



## FUNCTION TERMS & CONDITIONS

The Burswood on Swan Team are delighted that you are interested in holding your function at our venue. To ensure your event meets the highest standard please read the following terms & conditions.

1. Bookings will be considered tentative pending receipt of a deposit and will be held without obligation for a period of two weeks. Burswood on Swan reserves the right to cancel an unconfirmed booking without notice and reallocate the date to other enquiries.
2. Confirmation of a booking occurs on receipt of a \$1,000 deposit payment and a completed booking form. Payment of your deposit is acceptance of these function terms & guidelines..
3. Guaranteed minimum numbers must be received two weeks (14 days) before the function. Final numbers MUST be given 1 week prior to the event. Acceptance of extra numbers is dependent on availability of space and pre-payment.
4. Full payment is required seven clear working days prior to your event. Payment by EFT, cash, bank cheque or credit card is required.
5. All payments made with credit cards incur a 3.0% surcharge. Diners and AMEX credit cards will incur a surcharge of 5.0%.
6. Room hire applies to all of our private function rooms. Included in your room hire is the cost of room set up, white linen tablecloths & serviettes, and the service equipment needed to provide your choice of food & beverages.
7. Minimum spends apply for Friday night and weekend bookings. Please see next page for minimum spend requirements.
8. Cocktail & Canapés Terms and Conditions: Cocktail Receptions held between September and April over meal periods (12.00pm-3.00pm or 6.00pm-9.00pm) require a minimum of 8 cocktail items and one fork food dish.
9. No food or beverages of any kind will be permitted to be brought in for consumption at the function by the Organiser or the Organisers' Guests.
10. Christmas events held in November and December must pay an amount to the value of 25% of their function costs 3 months prior to their function date. Full payment is also required 7 clear working days prior to any Christmas event.
11. Function Times. For lunchtime bookings: access to the room is from 10.00am the morning of the function. Lunchtime functions must conclude by 4.00pm. Evening bookings: access to the room is from 5.00pm, and evening functions are required to conclude at 12.00am. Burswood on Swan will do all possible to accommodate special requests regarding access to the rooms.
12. Burswood on Swan reserves the right to increase the package prices at any time without prior notification.
13. Functions held on Public Holidays will incur an additional 15% on the total cost of food and beverages.
14. Burswood on Swan will be pleased to assist with obtaining quotes for all of your hire equipment, entertainment and decoration requirements and the costs will be added to your final account. Please note that no items are to be nailed, screwed, stapled, or adhered to any surfaces in the venue.
15. Burswood on Swan operates under the principles of the Responsible Service of Alcohol guidelines. The Burswood on Swan staff are instructed not to serve any alcoholic beverages to guests under the age of eighteen (18) years, or guests in a state of intoxication. Burswood on Swan reserves the right to exclude persons, without liability, from an event.
16. Organisers are financially responsible for any damage sustained to the Burswood on Swan function centre and / or surrounding grounds by the Organiser, Organisers' Guests, Invitees or other persons attending the function whether in the room or any other part of the Burswood on Swan premises.
17. General cleaning is included in the cost of the function. The Organiser may incur additional charges in the instance where an event has created cleaning requirements that are considered, in the opinion of Burswood on Swan, over or above normal cleaning requirements.
18. Burswood on Swan does not accept responsibility for damage or loss of any goods left at Burswood on Swan prior to or after a function.
19. In the event that the venue cannot be made available to the Organiser on the date(s) for which it has been booked



for reasons of fire, flood, damage, industrial dispute, or any other reason, the management of Burswood on Swan shall not be liable for any loss, damage or injury whatsoever suffered by the client as the result of the unavailability of the venue.

20. Alcohol must be served with a substantial meal. What constitutes a standard meal will be the sole discretion of Burswood on Swan.
21. Burswood on Swan can only set the room for the same number of people that has been confirmed for catering. No additional chairs will be put out.
22. We have recommend staffing amounts for functions on page 3 of this function package – if you require more staff at the event, the extra wait staff will be charged accordingly.
23. At least 2 weeks prior to your function, we require confirmation of final arrangements of menus and beverage requirements. Please advise us of any vegetarian or dietary needs. Burswood on Swan will only provide dietary requirements to guests with medical conditions such as dairy free or gluten free or preferences such as vegetarian or vegan. Dietary requirements such as “low fat” or “low sugar” will not be considered a suitable requirement for a separate meal. Any persons with extensive allergies will be asked and allowed to bring their own food. The Organiser of the function will NOT be charged for this person.
24. Any Dietary Requirements needed when having a plated menu will be charged at an additional \$15 per person.
25. Any 18<sup>th</sup> or 21<sup>st</sup> function held at the venue requires a \$1000 bond paid via credit card. This will be refunded after the event should there be no damage to the property.

**\*Minimum Spends apply for Friday and Saturday evening bookings:**

January	Friday \$6,000	Saturday \$8,000
February	Friday \$8,000	Saturday \$10,000
March	Friday \$12,000	Saturday \$15,000
April	Friday \$8,000	Saturday \$10,000
May	Friday \$6,000	Saturday \$8,000
June	Friday \$6,000	Saturday \$8,000
July	N/A	
August	N/A	
September	Friday \$6,000	Saturday \$8,000
October	Friday \$12,000	Saturday \$15,000
November	Friday \$12,000	Saturday \$15,000 — The last Saturday in November \$25,000
December	Friday \$20,000	Saturday \$25,000

*\*All minimum spends can be reviewed depending on the circumstances of the event at time of booking. Please speak to your Coordinator for more information.*

In the event of a cancellation, Burswood on Swan must be notified in writing. Verbal cancelations will not be accepted. The following cancellation fees and charges apply:

13 months+	Deposit refunded in full
12 months — 3 months	No refund of deposit
3 months — 1 month	25% of the estimated total amount payable
1 month — 10 days	75% of the estimated total amount payable
Within 10 days	100% of the estimated total amount payable