

VENUE INFORMATION 2025/26



02 4974 1462 // fortscratchleyfunctions@ncc.nsw.gov.au // newcastle.nsw.gov.au/fort-scratchley



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WELCOME TO
Fort Scratchley



ABOUT THE VENUE

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 that boasts a light filled space with spectacular views over the ocean ideal for business presentations, workshops, cocktail parties, social events and corporate functions.

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. 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.



KEY

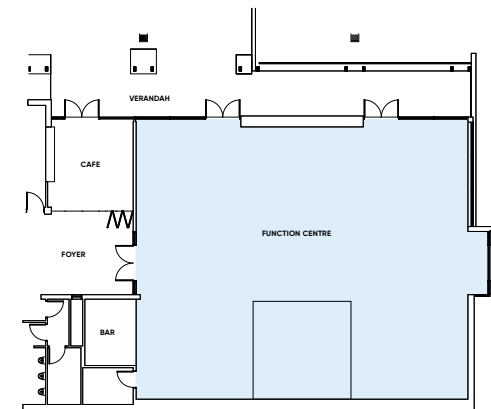
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| BUS | ACCESSIBLE PARKING |
| LIGHT RAIL | PARKING |
| TAXI | |



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 to enjoy pre-dinner drinks and canapes with the salty breeze and sound of the ocean in the background.



AREA
246M²



THEATRE
150



BANQUET
140



CABARET
88



COCKTAIL
200



BOARDROOM
N/A



U-SHAPE
35



CLASSROOM
45

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



VENUE HIRE FEES

	MONDAY - FRIDAY		SATURDAY		SUNDAY/ PUBLIC HOLIDAY	
	HALF DAY < 4hrs	FULL DAY 4-8hrs	HALF DAY < 4hrs	FULL DAY 4-8hrs	HALF DAY < 4hrs	FULL DAY 4-8hrs
COMMERCIAL	\$	\$	\$	\$	\$	\$
Function Centre	603	1,004	1,022	1,585	1,327	2,025
NOT-FOR-PROFIT	HALF DAY < 4hrs	FULL DAY 4-8hrs	HALF DAY < 4hrs	FULL DAY 4-8hrs	HALF DAY < 4hrs	FULL DAY 4-8hrs
	\$	\$	\$	\$	\$	\$
Function Centre	424	702	715	1,109	930	1,413

HALF DAY HIRE: Up to 4 event hours plus 1 hour of bump in.

FULL DAY HIRE: More than 4 hours, less than 8 event hours, plus 1 hour of bump in.

ADDITIONAL HOURS: Are charged pro-rata.

HIRE INCLUDES: Tables, chairs, linen, cutlery, crockery, glassware, data projector, screen, flipchart, WiFi, whiteboard, lectern and wired microphone.

NOT FOR PROFIT (NFP): rate applies to registered incorporated not-for-profit/ charities, presenting events with community benefit, educational or cultural purpose where the organisation is based in the LGA or can clearly demonstrate a reinvestment back into the LGA community. Does not apply to any other organisation or commercial purpose.

DA RESTRICTIONS: all events must conclude by 10 pm Sunday - Thursday and midnight Friday - Saturday.

All fees are inclusive of GST.

PARKING & ACCESSIBILITY

PARKING

Located at 1 Nobbys Road, Newcastle, **Fort Scratchley** has complimentary parking for approximately 40 vehicles in our event car park located along Nobbys Road.

Additional street parking can be found along Fort Drive and Nobbys Road (metered). The top car park directly outside the Function Centre is for visitors of Fort Scratchley Historic Site and has a limit of 3hrs. After 4pm, guests attending events at the function centre are permitted to park here.

PUBLIC TRANSPORT

Trains, buses, light rail, and a ferry service can help you get to Fort Scratchley. An Opal Card, or a credit/debit card, allows easy access to all public transport ticketing throughout the City. Use [trip planner](#) or an app such as [Opal Travel](#) to plan your trip.

ACCESSIBILITY

The Function Centre can be accessed by people with mobility aids. There are accessible amenities located within the Function Centre and designated accessible parking bays adjacent to the Function Centre.





CONDITIONS

Pricing is valid for the 2025/26 financial year.

Please note no external catering is permitted at Fort Scratchley.





Fort
Scratchley

FOR MORE DETAILS

p. 02 4974 1462

e. fortscratchleyfunctions@ncc.nsw.gov.au

w. newcastle.nsw.gov.au/fort-scratchley

1/3 Nobbys Road

Newcastle East NSW 2300