

# NEWPORT

## HOTEL

For all bookings and enquiries,  
please email [functions@thenewport.com](mailto:functions@thenewport.com)

**Security:** If you are hosting a private function, you may be required to cover the cost of a security guard, employed by The Newport Hotel.

**Open Function:** If you're not really into making a big fuss, then the open function is perfect for you. Give us a call, or send us an email and we can arrange for V.I.P wristbands for you, and all of your friends. The wristbands will get you priority entry and discounted drinks on selected products. An open function is free of charge.

**Catering:** The Newport galley is able to provide catering for any type of event. Please email [functions@thenewport.com](mailto:functions@thenewport.com) to view an updated menu.

**Decorating:** Feel free to decorate your function room, provided the decorations do not damage the venue. Please arrange a time with staff to gain access, prior to the function.

**Bar tab:** All bar tabs require proof of identity and credit card to activate the system. An initial payment is sometimes required before the function. The tabs can be added to at any time and the host can choose which items are on the tab.

**Payments:** It is encouraged to finalise payment for security and catering (if applicable) upon booking the function. We accept cash, eftpos or credit cards.

All deposits are refundable, unless damage has been done to the property.