

High tea
package

\$50

PER PERSON

MINIMUM 10 PEOPLE

SATURDAY'S

High Tea

AT NOVOTEL NEWCASTLE BEACH

SWEET

Lemon tart
Peppermint slice
Red velvet cake
Assorted macarons

SCONES

Warm house made scones
Served w/ chantilly cream & strawberry jam
- Blueberry scones
- Vanilla scones

SAVOURY

Roast beef & seeded mustard petite sandwich
Smoked salmon spinach pinwheel with dill cream cheese
Egg, mayonnaise & lettuce petite sandwich
Tomato, labna & basil caprese skewer

BEVERAGES INCLUDED

1 x Mimosa, glass of house sparkling wine or orange juice on arrival
Vittoria coffee & tea station

Additional beverages available to order
(additional cost)



BOOKING YOUR GROUP HIGH TEA

Step 1: To place your group booking please fill in the below information, sign and send back to email: sales@novotelnewcastle.com.au along with your deposit payment method ticked. Please note 2 weeks notice is required for catering purposes.

Step 2: We will then contact you to confirm availability of your preferred date and location for your high tea. For groups 10-29 people the location will be in our restaurant, Bistro Dalby. For groups 30 people and over this will be in a private function room. If you have not been contacted within 48 hours of emailing this form back please follow up with the hotel events team on phone 02 4032 3703.

Booking name	
Booking contact	
Phone	
Email	
Preferred date (Saturday's only)	
Number of people (minimum 10 - restaurant) (minimum 30 - private room)	
Preferred timing	
Cost total	
Deposit amount - 50%	

DEPOSIT PAYMENTS AND TERMS & CONDITIONS

- 50% deposit required to confirm booking - please tick your preferred method below
- Final payment due 7 days prior to event date with beverages to be paid on the day of the event
- Final numbers due for all bookings, along with any special dietary requirements by 7 days prior to high tea date

Creditcard payment (1.1% merchant fee applies) applies

Electronic Funds Transfer (only available as payment method outside of 7 days prior to event date)

Credit card holder	
Card type	
Card number	Last 4 digits:
Card holder's signature	

Bank	National Australia Bank
Acct name	Schwartz Family Company Pty Ltd TA Novotel Newcastle
BSB	082-057
Account no.	325 791 621
Remittance/receipt	Upon completion of the transfer please send confirmation details to sales@novotelnewcastle.com.au 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

Signed: Date:

Please return signed copy of this form to email: sales@novotelnewcastle.com.au