



swan

yacht

CLUB inc

ESTABLISHED 1904

CONFERENCE PACKAGES

Swan Yacht Club • 2024

CONTACT OUR FUNCTION & EVENTS MANAGER:
FUNCTIONS@SWANYACHTCLUB.COM.AU

RIVERSIDE RD, PRESTON POINT, EAST FREMANTLE
(08) 9339 3520
WWW.SWANYACHTCLUB.COM.AU

TERMS & CONDITIONS

Please read this form carefully when booking your function date. This form must be signed and returned to secure your function booking.

Function Bookings: Full payment of the allocated area hire will cover a Function membership for the host of the function until the end of the financial year.

Tentative Bookings: Tentative bookings will be held for a period of seven days, after which the date will be made available to others. All bookings will only be confirmed once a deposit of the room hire fee has been made and the confirmation form and credit card security form has been signed and received.

Cancellations: ALL cancellations must be received in writing for a deposit to be refunded. Refunds will be less an administration fee of \$100.00. 90 days of the booked event date 50% Deposit will be refunded. 60 days of the booked event date will be NO Refunded.

Swan Yacht Club reserves the right to cancel any agreement for hiring a function area. Such actions will only be taken in the event of extreme necessity. Notice of cancellation will be given at the earliest possible date and any paid hire fee will be refunded. If the club has a reason to believe that a specific event will affect the smooth running of the Club's business, its security or reputation, the club reserves the right to cancel the event.

Function Requirements: Catering and beverage requirements are needed at latest by noon, 14 business days prior to your event with full food pre-payment 7 business days prior. Any floorplans, linen requirements are required no later than 14 business days prior to the event.

Pricing: Whilst every endeavour will be made to maintain prices as printed, all prices are subject to alteration for product availability and market cost variations. Prices can be subject to an estimated 5% increase per annum. Goods and services tax is included in our pricing.

Final Numbers: Final numbers are required on or by 10 days prior to the function. The final account will be based on these numbers as a minimum charge.

Payment: Final numbers and 100% payment of the final food bill and/or drinks package is required a minimum of 10 days, prior to the function. All other charges incurred must be paid on completion of the event unless prior arrangements have been made. Outstanding accounts must be settled within five working days. The Swan Yacht Club accepts cash, cheques & credit cards (Visa & MasterCard only). EFT details can be obtained from our office.

Goods and Services Tax: All quotes are inclusive if GST

Insurance & Damages: SYC does not accept responsibility for damage or loss of any customer or guest's property at any time during or after the function. We recommend organizers arrange their own insurance. Organizers are also financially responsible for any damage to fittings, property or equipment by guests, customers or outsider contractors during or after your function. Confetti, glitter, and sprinkles are not permitted on the grounds or inside the Swan Yacht Club.

Missing items or damage to the Club's facilities, furnishings or fittings will be the charge to the hirer. This includes repairs, damage made by candle wax on linen or carpet, labour or replacement as deemed necessary by management.

For prompt recognition and resolution, all concerns and discrepancies must be raised with the Function's Coordinator prior to the event or with the Duty Manager during the event. Staff are not responsible for any set up or take down of not Yacht Club décor, this includes lifting or carrying, prior arrangements must be made.

Duty of Care: Under the Liquor Licensing laws of WA, the Swan Yacht Club have a duty of care to all our customers.

The Club reserves the right to refuse service (but not limited to)

- Person who shows signs of intoxication
- Persons suspected of being under the age of 18 years old

The Club reserves the right to remove the offending guest/s from the premises or close the bar entirely. Any damages or cleaning required will apply.

We reserve the right to be shown proof of age if requested. It is the responsibility of the function holder to advise us if minors will be attending a function.

Gifts of alcohol presented to guests must remain sealed whilst on premises.

Food and Beverage: All food and beverage must be purchased from the Club, with the exception of Celebration Cakes. A \$30.00 fee will be charged for the cutting of celebration cakes.

Please Note: The Swan Yacht Club policy and Food safe guidelines do not allow the removal of remaining food from the premises.

Club License: The Swan Yacht Club is licensed to 12:00am Monday to Friday, 12:00am on Saturdays and 10:00pm on Sundays. Additional trading time for Sunday functions is available; this will incur a license fee.

Public Holidays: A 20% surcharge will apply to any function booked on a public holiday; this will apply to the total food and beverage account

Payment Security: The Swan Yacht requires that all function holders give a credit card as security. This card will not be charged without authorization except in the event of payment not being received within seven days of the function being held.

Security: If deemed necessary the Swan Yacht Club will employ a security guard to ensure safety for all guests at cost to the function holder. Security will be 2 for the 1st 100 people & 1 per 50 after that.

I acknowledge and agree to abide by the above terms and conditions.

Name:
Date of Function:
Function Number:
Deposit:
Date:

Please be aware that if the above is not signed and returned, the club reserves the right to enforce the terms and conditions where applicable.

THANK YOU

**Thank-you for considering the
Swan Yacht Club as the venue for
your corporate meeting.**

The Swan Yacht Club is committed to providing exceptional service, quality food and reasonable prices to ensure that your function is a memorable event.

The following function package has been designed to give you ideas on what the Swan Yacht Club can provide.

It includes room hire costs, catering packages and beverage options.

If you have any questions or suggestions about what you would like to see in our package, please do not hesitate to contact us.

We look forward to hearing from you soon.

Regards,
Adele Robins
Functions Manager
functions@swanyachtclub.com.au
(08) 9339 3520



FUNCTION ROOMS AVAILABLE

Area Hire is Inclusive of:

- Function Membership at Swan Yacht Club included for the financial year function is booked in
- Lectern and Microphone
 - Round Tables with White Linen Tablecloths
- Tables fully set with crockery, cutlery and appropriate glassware

UPSTAIRS

**EAST BAR
FULL ROOM (MIN. 50 PEOPLE)**

\$300 A DAY (UP TO 8 HRS)

\$400 A DAY

INCLUDES AIR-CONDITIONING, WHITE BOARD, PROJECTOR & SCREEN, MIC & LECTERN.

(NOT COMPATIBLE WITH MAC LAPTOPS)

DOWNSTAIRS

BOARDROOM

\$120 A DAY (UP TO 8 HRS)

INCLUDES GROUND FLOOR PRIVATE ROOM, AIR-CONDITIONING, MAX 12 GUESTS, LARGE BOARDROOM TABLE, LARGE SCREEN TV (HDMI CONNECTION) & WHITEBOARD

(NOT COMPATIBLE WITH MAC LAPTOPS)

FUNCTION ROOMS GALLERY

UPSTAIRS

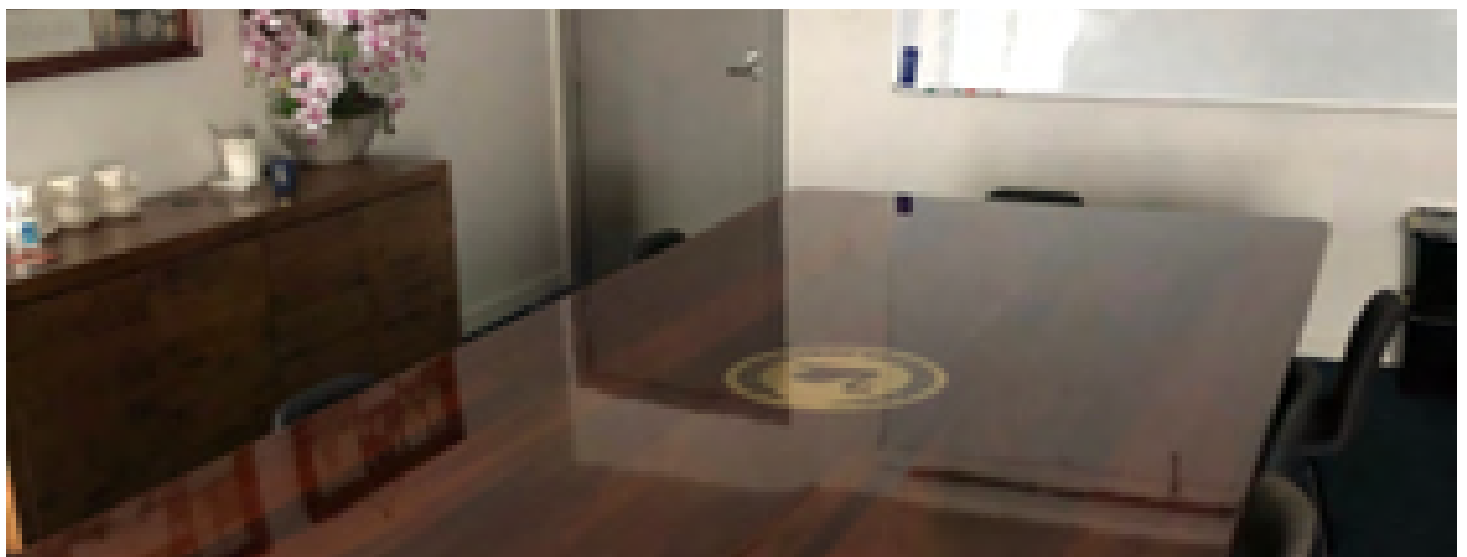


FULL ROOM



EAST BAR

DOWNSTAIRS



BOARDROOM

CATERING

\$8.00 per person

- **Continuous Tea and Coffee**
- **Iced Water**



\$15.00 per person

- **Continuous Tea and Coffee**
- **Iced Water**
- **Selection of biscuits**



\$20.50 per person

- **Continuous Tea and Coffee**
- **Iced Water**
- **Selection of biscuits**
- **Choice of fruit platter, cheese platter, selection of muffins, banana bread or scones with jam and cream**



\$40.00 per person

- **Continuous Tea and Coffee**
- **Iced Water**
- **Selection of biscuits**
- **Morning Tea - Choose one sweet or savoury selection**
- **Lunch - Choice of one Hot & one Cold (pre-order required)**
 - **Jug of soft drink for each table**
- **Afternoon Tea - Choose one sweet or savoury selection**



PLEASE VIEW NEXT PAGE FOR MORE OPTIONS



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CATERING

\$45.00 per person (min. 15 people)

- **Continuous Tea and Coffee**
 - **Iced Water**
- **Morning Tea: Choose one sweet or savoury selection**
- **Lunch: BBQ BUFFET**
 - **Succulent Steak**
 - **Sausages**
 - **Grilled Onions**
 - **Condiments**
 - **Salad Selection**
- **Soft drinks with Lunch**
- **Afternoon Tea: Choose one sweet or savoury selection**



\$45.00 per person (min. 15 people)

- **Continuous Tea and Coffee**
 - **Iced Water**
- **Morning Tea: Choose one sweet or savoury selection**
- **Lunch: PLOUGHMAN'S STYLE**
 - **Soup (choice of Curry Pumpkin or Pea & Ham))**
 - **Antipasto Selection**
 - **Assorted Sandwiches**
 - **Assorted Quiches**
 - **Salad Selection**
- **Soft drinks with Lunch**
- **Afternoon Tea: Choose one sweet or savoury selection**



PLEASE VIEW NEXT PAGE FOR MENU OPTIONS

MENU OPTIONS

Morning Tea (One option only)

- Fresh Scones served with Jam and Whipped Cream
 - Selection of Danish Pastries
 - Assorted Fresh Muffins
 - Platter of Seasonal Fruit
 - Platter of Sausage Rolls
- Mini Ham & Cheese Croissants
 - Banana Bread
 - Vegan Slice
- Portuguese Custard Tarts

Afternoon Tea (One option only)

- Cheese Platter
- Fruit Platter
- Assorted Fresh Muffins
- Selection of Danish Pastries
- Mini Ham & Cheese Croissants

Lunch (Two option only)

Cold

- Platters of Assorted Sandwiches
- Chicken Caesar Salad
- Crispy Camembert Salad, mixed leaves, pickled beets, & vanilla tomato

Hot

- Selection of Quiches with Chips
- Battered Fish and Chips
- Grilled Fish and Chips
- Swan Yacht Club Burger & Chips
- Spaghetti w/ Napoli Sauce & Parmesan Cheese (V)
- Thai Red Chicken Curry w/ rice (VOA)

Tea and Coffee Available throughout the day

