

\$40

PER PERSON



# High Tea

AT NOVOTEL NEWCASTLE BEACH

## SWEETS

Citrus meringue tart  
Chocolate Éclair  
Salted raw caramel slice  
Chocolate brownie  
House made Scones with jam & cream

## SAVOURY

Pressed Cuban sandwich  
Chicken & leek pie  
Prawn brioche slider  
Egg & cucumber finger sandwich  
Hummus, char-grilled vegetables, rocket & pesto sandwich

## COFFEE & TEA

Nespresso Coffee  
Brilliant Breakfast  
The Original Earl Grey  
Rose with French Vanilla  
Pure Peppermint  
Ceylon Young Hyson Green tea  
Pure Chamomile Flowers

## BONUS

Glass of sparkling on arrival for only an extra

\$5

PER PERSON



## PRIVATE ROOM (GROUPS OVER 15 PEOPLE)

Please contact our events department to arrange your function on 02 4032 3703 or email [events.novotelnewcastlebeach@accor.com](mailto:events.novotelnewcastlebeach@accor.com)

High Tea located in private function room on Level 2 of the Hotel. Setup is banquet round tables. 50% deposit & signed confirmation required (over page). Full pre-payment due 7 days prior to the event.

\*Minimum 15 people

## BOOKING YOUR HIGH TEA

**Step 1:** To place your booking please fill in the below information, sign and send back to the email address listed on page 1 along with your deposit payment.

**Step 2:** We will then confirm availability of your preferred date. You will then receive a booking number to confirm your booking. Please note your booking is not confirmed until you receive the booking number (if you have not received your booking number within 48 hours please follow up with your hotel contact asap)

Booking name	
Booking contact	
Phone	
Email	
Preferred date	
Number of people	
Timing	
Cost	
Deposit	
Special occasion or special notes	
Dietary requirements	

## DEPOSIT PAYMENTS AND TERMS & CONDITIONS

- 50% deposit required to confirm booking
- Final payment due on the day of the event (note: for groups over 15 – pre-payment required 7 days prior)
- Please tick your preferred method below
- Final numbers due for all bookings, along with any special dietary requirements by 7 days prior to high tea date

Creditcard payment (1.3% merchant fee applies) applies

Creditcard holder	
Card type	
Card number	
Card expiry	
Card holder's signature	

Electronic Funds Transfer

Bank	Commonwealth Bank
Acct name	Schwartz Family Company Pty
BSB	062-124
Account no.	1109 8836
Remittance/receipt	Upon completion of the transfer please send confirmation details to <a href="mailto:events.novotelnewcastlebeach@accor.com">events.novotelnewcastlebeach@accor.com</a> so that funds may be allocated to your event.

\*High Tea Terms & Conditions: \*In the case of cancellation: outside of 30 days, the initial deposit will be refunded. Between 29-15 days, the initial deposit will be retained. Within 14 days of function date, 100% of the expected spend will apply. \*Final guaranteed numbers: Are due 7 days prior to the event date, no reduction after this time will be accepted. An increase in the number of guests will be catered for by the venue if sufficient notice is given.

\*The venue adheres to the laws regarding responsible service of alcohol. Alcoholic beverage service will be denied to any person deemed to be under age or intoxicated.

\*No food or beverage is permitted to be brought into the property for consumption during the event. No food or beverage is permitted to leave the venue premises.

\*The venue will not be in breach of this agreement or any way liable to the organiser, if it is prevented from complying with this agreement by reason of act of God, or any other cause not reasonably within the control of the Hotel. \*The venue will not be liable for any loss of profit or any consequential damages, whether based on breach of contract or otherwise suffered by the organiser arising from any negligence, act, error or omission on the part of the organiser. The Organiser will be responsible for the loss or destruction of, or any damage to the venue property or for any claim for any loss, damage or injury however caused by the organiser or guests. The venue will assume no responsibility for damage or loss of any merchandise, printed matter or art placed in the venue prior to, during or following events. No items are to be nailed, screwed, stapled or adhered to walls or other surfaces in the venue premises. The venue reserves the right to charge the organiser for any damages caused.

\*Under NSW Legislation, the venue is a non smoking venue, except for some designated outdoor areas.

\*The organiser agrees to begin & vacate the function room & space at the scheduled times agreed upon.

I confirm that I have read and agree to the above listed terms and conditions and payment requirements.

Signed: ..... Date: .....

Please return signed confirmation to [events.novotelnewcastlebeach@accor.com](mailto:events.novotelnewcastlebeach@accor.com)