BUSINESS PACKAGE 2025/26



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WELCOME TO Fort Scratchley

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	BUS	📩 ACCESSIBLE PARKING
LIGHT RAIL	Π ΤΑΧΙ	P PARKING



FORT SCRATCHLEY FUNCTION CENTRE

The Fort Scratchley Function Centre is a contemporary, light filled function centre with a seating capacity of up to 150 guests.

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.





The capacities listed don't take into account the space required for catering stations, staging, or AV desks.



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.

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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

^{\$78}PP

Commercial*

* NFP*

^{\$}73_{РР}



*Per person per day.

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*

^{\$}62_{PP}

NFP*

^{\$}58_{PP}

*Per person per day.

MORNING TEA OPTIONS

MONDAY	Double smoked ham & Swiss cheese petit croissants
TUESDAY	Bakers batch scones with jam & Chantilly cream $ {f V}$
WEDNESDAY	Bacon & egg cups with tomato chutney GF DF
THURSDAY	Chef's selection of assorted petit glazed Danishes $ V $
FRIDAY	Fresh baked Portuguese tart GF V

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

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

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



WORKING LUNCH MENU

MINIMUM OF 40 GUESTS

BUILD YOUR OWN SANDWICH & SALAD BUFFET

- Build your own lunch buffet with a spread of fresh salad fillings, cold cut meat options, artisan breads & wraps, matching condiments, relishes & chutneys
- Daily salad options

Recommended for events with guests that have dietary requirements.

ARTISAN BREADS, WRAPS & SALAD BUFFET

- Sandwiches, rolls & wraps filled with our chef's selection of healthy & hearty fillings
- Daily salad options

DAILY HOT WORKING LUNCH

MONDAYBeef Stroganoff with whipped parsley potato GF DFTUESDAYChicken meatball sugo on a bed of gnocchiWEDNESDAYNavarin of lamb with sweet potato mash GF DFTHURSDAYMongolian chicken with brown rice GF DFFRIDAYSri Lankan spiced pork curry with cauliflower puree GF DF

DAILY SALAD OPTIONS

EVERY DAY	Garden toss salad with cherry tomatoes, cucumbers, Spanish onion, carrots, mesculin & a Dijon balsamic dressing GF DF V
MONDAY	Moroccan vegetable pearl cous cous with currants & oranges DF VGN
TUESDAY	Wombok toss salad with crispy onions, miso roasted eggplant & coriander GF DF VGN
WEDNESDAY	Lemon dressed kale crunch salad with sweet potato, quinoa & a tahini dressing GF DF VGN
THURSDAY	Rustic potato salad with capers and a creamy Dijon dressing GF DF VGN
FRIDAY	Rice noodle zing: vermicelli rice noodles, capsicum, cucumber, spanish onion, shallots, mint, coriander & a lime soy dressing GF DF VGN

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

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

AFTERNOON TEA OPTIONS

MONDAY	House-baked assorted muffins $ {f V}$
TUESDAY	Petit chicken & tarragon sausage rolls GF
WEDNESDAY	Assorted house-baked friands $ {f GF} {f V} $
THURSDAY	Zucchini & semi-dried tomato with saltbush muffins GF
FRIDAY	Pumpkin & feta with native oregano pasties GF

Afternoon tea items served with a selection of vegetable crudités & house-made dips $\, {\rm GF} \, {\rm V} \,$

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

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





CONDITIONS

Pricing is valid for events held Monday to Friday in the 2025/26 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.

Please note external catering is not permitted at Fort Scratchely







FOR MORE DETAILS

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