



CASTLEREAGH

Boutique Hotel

MEETINGS & CONFERENCES





# CHARMING & UNIQUE VENUE

## in Sydney CBD

Introducing the Castlereagh Boutique Hotel a magnificent heritage landmark building in the heart of Sydney's CBD, where you only need to take one step inside our doors to feel a world away from it all.

Our location on bustling Castlereagh Street, in between Hyde Park and the Queen Victoria Building, offers an easily-accessible and affordable CBD hotel and function and event venue with everything you need - restaurant dining, and events, all under one roof.

A truly unique venue, the Castlereagh Boutique Hotel offers nostalgic meetings and conferences with 5 heritage-listed function room and spaces for 10 to 150 people.

### MEETINGS FROM ANOTHER ERA.... BUT WITH A TOUCH OF MODERN

For meetings that feel a world away from the home or office you have the option to book one or more of our beautifully restored function rooms with Art Deco architecture, depending on your needs.

While holding your event in a heritage venue, rest-assured we provide the latest AV and technical requirements and every room offers great free WiFi for delegates.

### HERITAGE & LUXE HOTEL ACCOMMODATION

The hotel also encompasses an array of different room types including a selection of twin, double, queen and deluxe suites. All rooms include air-conditioning, en-suite, TV, Internet access, refrigerator, mini-bar and tea and coffee making facilities.

Most rooms are true to their heritage in style and decor, with comfortable beds, free WiFi and all the amenities you need.



CELLOS GRAND DINING ROOM | CORPORATE BANQUET SETTING





CELLOS GRAND DINING ROOM

## MEETINGS & CONFERENCES

Day Delegate packages below are designed for your convenience to include standard equipment and catering on Monday to Friday from 9.00 am – 5.00 pm.

If you only require room hire, please see our rates on the following page.

If you are seeking a fully catered event, please refer to our Events & Function Packages. We are also delighted to create something specifically to meet your needs.

### CLASSIC PACKAGE INCLUDES

Lectern, whiteboard, flipchart and markers  
Castlereagh notepads and pens  
Iced water and mints  
Complimentary Wi-Fi for attendees

### DELUXE PACKAGE INCLUDES

Lectern, whiteboard, flipchart and markers  
Data Projector and Screen  
Castlereagh notepads and pens  
Iced water and mints  
Complimentary Wi-Fi for attendees

### AUDIO AND VISUAL ADDITIONS

Portable microphone – \$150  
Laptop, projector and screen – \$200  
Backdrop curtains (white or black) – \$250  
Portable stage – \$300

### PRICING PER DELEGATE

Classic Delegate Package | \$75  
Half Day: Classic Delegate Package | \$55

Deluxe Delegate Package | \$87

### **Breakfast Meeting Packages**

Continental Buffet Breakfast \$50 | Continental & Hot Buffet Breakfast \$65

**Minimum of 20 delegates**

**ALL PACKAGES INCLUDE MEETING ROOM HIRE AND STANDARD INCLUSIONS**

**SPECIAL DIETARY REQUESTS CAN BE CATERED FOR - ADDITIONAL CHARGE**



# FUNCTION ROOMS

The Castlereagh Boutique Hotel is a truly unique venue in Sydney, offering a nostalgic function or meeting experience with heritage-listed function rooms.

When booking a Day Delegate Package your room hire and standard equipment is included in your package.

If you simply require function room hire, prices are listed below.

ROOMS SPECIFICATIONS	LEVEL	TH	BR	US	BQ	CT
The Boardroom	1	-	10-12	-	-	-
Castlereagh Room	2	30	18	16	20	-
Park Room	3	20	10	12	-	-
Adam Room	4	40	24	20	40	70
The Hyde Room	5	40	20	18	-	-
Cellos Grand Dining Room	4				110	150

TH = Theatre | BR = Boardroom | US = U-Shape | BQ = Banquet | CT = Cocktail

ROOM HIRE	FULL DAY SESSION 9.00 am - 5.00 pm	HALF DAY SESSION
The Boardroom	\$750	\$500
Castlereagh Room	\$300	\$250
Park Room	\$250	\$200
Adam Room	\$550	\$450
The Hyde Room	\$450	\$350
Cellos Grand Dining Room	\$1000	\$650

- » White Board
- » Flip Chart Screen
- » Screen
- » Lectern
- » Free Wifi
- » Lapel Mic
- » Natural Light



THE BOARDROOM | CORPORATE MEETING



CASTLEREAGH ROOM | TRAINING SESSION





# CLASSIC DELEGATE PACKAGE

## UPON ARRIVAL

Freshly Brewed Coffee and Assorted Teas

## MORNING TEA

Assorted Mini Danishes

Fruit Platter

Freshly Brewed Coffee and Assorted Teas

## LUNCH

Selection of Gourmet Sandwiches, Wraps or Rolls

Sweets

## AFTERNOON TEA

House-baked Cookies

Freshly Brewed Coffee and Assorted Teas

## HALF DAY OPTION

Coffee and Tea on arrival + Morning Tea **OR** Afternoon Tea + Lunch

*Gluten free or vegetarian options available upon request*

## PRICING PER GUEST

Classic Delegate Package | \$75

Half Day: Classic Delegate Package | \$55

**Minimum of 20 delegates**

**INCLUDES MEETING ROOM HIRE AND STANDARD INCLUSIONS**

**SPECIAL DIETARY REQUESTS CAN BE CATERED FOR - ADDITIONAL CHARGE  
SAMPLE MENU ONLY - SUBJECT TO SEASONAL CHANGES & AVAILABILITY**



# DELUXE DELEGATE PACKAGE

## UPON ARRIVAL

Freshly Brewed Coffee and Assorted Teas

## MORNING TEA

Assorted Mini Danishes

Fruit Platter

Freshly Brewed Coffee and Assorted Teas

## LUNCH

Hot Main Course Lunch (menu upon request)

Orange Juice

## AFTERNOON TEA

House-baked Cookies

Freshly Brewed Coffee and Assorted Teas

*Gluten free or vegetarian options available upon request*

## PRICING PER GUEST

Deluxe Delegate Package | \$87

**Minimum of 20 delegates**

**INCLUDES MEETING ROOM HIRE AND STANDARD INCLUSIONS**

SPECIAL DIETARY REQUESTS CAN BE CATERED FOR - ADDITIONAL CHARGE  
SAMPLE MENU ONLY - SUBJECT TO SEASONAL CHANGES & AVAILABILITY







BREAKFAST IN THE ADAM ROOM



# BREAKFAST MEETING PACKAGE

## CONTINENTAL BUFFET BREAKFAST

- Selection of fresh fruit
- Fresh fruit cups
- Chef's selection of Danish pastries
- Mini croissants with assortment of jams and butter
- Assorted individual cereal selection with skim, soy and full cream milk
- Selection of breads

## HOT BUFFET BREAKFAST

Enjoy all items from the Continental Buffet, as well as the hot items below:

- Scrambled eggs
- Rindless middle bacon
- Oven baked tomatoes
- Sautéed mushrooms
- Hash brown
- Pork and fennel sausage

**A tailored a la carte menu available upon request**

**ALL BREAKFAST PACKAGES ARE SERVED WITH:**

- Freshly Brewed Coffee
- Assorted Teas
- Selection of fruit juices
- Cold filtered water

## PRICING PER DELEGATE

Breakfast Meeting Package - Continental Buffet | \$50

Breakfast Meeting Package - Hot Buffet | \$65

**Minimum of 20 delegates**

**INCLUDES MEETING ROOM HIRE AND STANDARD INCLUSIONS**

**SPECIAL DIETARY REQUESTS CAN BE CATERED FOR - ADDITIONAL CHARGE**

**SAMPLE MENU ONLY - SUBJECT TO SEASONAL CHANGES & AVAILABILITY**

## PARKING

HILTON HOTEL SECURE CARPARK - 24 hours

259 PITT STREET, SYDNEY CBD

Access: Turn left into the Hilton Hotel entrance from Pitt Street

- Access via the 2nd driveway. Maximum Height 1.90m.

(look for the blue parking sign with Hilton logo above)

Disability access - restricted lift and ramp access at this car park.

**Please ensure you DO NOT enter into WILSON PARKING STATION.**

**Discounted parking vouchers for the Hilton Secure Carpark  
are on sale at the hotel reception desk.**

**Hourly Rate/s vouchers not available**

**- only available from Hilton Secure Parking**

DAY VOUCHER*	\$55.00 Day Voucher
MON - FRI	Single entry / exit
	Maximum 24 hours from the time of entry.
EVENING/OVERNIGHT VOUCHER*	\$30.00 Evening/Overnight Voucher
MON - FRI	Single entry / exit
	Valid for entry after 6pm exit by 9am the following day. CANNOT be used in conjunction with Day & Weekend Vouchers.
WEEKEND VOUCHER*	\$30.00 Weekend Voucher
SAT - SUN	Single entry / exit
	Maximum 24 hours from the time of entry.

### PROCEDURE

- Please contact Hotel Reception on the day at least an hour prior to arrival.
- Reception will reserve parking and provide you a code to enter Car Park.
- To exit take lift from Hilton Hotel Lobby to car park area.
- Please follow exit instructions on Reservation.

### LATE CHECKOUT PENALTIES DO APPLY

The discounted parking options are offered by the Castlereagh Boutique Hotel to all guests as a service, however, it is ultimately the responsibility of the guests to ensure that they adhere to the entry/exit conditions that apply.

\*\*Pitt, Park, Castlereagh, Market and other streets in the City Centre may be CLOSED for major events. Please visit the RMS website for details.

\* DETAILS CURRENT JANUARY 2022, PRICES MAY CHANGES WITHOUT PRIOR NOTICE

## CASTLEREAGH Boutique Hotel

### Boutique Accommodation

The Castlereagh Boutique Hotel provides function guests with affordable accommodation in prestigious settings, located in the heart of Sydney CBD.

The hotel encompasses an array of different room types including a selection of twin, double, queen and deluxe suites. All rooms include air-conditioning, en-suite, TV, Internet access, refrigerator, mini-bar and tea and coffee making facilities.

**SPECIAL RATES ARE AVAILABLE FOR GROUP ACCOMMODATION BOOKINGS.**



# BOOKING TERMS & CONDITIONS

## TENTATIVE & QUOTATION ENQUIRIES

All quotations and tentative bookings are only valid for 14 days. After 14 days if no written confirmation has been received the room will be released and the quotation may be subject to change.

## CONFIRMATION - MAKING A BOOKING

Signed terms and Conditions & booking form must be returned by email to the Events Coordinator with credit card details or deposit for \$300 (for functions) and \$500 (for special events, eg. weddings) to secure the date. Payment of this deposit indicates that you agree to the terms and conditions.

## CANCELLATION

We would be disappointed if a function were to be cancelled however, if cancellation occurs at least one month before the scheduled event, no cancellation fee will apply. Less than one-month from the booking date, a cancellation fee of \$300 will apply. We will debit your credit card details or deposit that you have provided.

## PROPERTY

The NSW Masonic Club/Castlereagh Boutique Hotel (referred hereafter as Club/Hotel) is not responsible for any loss or damage to any property belonging to either the clients or guests or items being brought into the Club/Hotel. All items of property owned by the Hirer and their guests must be removed from the venue by the agreed time as organised with the Events Coordinator.

The client is not permitted to remove property from the Club/Hotel without written consent.

Furniture may be moved to other areas inside the Club/Hotel upon the approval of Events Coordinator. All furniture must be returned to the original place otherwise additional fees will incur.

## DAMAGE

Accidents can happen. Any damage to the Club/Hotel or function room property is the responsibility of the organiser. It is understood that the organisers are financially responsible for any damages sustained to the Club/Hotel equipment, property and its premises. Full replacement cost will apply for all of the above stated.

## FIRE ALARM/SMOKE DETECTOR

Smoking or Vaping is not permitted anywhere in the Club/Hotel. Please note the area in the building is extensively fitted with smoke detectors for the safety of occupants.

No naked flames (candles, open fires etc) or special effects, such as smoke or mist generators or any similar device including vaping may not be used as they can activate our fire alarm/smoke detector. In the event of the Fire Alarm being activated and NSW Fire & Rescue attend automatically to the alarm, their charges will be passed on. The current charge per call out is \$1,650 +GST

## MUSIC AND NOISE

Music and noise are to be restricted to a reasonable level due to hotel accommodation above the function room. All music and noise must cease by 11pm (or earlier as agreed).

## DECORATIONS

Decorations may only be put up with the permission by the Events Coordinator, please discuss this in advance.

## RESPONSIBLE SERVICE OF ALCOHOL

The Club/Hotel practices and supports Responsible Service of Alcohol. By law we must ask any person displaying signs of intoxication or acting irresponsibly to leave the Club/Hotel immediately. We reserve the right to refuse service if we feel the client or guest appears to have over consumed or is under age.

## FOOD & BEVERAGE

We are more than happy to assist in the selection of your menu whether for functions or conferences, please contact our Events Coordinator for menu selections. Food and beverage items not provided or catered by the Club/Hotel may not be consumed or brought on the premises unless prior arrangements are made.

## PAYMENT FOR WEDDING

30% of the estimated total of the Wedding must be paid at least 6 months prior to the Wedding date. A further payment of at least 30% of the balance of the Wedding must be paid at least 3 months prior to the wedding.

Full payment of the balance of the invoice must be made after confirmation of numbers – see Guaranteed Numbers and payment.

## GUARANTEED NUMBERS & PAYMENT

Guaranteed minimum numbers of guests are to be advised seven days prior to the function, the numbers of **guests cannot decrease after the 7 days**, and **final numbers to be confirmed 3 days prior to the event**. Final numbers will be invoiced and sent to the event organiser upon confirmation from the event organiser. **The final numbers will be catered for regardless of the number of guests in attendance, additional attendees will be charged accordingly.**

Full payment is required 24 hours prior to the event. Payment can be made by credit card (current surcharge rates apply: 1.1% on Visa and Mastercard, 2.3% on Amex) EFT or bank cheque. Additional attendees will be invoiced post the event.

## SPECIAL CONDITIONS

Special mandatory conditions may be applied by external authorities from time to time that the Club and attendees are required to abide by; for example, the Corona virus Public Health Orders or changes to the liquor licencing laws. We will make the organiser aware of such requirements and we expect the organisers and attendees' full cooperation.

## OTHER

The Management of the Club/Hotel reserves the right at their discretion not to approve or cancel the booking at any time for any breach of policy, procedure or the safety of our other guests and staff members. Failure to comply with the requirements of this Club/Hotel's policies will be regarded as a breach of this agreement, giving the venue the right to cancel or take legal action for recovery of any amount due.

The Management also reserves the right to close any event should there be a breach of misconduct of guests after issuing pre warnings to the organisers or individuals. The hotel being a Registered Club, all the participants and guest must sign in at the entrance as per as the NSW legislation.



# CASTLEREAGH

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## Boutique Hotel

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DISCLAIMER: Menus subject to seasonal availability and change