



CASTLEREAGH
Boutique Hotel

WEDDINGS



CHARMING & UNIQUE VENUE

in Sydney CBD

The Castlereagh Boutique Hotel a magnificent heritage landmark building in the heart of Sydney's CBD - take just one step inside our doors and you'll feel transported to another time and place.

Our location on Castlereagh Street, in between Hyde Park and the Queen Victoria Building, offers a convenient and charming wedding venue featuring one of the last Grand Dining rooms in Australia.

Surrounded by many picturesque locations for your wedding, ceremony and photography, you'll enjoy the ease of planning every aspect of your wedding around this stunning venue.

You will also be delighted with the magnificent vintage backdrops within the hotel that set the scene and create memorable photo opportunities.

Catering is available for formal banquets, cocktail events, buffets and high tea.

With 83 hotel rooms, the Castlereagh Boutique Hotel is ideal for guests looking to stay overnight to celebrate your special day.





CELLOS GRAND DINING ROOM

Cellos, our heritage listed grand dining room, is located on level four of the boutique hotel.

Its classic elegance is encapsulated in the décor and ambience of the room.

This beautiful room features an abundance of natural light, ornate high ceilings, beautifully restored 1920's architecture, and handcrafted crystal chandeliers making it perfectly suited to the elegance of your wedding day.

We have the capacity for up to 130 guests for an a la carte reception and 200 for stand-up cocktails. Or for something more intimate, the classic Adam Room can host up to 60 guests cocktail style, 40 guests for a la carte, or 24 for an elegant banquet table.

We pride ourselves on the support we offer to all our couples. From the moment your booking is confirmed you will be guided through the process with complete ease. Your dedicated wedding coordinator will be there every step of the way to ensure a stress free and enjoyable experience.

Along with the inclusions of your chosen package your wedding coordinator will:

- ~ Design a floor plan to suit your requirements
- ~ Provide personal one on one consultancy regarding all elements of your wedding reception
- ~ Connect you with appropriate external suppliers and professionals
- ~ Place bonbonnières and name cards as required on the day
- ~ Oversee the setup of the room including floral arrangements, theming and decorations
- ~ Liaise with all included suppliers to ensure ease on your wedding day
- ~ Be present for the start of the reception

We look forward to welcoming you and your special guests to the Castlereagh Boutique Hotel.

BANQUET PACKAGES

CLASSIC PACKAGE

PRICING PER GUEST

Four hour package \$175

Monday to Friday

Saturday +10%

Minimum 50 guests

GRAND PACKAGE

PRICING PER GUEST

Four hour package \$195

Monday to Friday

Saturday +10%

Minimum 50 guests



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©Jason Nichol Photography

CLASSIC PACKAGE

FOOD & BEVERAGE

- Sparkling wine on arrival
- Entrée course alternate serve
- Main course alternate serve
- Wedding cake cut and served on platters
- Tea and coffee with wedding cake
- Four hour Classic Beverage Package
(Extra for Canapes on arrival)

THEMING & DECORATION

- Cake table and white skirting
- Main bridal table and white skirting
- White table linen
- White linen napkins
- Mirror centrepieces
- Red carpet

FURTHER INCLUSIONS

- Venue hire
- Ante room for Bridal party prior to reception
- Microphone and lectern for speeches + AV
- Dance floor
- Overnight stay in a Deluxe Room with breakfast for Bride and Groom
- Dedicated Wedding Coordinator

PRICING PER GUEST

- Four hour package \$175.00 (Monday to Friday)
- Saturday +10%
- Minimum 50 guests**

GRAND PACKAGE

FOOD AND BEVERAGE

- Sparkling wine on arrival
- Entrée alternate serve
- Main course alternate serve
- Dessert course alternate serve
- Wedding cake cut and served on platters
- Tea and coffee with wedding cake
- Four hour Classic Beverage Package
(Extra for Canapes on arrival)

THEMING AND DECORATION

- Cake table and white skirting
- Main bridal table and white skirting
- White or black table linen
- White linen napkins
- Mirror centrepieces

FURTHER INCLUSIONS

- Venue hire
- Ante room for Bridal Party prior to reception
- Microphone and lectern for speeches + AV
- Dance floor
- Parking for two cars at the nearby Hilton Hotel.
- Overnight stay in a Deluxe Room with breakfast for Bride and Groom
- Dedicated Wedding Coordinator

PRICING PER GUEST

- Four hour package \$195.00 (Monday to Friday)
- Saturday +10%
- Minimum 50 guests**



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ADDITIONAL OPTIONS

CEREMONY

Should you wish to hold the ceremony in the classically renovated Adam Room or In the Grand Historic Dining Room Cellos.

A standard room hire will be charged and inclusive of:

- ~ Chairs set in ceremony style
- ~ Red carpet runner for aisle
- ~ White draped signature table for signing of register
- ~ Alter flower arrangement and two small arrangements for either side of the aisle entrance

Adam Room \$1800 | Cellos \$2500

FLORAL CENTRE PIECES

We offer floral centre pieces which are tailored to your colour theme.

\$100 per table

ADDITIONAL OPTIONS

CHILDREN MEALS

Children are welcome at our venue and can be served a main kids meal of your choice as well as ice cream for dessert.

\$35.00 per guest

SUPPLIER MEALS

Should you be required to serve a meal to your photographer, musicians or any other supplier, a main meal as well as soft drink can be served.

\$40.00 per guest

PARKING

Parking is available behind the hotel at the Hilton car park. (See page 11)

For packages which include parking the allocated number of vouchers will be made available to you on the wedding night. Prices are subject to change as determined by the operator.

ACCOMMODATION FOR FAMILY & FRIENDS

The Castlereagh Boutique Hotel has 83 guest rooms available.

Guests wishing to stay overnight will be offered a special rate dependent on availability.

DRAPERY

Further white drapery and fairy lights can be added as a back drop to the main bridal table from \$1000.00.

ADDITIONAL TABLE CENTRE PIECES

Crystal glass candelabras are available at a cost of \$35 per table.

Only flameless candles allowed (not provided)



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SAMPLE MENU SELECTIONS

CLASSIC PACKAGE | GRAND PACKAGE

ENTRÉES (ALTERNATE)

- Roasted Beetroot with pumpkin & fetta salad topped with seeded mustard dressing v
- Kumara, Leek, Goat's cheese and cumin tart with rocket salad, citrus dressing v
- Prawn Gyoza with lemongrass soy dressing
- Smoked Rainbow Trout, Kipfler potatoes topped with wasabi & chive aioli
- Vegetable and Rosemary Quiche topped with roasted capsicum dressing v
- Crab Cakes, mango salsa, lime dressing
- Miso Glazed Chicken skewers with seaweed salad
- Basil Pesto & Bocconcini Arancini on lime garlic aioli v

MAINS (ALTERNATE)

- Chicken Breast Supreme stuffed with bacon & brie with potato rosti & seasonal vegetables
- Roasted Chicken Breast with potato gratin, seasonal vegetables and thyme gravy
- Confit Duck Leg cassoulet with baby carrots
- Confit Duck Maryland cooking in traditional, confit style served on a bed of braised red cabbage and hazelnut, rich wine jus
- Chargrilled Eye Fillet with buttered mushrooms, steamed beans and red wine jus
- New York Style Peppered Striploin Steak with pommes au gratin, broccoli and red wine jus
- Chargrilled Pork Cutlet with crispy potatoes, minted peas and chimichurri sauce
- Lamb Backstrap dusted with dukkah, couscous, roasted asparagus spears and blistered cherry tomatoes
- Fish of the Day (Asian style with Ginger & Shallots)
- Pan-fried Salmon with rosti potato, green beans and basil pesto

VEGETARIAN OPTIONS:

- Wild Mushroom and Pea risotto topped with parmesan
- Beetroot, Goats Cheese Salad, Cherry Tomatoes, Red Wine Vinaigrette
- Pumpkin Ravioli with Chilli and Feta
- Saffron Risotto with snow peas and parmesan

DESSERTS (ALTERNATE)

- Apple Tarte Tatin with mixed berry compote, white chocolate and raspberry ice cream
- Mango and Coconut Pebble and vanilla bean ice cream
- Passionfruit Cheesecake, mixed berries, watermelon sorbet
- Sticky Date Pudding with warm caramel sauce
- Fruit Pudding with brandy butter
- Summer Fruit Salad with Chantilly cream
- Chocolate Mousse Dome with raspberry coulis
- Passionfruit Cheesecake with lemon sorbet
- Chocolate Raspberry Coconut Pebble with vanilla Ice Cream
- Raspberry & Lemon Cheesecake, strawberry coulis and vanilla ice cream

WE CAN TAILOR A MENU AND DIETARY MEALS UPON REQUEST

BEVERAGE PACKAGES

CLASSIC BEVERAGE PACKAGE

SPARKLING

Churchview Silverleaf Sparkling Brut NV
Margaret River, Western Australia

WHITE WINES

Churchview Silverleaf Sauvignon Blanc
Margaret River, Western Australia

Gapsted Hidden Story, Chardonnay
Victoria

RED WINE

Churchview Silverleaf Shiraz
Margaret River, Western Australia

BEER

Victoria Bitter | Tooheys New | James Squire 150 Lashes | Heineken | Cascade Light
Selection of Soft Drinks and Juice

PREMIUM BEVERAGE PACKAGE

SPARKLING

Leconfield Syn Sparkling Rouge Sparkling
Coonawarra, South Australia

WHITE WINES

Richard Hamilton Almond Grove Chardonnay
McLaren Vale, South Australia

Shelter Bay Marlborough Sauvignon Blanc
Marlborough, New Zealand

RED WINES

Richard Hamilton Shiraz
McLaren Vale, South Australia

Richard Hamilton Hut Block Cabernet Sauvignon
McLaren Vale, South Australia

BEER

James Squire 150 Lashes | Heineken | Hahn Super Dry | Cascade Light
Selection of Soft Drinks and Juice



CELLOS GRAND DINING ROOM | HIGH TEA FUNCTION

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.



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

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 Boutique Hotel

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