



swan

yacht

CLUB inc

ESTABLISHED 1904

# CONFERENCE PACKAGES

Swan Yacht Club • 2025

CONTACT OUR FUNCTION & EVENTS MANAGER:  
[FUNCTIONS@SWANYACHTCLUB.COM.AU](mailto:FUNCTIONS@SWANYACHTCLUB.COM.AU)

RIVERSIDE RD, PRESTON POINT, EAST FREMANTLE

(08) 9339 3520

[WWW.SWANYACHTCLUB.COM.AU](http://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. Function member/host to be onsite for the full duration of the event.

**Code of Conduct (Guest Behaviour):** The Club reserves the right to cancel an event at any time if the security, reputation or the smooth running of the Club's business is at risk. Please read full code of conduct on our on page 3 of T&C and agree to comply with term set out in Code of Conduct.

**Tentative Booking:** Tentative bookings will be held for a period of 7 days, after which the date will be automatically cancelled unless an extension is requested.

**Confirmation of Booking:** A signed copy of these terms and conditions together with your deposit of the room hire fee is returned to secure your booking. Confirmation cannot be assumed until the confirmation form and credit card security form has been signed and received, along with the Membership form for new function members.

**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 prior to the booked event date, a 50% deposit will be refunded. 60 days prior to the booked event date, NO deposit will be refunded.

During peak times during November to December, bookings cancelled 60 days prior to the booked event date will incur a penalty fee of 25% of the cost of the function package.

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.

**Final Numbers:** Final numbers are required on or by 14 days prior to the function. The final account will be based on these numbers as a minimum charge, even if the guest numbers reduce. If there is an increase in guest numbers, you must inform us immediately and the client will be invoiced separately for the difference.

**Payment:** Final numbers and 100% payment of the final food bill and/or drinks package is required a minimum of two weeks, 14 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, & credit cards (Visa & MasterCard only). EFT details can be obtained from our office.

**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 is not permitted on the grounds or inside the Swan Yacht Club.

**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.

**Guest Allergies and Dietary Requirements:** All dietary or allergy requirements for your guests must be given to the Function Manager at least 14 days prior to your function. While the staff will take the utmost care, no responsibility will be taken by the Club for any guest with a life-threatening food allergy.

**Late Fees:** All catering and beverage requirements must be available to the Function Manager at least 2 weeks prior to the event for ordering purposes. If not received prior to 2 weeks a late fee of \$200 will be charged to the booking.

**Floor & seating Plan:** Your floor plan, seating plan and chart must be finalized when providing your final numbers - at least 14 days prior to your function date.

# TERMS & CONDITIONS CONTINUED

**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.

**Booking Variations:** Variations to guest numbers, food and/or beverage packages must be received no later than 14 days prior to the function. No variations can be accommodated after this time due to ordering, rostering and logistical issues.

**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.

**Members Discount:** Members discount only applies to full members hosting and paying the full amount of the function bill. All other member functions will be charged at the function/ guest pricing.

**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.

**Smoking:** Smoking and vaping is prohibited on Swan Yacht Club buildings premises. Outside facilities on the outskirts are available.

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.

# SYC CODE OF CONDUCT

Swan Yacht Club (SYC) is one of the most innovative Yacht and Power Boat clubs in Western Australia and enjoys a reputation driven by club values. Membership of SYC is a privilege and carries with it responsibility to uphold our reputation at every opportunity, and not to engage in conduct that brings the Club and our Members into disrepute or is contrary to the Constitution and By-Laws of SYC.

There are many users of the SYC facility that includes many types of memberships. Everyone whether they are a member, members guest, affiliate visitors and stakeholders of SYC have a duty to ensure that they cause no adverse impact on any of these users as a result of their actions at SYC or in the wider environment.

**Everyone using the club facility must behave in a manner that facilitates, enhances and ensures the:**

- Reputation of socially and environmentally engaged club
- Friendly and relaxed environment of the SYC
- Health, safety and comfort of members and staff employed at SYC
- Enjoyment of the family rich culture at the SYC; and
- Physical property and facilities provided by SYC.

**Everyone on our premises shall not engage in conduct that:**

- Breaches accepted standards of public behaviour
- Jeopardises the health and safety of members, staff, and visitors
- Causes offence to members, staff, and visitors
- Gross disregard to the amenity and enjoyment of members and staff
- Intentionally damages, destroys, or lessens the value of the SYC assets
- Intentionally damages, destroys, or lessens the value of property owned by other club members; or
- Facilitates the publication of material and/or comments (on any platform) that is obscene, defamatory, threatening, harassing, discriminatory, brand-bashing, hateful, disparaging or unfavourable about the Club (and/or is likely to bring the Club into disrepute or ridicule) and or about any other members including officers, directors, employees and committee members of the clubs.

Any member bringing the Club into disrepute may be subject to disciplinary action in accordance with the SYC Constitution and or Bylaws. Any Visitors or Stakeholder breaching this code may be asked to leave the premises immediately.

**I agree to comply with terms set out in Code of Conduct.**

**Name:**  
**Signature:**  
**Date:**



# 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](mailto: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  
(MAX. 14 PEOPLE)**

**\$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

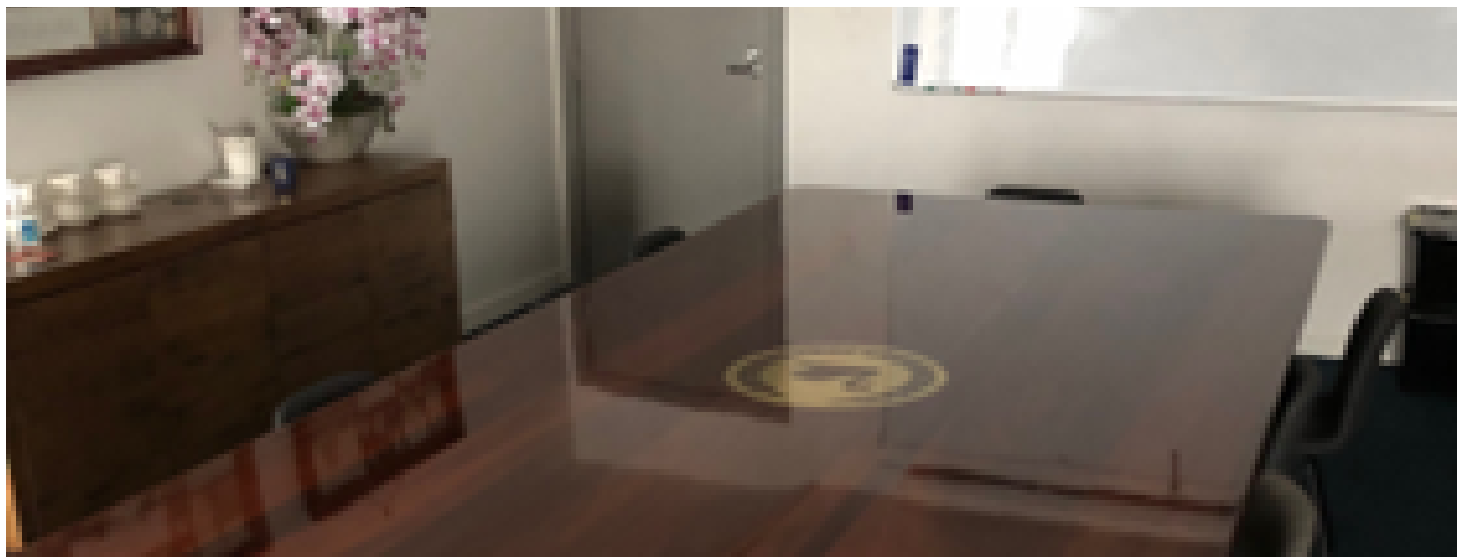


FULL ROOM



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 (choose 1) 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 Minestrone)**
  - **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**



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# 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 (GFO)
- Thai Beef Salad, mixed Asian salad, Nam Jim dressing, crispy rice noodles and shallots (GF)

### **Hot**

- Selection of Quiches with Chips
- Battered Fish and Chips
- Grilled Fish and Chips (GF)
- Swan Yacht Club Burger & Chips
- Spaghetti w/ Napoli Sauce & Parmesan Cheese (V)

***Tea and Coffee Available throughout the day***

