



swan
yacht
CLUB inc

ESTABLISHED 1904

SCHOOL GRADUATION PACKAGES

Swan Yacht Club • 2025

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. 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 2 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 are not permitted on the grounds or inside the Swan Yacht Club. Nothing is permitted to hang from the ceilings, unless installed by a professional with pre-approval.

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.

Guest Allergies ad 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 finalised when providing your final numbers - at least 14 days prior to your function date.

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

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.

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.

Bump-in and Bump-out of Merchandise and

Entertainment: The Swan Yacht Club is not responsible for the storage of materials or items for your event is subject to the availability of space and must be requested in advance. The Club will take all necessary care but accepts no responsibility for damage or loss of merchandise left in the Club prior, during or after events.

Access to the room prior to the event, is subject to availability on the day, and dependent on time of year. Hiring of the space only entitles you access half an hour prior to event start time, unless previously agreed upon. All items must be removed immediately following each event. If event is finishing at midnight, and pack-down cannot be achieved within the hour period, an additional charge will be added to the final bill and an agreed time the following morning to collect will be given.

Entertainment: The Club reserves the right to monitor and control the noise level of all sources of entertainment within The Swan Yacht Club. The Swan Yacht Club has the right to refuse any musical acts which are deemed inappropriate for the venue. All live music and DJs are to be approved by management before booking, and remain inside the premises.

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

Name:

Date of Function:

Function Number:

Signature:

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 special event.**

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 school package has been designed to give you ideas on what the Swan Yacht Club can provide. It includes catering packages and soft drink 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

We are happy to recommend suppliers to assist you further with decorations, music, flowers or entertainment.

Please note that to hire for school graduations are only available Tuesday -thru to Thursday.

UPSTAIRS

WEST BAR & LONG BALCONY
MAIN FUNCTION ROOM
BALCONY

SCHOOL GROUPS (KIDS ONLY)
DO NOT REQUIRE ROOM HIRE
WILL INCURE LINEN HIRE
CHARGES

DOWNSTAIRS

ALFRESCO
1/2 ALFRESCO
SOCIAL AREA (FISH BOWL)

**PLEASE SEE NEXT PAGE FOR
FUNCTION ROOMS GALLERY**

ADDITIONAL CHARGES INCURRED

Coloured Paper Napkins (Red, Blue, Yellow, Green, Black) - \$1.50 each

Our standard napkin colour is white. If you want colour napkins there will be an additional charge.

Coloured Overlay Tablecloths (Red, Blue, Gold, Green) - \$10 each.

Add a pop of colour to your function, by having coloured overlays on your tables.

Banquet Tablecloths (White or Black) - \$25 each

These tablecloths have a diameter of 3m, so they sit approximately 20cm above the floor on our banquet tables.

Cocktail Tablecloths (White or Black) - \$20 each

These tablecloths have a diameter of 2.3m, so they sit approximately 20cm above the floor on a cocktail table.

Long Trestle Tablecloths (White or Black) - \$10 each

Depending on your style of function, these tablecloths either sit at knee length when guests are sitting or touching the ground.

FUNCTION ROOMS GALLERY

UPSTAIRS



MAIN FUNCTION ROOM



BALCONY



WEST BAR & LONG BALCONY

DOWNSTAIRS



ALFRESCO



1/2 ALFRESCO (BUILDING / WATER SIDE)



SOCIAL AREA (FISH BOWL)

BUFFET MENU

\$35 p/person

Main (Choose two)

- Penne Bolognese
- Battered Fish (gfo)
- Chicken Schnitzel (gfo)
 - Cheeseburgers
- Vegetarian Lasagna (v)

Salads (Choose two)

- Garden Salad
 - Coleslaw
- Pasta salad w/ corn
 - Potato Salad

Sides (Choose one)

- Steamed Vegetables
 - Hot Chips
 - Wedges

Desserts (Choose two)

- Chocolate Fondant w/ cream
 - Fruit Salad w/cream (gf)
 - Berry Pavlova w/ cream (gf)
- Pannacotta (choice of vanilla or choc) w/ cream



SOFT DRINK PACKAGES

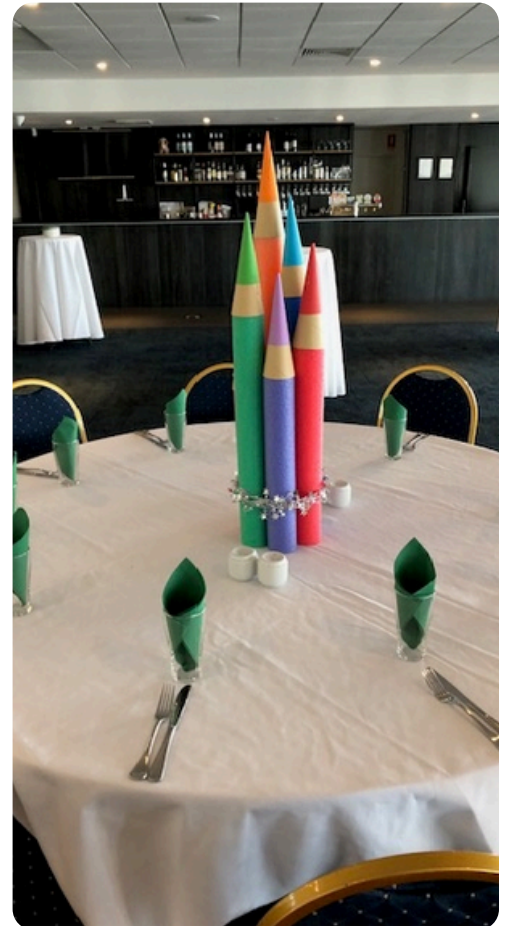
- 2-hour package \$14 per person

PACKAGES APPLY TO THE ENTIRE GROUP
EXCLUDING PARENTS

- *Pepsi*
- *Pepsi Max*
- *Solo*
- *Lemonade*
- *Soda Water*
- *Dry ginger Ale*
- *Lemon, Lime & Bitters*
- *Tonic Water*

ON CONSUMPTION

\$12 - \$14 per soft drink jug



BAR TABS

Social & Function Members:

*All drink pricing for functions fall under the guest price point
Please ask for current drinks menu for your next function*

Full Members:

*All drink pricing for functions fall under the member price point
Please ask for current drinks menu for your next function*

SYC SCHOOL & SPORTS FUNCTIONS BOOKING FORM

CONTACT DETAILS

NAME:

BILLING ADDRESS (NO PO BOXES):

MEMBER NAME/NUMBER:

CONTACT NUMBER:

POSTAL CODE:

EMAIL ADDRESS:

FUNCTION MEMBERSHIP REQUIRED: YES / NO

FUNCTION DETAILS

FUNCTION DATE:

START TIME:

NAME ON FOYER BOARD:

LOCATION:

*UPSTAIRS: WEST BAR & LONG BALCONY, EAST SECTION,
COMBINED, BALCONY, EAST WITH LONG BALCONY*

*DOWNSTAIRS: ALFRESCO, 1/2 ALFRESCO,
SOCIAL AREA (FISH BOWL)*

NUMBER OF GUESTS:

END TIME:

FUNCTION TYPE (GRADUATIONS OR SPORT CLUB WIND-UP,
OTHER:)

FUNCTION OVERVIEW

ORGANISER ARRIVAL TIME:

GUEST ARRIVAL TIME:

CATERING START TIME:

SPEECHES:

BAR SERVICE

BAR TAB

CASH BAR

PACKAGE

CAKE CUTTING BY SYC (\$30): YES / NO

IF YES, WHAT TIME:

CATERING OPTION: (COCKTAIL / SEATED / BUFFET)

TABLE CLOTH COLOUR (WHITE, BLACK):

NAPKIN COLOUR (BLACK, WHITE, RED, YELLOW, BLUE,
GREEN):

ENTERTAINMENT (DJ, BAND, IPOD, OTHER):

BILLING INFORMATION (PLEASE NOTE: NO FUNCTION IS CONFIRMED UNTIL A DEPOSIT IS PAID AND CREDIT CARD DETAILS PROVIDED)

NAME ON CREDIT CARD:

CARD TYPE: MASTERCARD / VISA

DEPOSIT AMOUNT:

(DEPOSIT AMOUNT IS THE THE ROOM HIRE)

CREDIT CARD NUMBER:

EXPIRY DATE:

SIGNATURE:

HOW DID YOU HEAR ABOUT US?

PLEASE CIRCLE: Current Member / Facebook / Instagram / Radio / West Australian / Bridal Fair / From a Friend

HAVE YOU READ THROUGH OUR TERMS & CONDITIONS?

I AGREE TO THE TERMS & CONDITIONS:

SIGN HERE: