



BURSWOOD  
— ON SWAN —



## CONFERENCE PACKAGE

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Thank you for taking the time to enquire about conferences at Burswood on Swan. We offer a unique setting for your guests with all rooms offering spectacular views of the Swan River and Perth city skyline. In this pack you will find information on menus, prices and hire terms and conditions. All the packages can be tailored to suit your functions style and requirements. We offer 2 different rooms and varied layouts to accommodate many different set ups for your guests and facilitators. Please see below information on our rooms:

### **ROOM HIRE**

Burswood on Swan can be utilised as one large room or 2 smaller rooms to suit any size function Tuesday - Saturday.

#### **Swan Room – \$650**

The Swan Room can seat up to 100 guests at open faced round tables or 200 guests' theatre style.

Includes: High resolution ceiling mounted data projector including HDMI for laptop connection with large wall mounted screen

#### **River Room – \$550**

Located in the middle of the building, the River Room is great for seminars of 50 or less people.

Includes: High resolution ceiling mounted data projector including HDMI for laptop connection with large wall mounted screen

#### **Full Venue – \$1,000**

By opening up one of the partition walls, this space can accommodate up to 200 guests at open faced round tables or 300 theatre style.

Includes: High resolution ceiling mounted data projector including HDMI for laptop connection with large wall mounted screen

Room hire prices are for use of room from **7.30am - 4.30pm**. Any additional hours required outside of this time will be charged \$150 per hour.

### **LOCATION**

We are located in front of Crown Towers on the waterfront. 1 Camfield Drive BURSWOOD



## STAFF

Service staff for all functions held at Burswood on Swan are hired out at \$40 per person per hour.

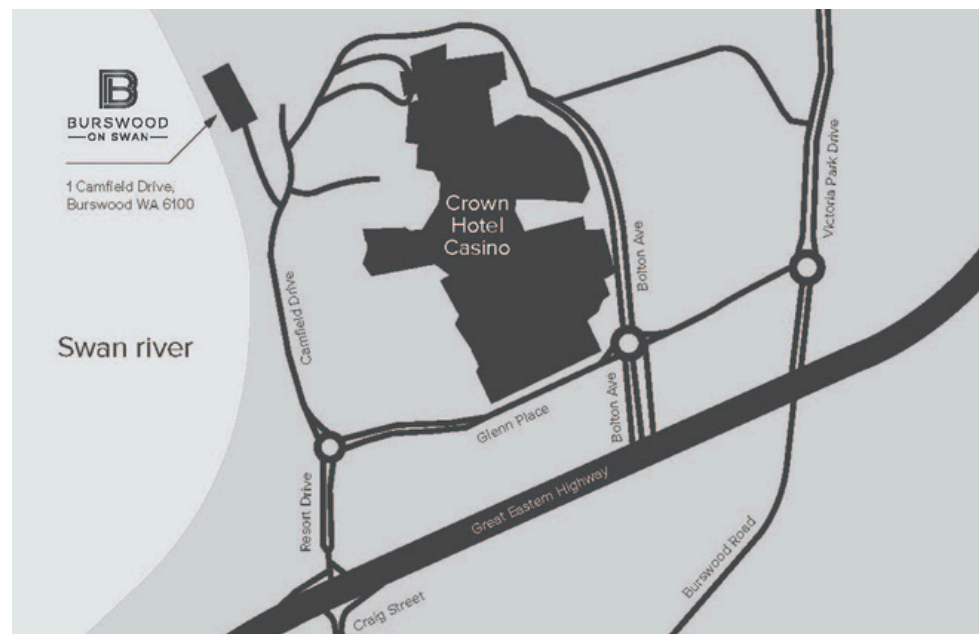
## PARKING

Burswood on Swan has some free parking for guests on site. There is also free public parking located along Camfield Drive that patrons are welcome to use.

## Audio Visual Requirements

Burswood on Swan offers some audio visual requirements. Please speak to your Event Coordinator for a list of equipment and prices.

Any additional audio visual requirements can be arranged with our preferred supplier Stage and Studio Productions.





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## BREAKFAST

### Continental Breakfast

\$28.00 per person

Greek yoghurt with honey, strawberries & chia seeds (V, GF)

Mini blueberry & chocolate muffins (V)

Prosciutto & Swiss cheese croissants

Mini feta & spinach quiches, tomato relish (V)

Fresh tropical fruit with passionfruit (Vegan, GF)

Raspberry cheesecake slice (Vegan, GF)

Orange & apple juice

Freshly brewed tea & coffee

### Full Buffet Breakfast

\$42.00 per person

Assorted fruit yoghurts (V, GF)

Fresh seasonal fruit platter (Vegan, GF)

Warm assorted breakfast rolls (GF option)

Danish pastries (V)

Grilled rindless rib bacon (GF)

Chicken & herb breakfast sausages

Free-range creamy scrambled eggs with chives (V, GF)

Sautéed button mushroom & parsley (V, GF)

Slow roasted Roma tomatoes & thyme (V, GF)

Crispy fried hash brown potatoes (V)

Heinz baked beans (V, GF)

Orange & apple juice

Freshly brewed tea & coffee



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## CONFERENCE DAY PACKAGES

### Half Day Package (Morning Tea or Afternoon Tea only)

\$15.50 per person

Continuous freshly brewed tea & coffee  
Orange Juice

Morning or Afternoon Tea (*1 per person*) - please choose one

Assorted homemade muffins

Warm scones, raspberry jam and whipped cream

Banana bread and butter

Dark chocolate Nutella brownie (GF)

Half Day options not available during lunch period (12.00pm-2.00pm).

### Full Day Package - Hot Lunch

\$49.00 per person

Continuous tea & coffee all day  
Orange Juice

Morning Tea (*1 per person*)

Warmed chocolate and blueberry muffins

Lunch

2 x hot dishes

- Pumpkin, spinach and ricotta cannelloni, basil & mozzarella (V)
- Creamy Indian Butter Chicken with tomato, ginger & yoghurt served with steamed rice

Seasonal garden salad with tarragon dressing (GF, Vegan)

Crunchy Asian slaw, toasted sesame, mint & lime dressing (GF, Vegan)

Freshly baked bread and butter

Orange juice & soft drinks

Afternoon Tea (*1 per person*)

Assorted cookies

### Full Day Package - Cold Lunch

\$49.00 per person

Continuous tea & coffee all day  
Orange Juice

Morning Tea (*1 per person*)

Warmed chocolate and blueberry muffins

Lunch

3 x assorted quarter sandwiches (*3 points per person*)

- Chargrilled chicken, avocado & lime
- Egg mayonnaise and cucumber (V)
- Corned silverside beef, Swiss cheese & fruit chutney

Assorted sushi with soy & wasabi (GF, V) (*2 pieces per person*)

Avocado rice paper roll with ponzu sauce (*1 piece per person*)

Wild mushroom and red capsicum mini quiche (V) (*1 piece per person*)

Maple roasted pumpkin, wild rocket, red onion & cherry tomatoes with balsamic dressing & pepitas (GF, Vegan)

Classic Caesar salad, candied bacon & garlic croutons

Orange juice & soft drinks

Afternoon Tea (*1 per person*)

Assorted cookies

Dietary requirements available on request - surcharges apply.

All packages include linen, water and mints on the tables. Please note room hire and staff charges are additional.



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## ALTERNATIVE HOT DISHES MENU

### **Traditional Beef Lasagna**

Layers of rich Bolognese sauce with Pecorino

### **Hungarian Beef Goulash**

Smoked paprika, tomato & parsley with roasted potatoes & carrots

### **Thai Massaman Beef Curry**

roasted peanuts, coriander & coconut jasmine rice

### **Sweet potato, Cauliflower and Chickpea Curry (GF, Vegan)**

With tomato, fresh coriander & cardamom infused rice

### **Sri Lankan Eggplant, Potato and Coconut Curry (GF, Vegan)**

With turmeric, green chilli & steamed rice

### **Chicken Cacciatore (GF)**

Braised chicken with pancetta, olives, mushrooms, tomato, red wine & roasted baby potatoes

### **Baked Macaroni Cheese (V)**

Spinach, tomato, mushroom & parmesan

### **Eggplant Moussaka (V)**

With potato, zucchini, tomato & dried oregano

### **Moroccan Spiced Vegetable Tagine (Vegan)**

With lemon and herb couscous, flaked almonds & apricots

### **Classic Cottage Pie**

Steamed green vegetables, olive oil & sea salt

### **Lamb Korma (GF)**

Gram masala, onions, green chilli, golden raisins & cardamom rice

### **Slow Braised Lamb Stew**

Slow braised lamb casserole with pearl barley winter vegetables & mash potato

### **Spanish Style Spicy Pork & Veal Meatballs**

Saffron & tomato braised rice



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## ALTERNATIVE SANDWICH & SALAD CHOICES

### SANDWICH MENU

Smoked salmon, spinach pesto & caper mayonnaise

Shaved turkey, brie, rocket & cranberry relish

Aged English cheddar, tomato & Branston pickle (V)

Black forest ham, mustard piccalilli & tomato

Tuna, mayonnaise, lemon & iceberg lettuce

Avocado, roasted capsicum, carrot & hummus (Vegan)

### SALAD MENU

Traditional Greek salad, fetta, olives & red onions (GF, V)

Roma tomato, basil, bocconcini & basil salad (GF, V)

Brown rice salad, capsicum, spring onion, herbs & lemon (GF, Vegan)

Creamy broccoli salad, sunflower seeds, sultanas, feta & sour cream (GF, V)

Roasted cauliflower, chickpea & parsley salad, tahini dressing (GF, Vegan)

Kipfler potato salad, chopped eggs, mustard, capers & parsley (GF, V)

Red cabbage coleslaw, kale & mustard mayonnaise (GF, V)

Mediterranean three bean salad, balsamic vinaigrette (GF, Vegan)





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## CONFERENCE ADDITIONS

### MORNING / AFTERNOON TEA - \$5.50 PER PERSON

#### SWEET

Mini chocolate fudge brownies (GF)

Mini vanilla slice

Mini carrot cake (Vegan, GF)

Assorted Danish pastries

Classic lamingtons

Honey & almond slice (GF)

Pineapple hummingbird slice (Vegan, GF)

Warm scones, raspberry jam & whipped cream

Assorted homemade muffins

Banana bread & butter

Seasonal fruit platter (Vegan)

#### SAVOURY

Wild mushroom & red capsicum mini quiche (V)

English spinach & carrot mini quiche (V)

Classic beef & onion mini sausage rolls

Spinach & ricotta pastry rolls (V)

Ham, cheese & tomato croissants

### ADD A SOUP - \$4.50PP

Roasted pumpkin & sweet potato soup, coconut & coriander (GF, Vegan)

Creamy cauliflower, potato, leek & chive (GF, V)

Vine roasted Roma tomato soup, basil pesto with garlic croutons (GF, V)

### AFTER WORK NIBBLES

Mexican corn chips with avocado & tomato salsa (GF, Vegan) \$2.50

Devilled chicken pieces with ranch sauce \$3.50

Warm buttered popcorn (GF, V) \$2.50

Assorted crisps, nuts & pretzels (V) \$3.00

Crispy spiced potato wedges, aioli (GF, V) \$3.50

Handmade vegetable samosas, mango chutney (Vegan) \$3.00

Crispy fried sundried tomato & mozzarella arancini (V) \$3.00

Chilli, lemon & rosemary marinated mixed olives (GF, Vegan) \$2.50

Oven baked Turkish bread with beetroot tzatziki dip (V) \$3.00

Charcuterie board with cold deli meats & pickles \$8.00

Cheese board with quince paste & mixed crackers \$8.00





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## CANAPE SELECTIONS

Selection of 4 Canapes	\$18 per person
Selection of 6 Canapes	\$27 per person
Selection of 8 Canapes	\$36 per person

### Seafood

Salt & pepper squid, chilli & honey dipping sauce  
Beer battered barramundi pieces, tartare sauce  
Panko & sesame fried King prawns, siracha mayonnaise  
Baked Ceduna oysters, pancetta & balsamic (GF)  
Freshly shucked oysters, lemon & shallot dressing (GF)  
Fried smoked salmon & dill rice barrels, lemon sour cream (GF)  
Salmon tartare cornets with sweet red onion & crème fraiche

### Meat

Crispy fried buttermilk chicken, hot sauce  
Greek style lamb koftas, tzatziki & lemon (GF)  
Chilli & cheese pastry dogs, American mustard (V)  
Cocktail sausage rolls, smoky BBQ sauce  
Teriyaki chicken sushi, soy sauce (GF)  
Beef & beer mini pies, smoked tomato relish  
Slow cooked lamb arancini, minted yoghurt  
Asian duck rillettes, cucumber, spring onion & coriander (GF)  
Spanish chorizo, capsicum & Kalamata olive pizza

### Vegetarian

Whipped goat cheese & beetroot tartlet, onion jam, baby herbs (V)  
Avocado rice paper rolls, ponzu (Vegan) (V) (GF)  
Smashed pea, mint & lemon bruschetta, grated pecorino (V)  
Wild mushroom & mozzarella arancini, truffle emulsion (V)  
Mac & cheese jalapeno bites, green tabasco (V)  
Curry puffs, green chilli chutney (V)  
Crispy fried vegetable spring roll, nahm jim sauce (V)  
Polenta & parmesan crumbed zucchini fritters, saffron aioli (V)  
Roasted capsicum, zucchini, olive & tomato pizza (V)  
Deep fried brie bites, apple shallot sauce (V)  
Avocado, lime & chilli quinoa crisp (Vegan) (V) (GF)

### Desserts

Mini chocolate éclairs  
Raspberry macarons (GF)  
Assorted piccolo gelato cones  
Jam donut balls with vanilla cream sauce  
Torched lemon curd tartlets

All canape items are served over a 1.5 - 2 hour duration



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## BEVERAGE PACKAGES

	Standard	Premium	Deluxe
Two Hours	\$40.00	\$46.00	\$52.00
Three Hours	\$46.00	\$52.00	\$58.00
Four Hours	\$53.00	\$59.00	\$66.00
Five Hours	\$58.00	\$64.00	\$72.00
Six Hours	\$63.00	\$69.00	\$78.00

### STANDARD PACKAGE

Riverbank Estate 'On the Run' NV Bubbles, Caversham, WA  
Riverbank Estate 'On the Run' Field Blend White, Caversham, WA  
Riverbank Estate 'On the Run' Field Blend Red, Caversham, WA  
Riverbank Estate 'Rebellious' Rose, Caversham, WA  
Riverbank Estate 'Rebellious' Chenin Blanc, Caversham, WA  
Somersby Apple Sparking Cider 4.5%  
Great Northern Super Crisp 3.5%  
Carlton Dry 4.5%  
Swan Draught 4.5%  
Carlton Zero  
Soft Drinks & Juices

### PREMIUM PACKAGE

Dunes & Greene Chardonnay Pinot Noir, Eden Valley, SA  
West Cape Howe Sauvignon Blanc, Mount Barker, WA  
West Cape Howe Moscato, Mount Barker, WA  
West Cape Howe Tempranillo, Mount Barker, WA  
West Cape Howe Rose, Mount Barker, WA  
West Cape Howe Cabernet Merlot, Mount Barker, WA  
Gage Roads 'Hello Sunshine' Apple Cider 5%  
Gage Roads 'Single Fin' Summer Ale 4.5%  
Gage Roads 'Side Track' XPA 3.5%  
Corona Extra 4.5%  
Carlton Zero  
Soft Drinks & Juices

### DELUXE PACKAGE

Corte Giara Prosecco Millesimato Dry, ITA  
Saint Clair Sauvignon Blanc, Marlborough, NZ  
Vasse Felix 'Filius' Chardonnay, Margaret River, WA  
Vasse Felix Classic Dry Rose, Margaret River, WA  
Saint Clair Pinot Noir, Marlborough, NZ  
Vasse Felix Cabernet Sauvignon, Margaret River, WA  
Colonial Brewing 'Bertie' Apple Cider 4.6%  
Colonial Brewing Draught Kolsch 4.8%  
Asahi Super Dry 5%  
Asahi Super Dry 3.5%  
Corona Extra 4.5%  
Carlton Zero  
Soft Drinks & Juice



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## TERMS AND CONDITIONS

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

1. Bookings are considered tentative pending receipt of deposit and completed booking form. Bookings will be held without obligation for 2 weeks. After this time, Burswood on Swan reserves the right to cancel an unconfirmed booking without notice and reallocate the date to other enquiries.
2. All prices are per person.
3. Confirmation of a booking requires a deposit amount of \$2,000.
4. Staff charges are non-negotiable and are included in every function held at Burswood on Swan. Please refer to page 2 for minimum requirements of staffing levels for your conference.
5. All conferences require a minimum spend of \$2,250. This is to only include the room hire, catering and staff charges.
6. 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 will be at the discretion of Burswood on Swan.
7. Full payment is required before the function along with a signed function planner. Payment can be made via EFT, cash, bank cheque or credit card.
8. All payments made with credit cards incur a 1.5% surcharge. Burswood on Swan does not accept American Express or Diners Club.
9. No food or beverages of any kind will be permitted to be brought in for consumption at the function by the organiser or guests.
10. Burswood on Swan reserves the right to increase the package prices at any time without prior notification.
11. Burswood on Swan would be pleased to assist with obtaining quotes from Stage and Studio Productions and/or other supplies to meet your function requirements. The cost will be added to your account.
12. Please note that no items are to be nailed, screwed, stapled or adhered to any surfaces in the venue.
13. 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.
14. Burswood on Swan operates under the principles of the Responsible Service of Alcohol guidelines. The venue staff are instructed not to serve any alcoholic beverages to any persons 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.
15. Intoxicated patrons will be asked to leave the venue at the discretion of the Duty Manager, without liability, from any event for any reason.



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## TERMS AND CONDITIONS

16. Burswood on Swan does not accept responsibility for damage or loss of any goods left at the venue or on venue grounds prior to or after the function.
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. 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.
19. Alcohol must be served with a substantial meal. What constitutes a standard meal will be the sole discretion of Burswood on Swan.
20. Burswood on Swan can only set the room based on the final numbers confirmed for the event. No additional chairs will be provided.
21. Burswood on Swan is a private facility with access only granted to members and guests. Any person found on the premises who is believed not to be a part of a function will be asked to leave the venue.
22. 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.
23. At the discretion of Burswood on Swan, a function may require \$1000 bond paid via bank transfer or credit card. This will be refunded after the event should there be no damage to the property. Any function may also require security which will be organised by Burswood on Swan and paid by the Organiser.
24. No artificial petals, confetti, glitters, rice or other items are to be used on Burswood on Swan's grounds or in the room. Some organic material may be used on the grounds but only with prior permission from the venue management.
25. Regardless of booking date the client is subject to the current year terms & conditions and pricing of when the event occurs
26. COVID 19 Refund Policy: If your event is unable to go ahead due to Government mandated restrictions Burswood on Swan will postpone your event to the next available date of your choosing or refund any payments made. If you choose to cancel your event due to personal or company directed policy, no refund will be made.
- 26a. If you choose to re-schedule your event due to personal or company directed reason, an additional fee being half the room hire amount will be added.
27. Burswood on Swan takes no control or liability due to noises, disruptions and/or traffic due to other events and/or business in the surrounding area.
28. Burswood on Swan is a cashless venue.

# CONFERENCE BOOKING FORM

Upon receipt of this form a deposit invoice will be created and we will confirm your booking for you.

Date of Function: \_\_\_\_\_

Company Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Email Address: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

Mobile: \_\_\_\_\_

Postal Address: \_\_\_\_\_

Post Code: \_\_\_\_\_

How did you hear about Burswood on Swan: \_\_\_\_\_

## BOOKING DETAILS

Number of Guests Expected: \_\_\_\_\_

Room Requested:      Lawn Area      Swan Room      River Room      Full Venue

Start / Finish Times: \_\_\_\_\_

Catering Selections: \_\_\_\_\_

Signing this booking form is acceptance of the terms and conditions

Signed: \_\_\_\_\_ Date: \_\_\_\_\_