.

### 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.

### 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.

### FINAL DETAILS

To ensure a smooth and successful function, all details relating to schedule, menus, beverages, room set up and audio visual 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.

### CONFIRMED NUMBERS

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

### 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.

### 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.

### CANCELLATION & POSTPONEMENT 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.

### 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.

### STAFF LEVY & SURCHARGES

Should you wish to extend your dinner package by one hour to a 5 hour duration, a surcharge of \$18 per person is applicable which includes beverages (half hour extension is \$9 per person).

### 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.

### 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.

### MENUS/BEVERAGES

Menus and beverage packages are subject to change without notice.

### NOISE RESTRICTIONS

As Customs House is adjacent to residential apartments, noise restrictions are applicable as specified on our liquor licence. Amplified music 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.

### SECURITY

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

## EVENT TERMS & CONDITIONS

### 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.

### 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.

### 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.

### 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.

### 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.

### 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.

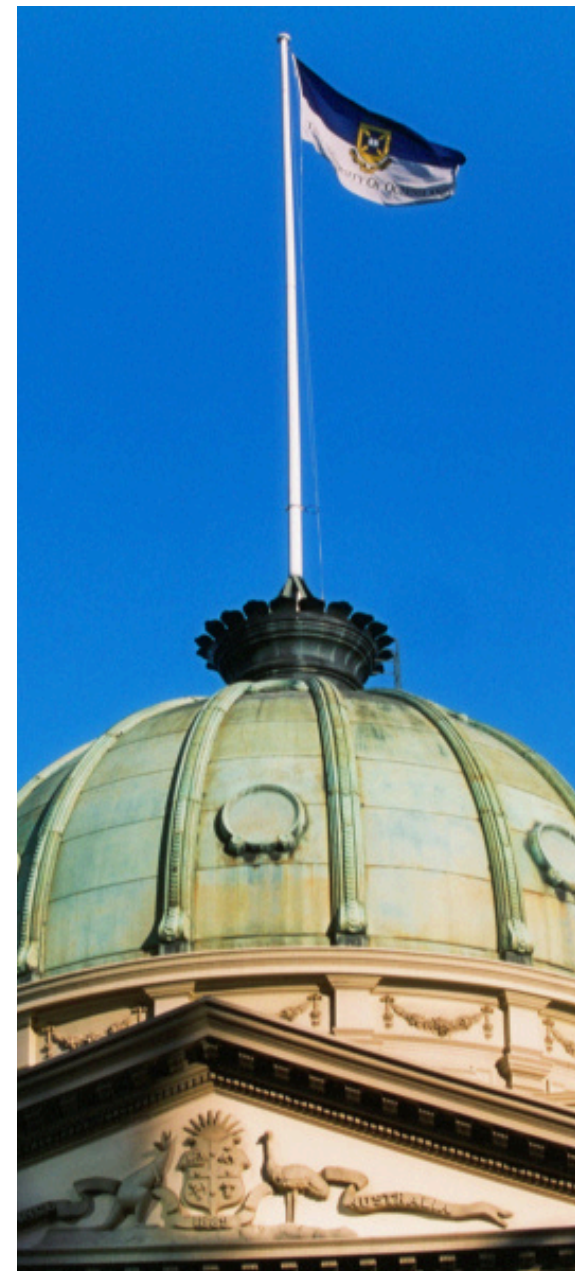
### HERITAGE RESTRICTIONS

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 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.

### 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.







CUSTOMS HOUSE  
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