

FUNCTIONS AT THE NEWPORT

Situated on the bustling Cappuccino strip, the Newport Hotel is the perfect place to step in, unwind, and let your cares become a thing of yesterday.

During late 2007, this historic hotel has experienced yet another fresh rejuvenation on top of the major reconstruction of 2001 without losing its heritage listed charm.

The Newport has always prided itself on being a venue for the people, and this time around, there is no exception. Treat yourself to the newly lifted stylish surrounds without any loss to the essence of what makes this unique hotel simply, "Newport".

Here at the Newport, we understand that every function is personal and as individual as you are! We offer 2 individual function spaces and come to the party with drink packages to suit any budget and occasion... Best of all, our function rooms are free to hire!

We specialize in...

- Birthdays
- Sundowners
- Going Away Parties
- Pub Crawls

And just about any idea you have to celebrate your special evening!

Please take the time to read through our offers and let us take care of all the formalities, and music to your ears.... The clean-up afterward!

Feel free to browse at any of our function rooms between 12noon and 6.30pm daily or go on-line at www.thenewport.com

We look forward to working with you soon to organise your special event or function.

Kindest Regards,
The Newport Management Team

FUNCTION AREAS

The Newport Hotel has private spaces all unique in their own way with a room to suit most occasions. All of our functions include automatic drink specials all night and all your staffing requirements. All of our ground floor function spaces have wheel chair facilities.

NEXT LEVEL BAR (UPSTAIRS)

Capacity: 50 – 150 people

Status: Exclusively Private

Availability: Anytime until 12:30am

Minimum hire time: 3 hours

Drink Specials: Upper Level selection

Own Bar facility: Yes

By far the most sort after space, The Next Level Bar is the perfect selection for that big occasion such as 21st, 30th's, casual engagement parties etc. This space is exclusively private and includes facilities such as pool table, jukebox, atrium balcony, large display table, bar and private bathrooms.

Situated on our upper level, this informal and relaxed funky room must be accompanied by a Newport employed security person who monitors the well being and safety of you and your guests as well as checking off an exclusive door list supplied by you.

Feel free to decorate your room for that personalised touch, however, it is not essential.

Bookings: It is recommended that you book this room approx 2-3 months in advance to absolutely secure your specific date, however, there are occasional spots available for those 'last minute' bookings.

Your own food catering can be kept on stand by in our cooling facility any time from 12 noon until you are ready to present it.



(Next Level Bar)

THE BAND ROOM

Capacity: 80 – 200 people

Status: Private

Availability: 11:00am – 9.00pm Mon-Sat & 10:00am – 5:00pm Sun

Minimum hire time: 3 hours

Drink Specials: Ground Floor selection

Own Bar facility: Yes

Recommended for corporate events, this large space has a stage and microphone with the ability to create furnishings to suit requirements. The Band Room is also a popular choice for those that want a private bar early, and then let their hair down when the band starts and public flow in for a dance.

Our Atrium area, which can also be made a part of the Band Room, has big screens with surround sound perfect for any presentation. Big screens (for private use) are available all day/nights only Wednesday to Saturday prior to 6pm.



(Band Room)

OPEN FUNCTION

(ACCESS ALL AREAS)

Capacity: 20 – 100 people

Status: Non Private

Availability: Anytime until late

Minimum hire time: 0 hours

Drink Specials: Ground Floor package

Own Bar facility: Shared public bars

A popular choice for most parties as this option allows full access to the hotel allowing your guests to travel to and from the band, DJ's, pool tables and promotional activities and our 10 live Foxtel screens. A perfect option for pub crawls, hens nights or birthdays where you can receive all the VIP priced fun and the freedom to move where your heart desires.



(Open functions: all areas)

DRINK PACKAGES

All bars stock a full range of popular products available throughout your night, however, the Newport also offers party hosts and their guests VIP discounts on selected products for the full duration of your function. Check with the function coordinator for current specials. Drinks include:

GROUND FLOOR FUNCTIONS

(Band Room, Access All Areas)

BEER: 1125ml Jugs

Victoria Bitter (4.9%) Carlton Draught (4.6%)

BEER: 375ml Bottles

Carlton Mid Strength (3.5%) Cascade Premium Light (2.7%)

WINE: 125ml Glass

Rothbury's Sem/Sauv/Blanc & Rothbury's Cab/Merlot

SPIRITS: 30ml Nip

Bourbon, Vodka, Scotch, Bacardi & Bundaberg Rum

(All include mixers, excluding Red Bull)

NEXT LEVEL BAR FUNCTIONS

(Upper Level Selection)

BEER: Choose 2 of the following bottled beers

Victoria Bitter (4.9%), Carlton Draught (4.6%), Carlton Mid (3.5%), Carlton Cold (4.6%), Cascade Premium Light (2.7%) Crown Lager (4.9%), Carlton Dry (4.5%), Stella Artois (5.2%), Corona (4.4%)

WINE: 125ml Glass

Rothbury's Sem/Sauv/Blanc & Rothbury's Cab/Merlot

SPIRITS: 30ml Nip

Bourbon, Vodka, Scotch, Bacardi & Bundaberg Rum

(All include mixers, excluding Red Bull)

Full selection of bottled beers and spirits will be available in the Next Level Bar. The two beers chosen will be set at a discounted rate.

Bar tabs can also be set up and personalized within 1 days notice and are available only to the Next Level Bar

RELEVANT FORMALITIES

DEPOSITS

(Relevant only to private function Spaces)

A Private Space is not deemed to be booked until a deposit has been received from you by the due date specified by the functions coordinator. This allows us to go ahead and book staff and order relevant stock requirements.

Deposits are payable in the Newport Bottle Shop between 12.00 noon and 9.00pm 7 Days a week. Please be sure to quote your function date & booking reference name stated by the functions co-ordinator.

Deposits can be collected on the Monday after your function. Deposits will be returned in full providing there were no damages or loss inflicted upon the hotel, its staff and guests by yourself or guests of your function, and that all requirements were met as agreed by the functions co-ordinator. Your deposit may also be used in the event of outstanding payments owing.

ROOM HIRE CHARGES

The booking person is obliged to meet the minimum attendance quota on a consistent basis throughout the night.

(Please see required numbers on 'Function Areas')

Failure to meet the minimum quota on a consistent basis will result in the following procedure taking place;

Host will be asked by manager to decide on the following option...

Agree to closure of the Private Space and option to receive drink discounts all night as an 'access all areas' function.

Total charges for your particular space can be calculated with the functions co-ordinator.

GAINING ACCESS

Current photographic Identification in the form of a passport, Australian drivers licence or 18+ card must be produced upon request (expired ID will not be accepted). Neat, clean attire is required at all times. We do not permit steel capped boots, singlets or non-sleeved shirts on gents, thongs or outlaw club colours. Reasonable behaviour is required throughout your stay. Management reserves the right to refuse entry (see the Liquor Licensing Act 1988).

DECORATING

Every one is encouraged to decorate their space with consideration to the hotel structure and fixtures. The duty manager will be happy to suggest areas of your room to decorate. Please do not use strong adhesives to attach items to our walls. If you are having a 'milestone' birthday, don't forget the photo board from childhood... that always goes down a treat!

NEXT LEVEL FUNCTIONS

All Next Level Functions are required to adopt a security/doorman employed by the Newport Hotel's chosen security firm for the entire duration of the event. The cost is incurred on the person who booked.

It is Newport policy that all 18th and 19th birthday parties booked for a private bar are required to have a security/doorman in attendance for the entire duration of the event also. This means that Next Level Bar 18th birthdays will require a total of 2 security officers. This person is instated by the Newport Hotel's current employed security firm and is to be paid for by the function host.

His duties include the checking off names at the door from a door list supplied by yourself, patrols of the private area to ensure the well being and safety of all guests, contact between party host and management and the monitoring of alcohol consumption.

Even though the security person will be monitoring your guests, the party host is responsible entirely for themselves and guests. Any object or objects that depart the balcony to our ground floor can possibly result in party closure depending on the circumstances involved. If any injury incurs upon our ground floor clientele as a result, you may be held accountable for injuries.

BAR TABS

All bar tabs require an initial credit limit to permit the computer system to activate. This initial credit limit has to be balanced prior to commencement of function. You may add to the tab at anytime. In the case of your bar tabs not exceeding you initial outlay, you will receive your full remaining amount back in cash on the night as well as an itemised receipt upon request. It is recommended that you choose part or all your discounted selection as well as soft drinks on your tab.

PAYMENTS

You are encouraged to finalise payment for security, bar tabs etc upon booking your room, however, payment can be accepted on the night prior to the commencement of your function. All payments accepted as cash, eftpos or credit card only.

SMOKING AREAS

No areas of the Newport permit smoking other than out the front of the hotel which has 2 security officers on patrol every evening from 8pm.

*We look forward to entertaining you soon at
THE NEWPORT HOTEL*

- > phone [08] 9335 2428
- > fax [08]9335 3560
- > email functions@thenewport.com
- > web www.thenewport.com

