



BURSWOOD  
— ON SWAN —



## CONFERENCE PACKAGE





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 function's style and requirements. We offer 3 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 3 smaller rooms to suit any size function.

### **Swan Room** – \$600

Includes: High res ceiling mounted data projector including VGA for laptop connection with large wall mounted screen

This is our largest room. The Swan Room can seat up to 120 guests at open faced round tables or 200 guests theatre style.

### **River Room** – \$500

Includes: Table top data projector including VGA for laptop connection with 7ft Tripod screen

Located in the middle of the building, the River Room is great for seminars of 50 or less people. This is a popular room for seminars and presentations as it has the option to be one room or 2 smaller rooms, allowing space for a separate breakout area.

### **3/4 Venue** – \$700

Includes: Table top data projector including VGA for laptop connection with 7ft Tripod screen

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.

### **Full Venue** – \$900

This is our largest area function space. Opening up both partition walls creates an area to seat up to 240 guests at open faced round tables or 320 theatre style.

If you have any queries on the information mentioned in this conference package please do not hesitate to contact us. We look forward to welcoming you at Burswood on Swan.

Regards,  
Burswood on Swan

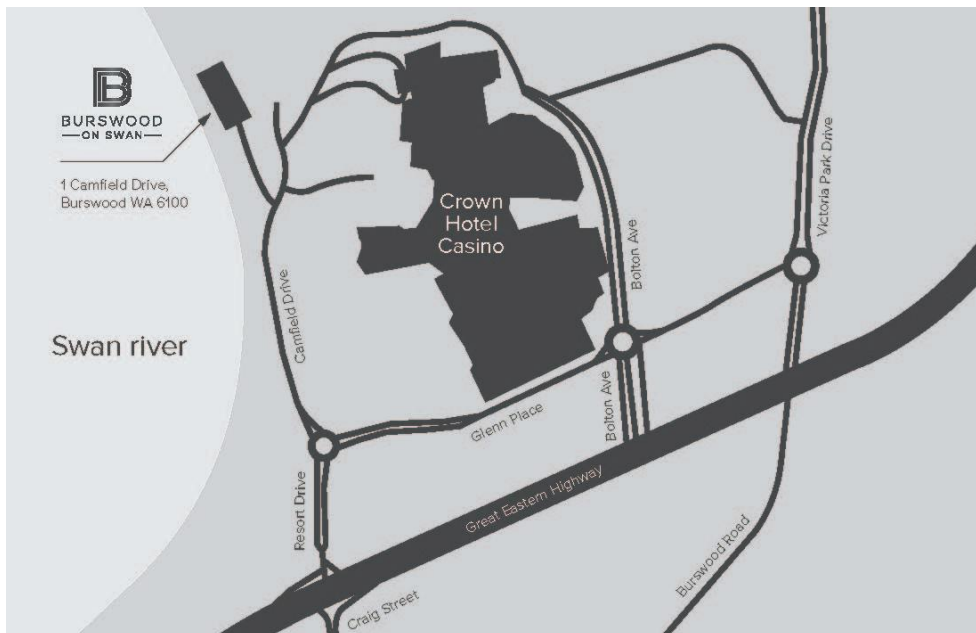
## STAFF

Service staff for all functions held at Burswood on Swan are hired out at \$38 per person per hour. Please see below a table of how many staff we recommend for your conference. If you would like more staff present at your function, please speak to your conference coordinator.

Number of Guests	25 or under	25-50	50-75	75-100	100-125	125-150	150-175	175-200	200-250	250-300
Number of Staff	1	1	2	2	3	3	4	4	5	6

## LOCATION

We are located in front of Crown Towers on the waterfront.



1 Camfield Drive, Burswood WA 6100

## PARKING

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

## AV EQUIPMENT

### ADDITIONAL EQUIPMENT

These can be added to the above packages.

Standard Sound System (Swan Room)	\$145
Includes 1 x corded mic, CD player and iPod connection	
Portable Sound System	\$100
Includes 1 x handheld radio mic	
Radio Handheld or Lapel Microphone	\$80
Lectern with Microphone	\$100 (requires sound system)
Di Box – Laptop Audio	\$30
7ft Tripod Screen	\$50
Data Projector – Table Top	\$135
Ceiling Mounted Data Projector (Swan Room)	\$156
Wall Mounted Screen (Swan Room)	\$110
Flipchart with paper and markers	\$40
Additional Equipment (can be ordered in addition to the above)	
Laptop Computer	\$160
Laser Pointer	\$25
Electronic Whiteboard	\$160
Staging (1.2 x 1.8m per section)	\$55 each*
Lectern Lighting	\$110
Delivery Fee	\$90

\*Please be aware that some items do require additional labour to set up and pack down

Please speak to your Event Coordinator for additional audio visual requirements.



## BREAKFAST

### **Continental** \$26.00

Apple and cinnamon Bircher muesli yoghurt cups (V,GF)  
Prosciutto and swiss cheese croissants  
Vegetable quiches, homemade tomato relish (V)  
Potato, spinach and goat cheese frittata (V, GF)  
Fresh seasonal fruit cups, passionfruit glaze (V,GF)

Chilled juice  
Freshly brewed tea & coffee

### **Full Buffet** \$40.00

Apple and cinnamon Bircher muesli with yoghurt, chia seeds and honey (V GF)  
Fresh seasonal fruit platter (V, GF)  
Warm assorted breakfast rolls (V)  
Danish pastries (V)  
Grilled rindless rib bacon  
Pork chipolatas  
Free range creamy scramble eggs with chives (V, GF)  
Sautéed button mushroom and parsley (V, GF)  
Slow roasted roma tomatoes and thyme (V. GF)  
Crispy fried hash brown potatoes (V)  
Homemade Tuscan baked beans (V, GF)

Fresh chilled juice  
Freshly brewed tea & coffee





## **HALF DAY CONFERENCE PACKAGE**

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

\$25 per person  
Minimum of 10 people

Continuous freshly brewed tea & coffee

Morning /Afternoon Tea - Seasonal fruit platter

Please choose one  
Assorted Homemade Muffins  
Warm scones, raspberry jam and whipped cream  
Banana bread and butter  
Dark Chocolate Nutella Brownie (GF)

## **FULL DAY CONFERENCE PACKAGE - HOT LUNCH**

\$48.00 per person  
Minimum of 20 people

Continuous tea & coffee all day

Morning Tea – please choose one  
Assorted Homemade Muffins or Fresh Fruit Platter

Lunch  
Choice of 2x hot dishes (chosen from the hot dishes menu)  
Choice of 2 x gourmet salads (chosen from the salad menu)  
Freshly baked bread and butter  
Chilled orange juice & lemon squash

Afternoon Tea  
Assorted cookies / Gourmet Muesli Bars  
Freshly brewed tea & coffee

Please consider the dietary requirements of your guests when making your menu selections.

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

## **FULL DAY CONFERENCE PACKAGE - COLD LUNCH**

\$48.00 per person  
Minimum of 10 people

Continuous tea & coffee all day

Morning Tea – please choose one  
Assorted Homemade Muffins or Fresh Fruit Platter

Lunch  
Choice of 3 x assorted quarter sandwiches (chosen from the sandwich menu)  
Assorted sushi, rice paper rolls with soy & wasabi (GF, V)  
Wild mushroom and red capsicum mini quiche (V)  
Choice of 2 x gourmet salads (chosen from the salad menu)  
Chilled orange juice & lemon squash

Afternoon Tea  
Assorted cookies / Gourmet Muesli Bars  
Freshly brewed tea & coffee

Please consider the dietary requirements of your guests when making your menu selections.

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



## HOT DISHES MENU

### **Traditional Beef Lasagna**

A classic favourite, layers of rich bolognese sauce with Pecorino

### **Chilli Con Carne (GF)**

Spicy beef, red kidney beans, sour cream and steamed rice

**Traditional Italian Meatballs (GF)** in a rich tomato sauce with parmesan, basil and rice

**Sweet potato, Cauliflower and Chickpea Curry (GF, Vegan)** with tomato, fresh coriander and cardamom rice

### **Cannelloni (V)**

Pumpkin, spinach and ricotta cannelloni, basil and mozzarella

**Sri Lankan Eggplant, Potato and Coconut Curry (GF, Vegan)** with turmeric, green chilli and steamed rice

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

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

### **Chicken Madras (GF)**

Marinated chicken pieces slowly cooked with ginger, coconut, coriander and saffron pilaf

**Eggplant Moussaka (V)** with potato, zucchini, tomato and dried oregano

### **Lamb Rogan Josh (GF)**

Mild to medium curry with fresh tomato, coriander, garlic, natural yoghurt and steamed rice

**Moroccan Spiced Vegetable Tagine (Vegan)** with lemon and herb couscous, flaked almonds and apricots

**Classic Shepherd's Pie (GF)** with buttered green vegetables

### **Beef Stroganoff (GF)**

Tender beef cooked with tomatoes, mushrooms, sour cream, parsley and rice

### **Slow Braised Lamb Stew (GF)**

Pearl barley and winter vegetables

### **Vegetable Lasagna (V)**

Layers of seasonal vegetables topped with creamy parmesan sauce



## **SANDWICH MENU**

Chargrilled chicken, avocado and lime  
Curried egg mayonnaise and cucumber (V)  
Corned silverside beef, swiss cheese and fruit chutney  
Smoked salmon, spinach pesto and caper mayonnaise  
Shaved turkey, brie, rocket and cranberry relish  
Aged English cheddar, tomato and Branston pickle (V)  
Black forest ham, mustard piccalilli and tomato  
Tuna mayonnaise, lemon and iceberg lettuce  
Avocado, roasted capsicum, carrot and hummus (Vegan)

## **SALAD MENU**

Seasonal garden salad with tarragon dressing (GF, Vegan)  
Classic Caesar salad, candied bacon and garlic croutons  
Traditional Greek salad, fetta, olives and red onions (GF, V)  
Roma tomato, basil, bocconcini and basil salad (GF, V)  
Brown rice salad, capsicum, spring onion, herbs and lemon (GF, Vegan)  
Creamy broccoli salad, sunflower seeds, sultanas and sour cream (GF, V)  
Roasted cauliflower, chickpea and parsley salad, tahini dressing (GF, Vegan)  
Maple roasted pumpkin, wild rocket, pine nut and poppy seed dressing (GF, Vegan)  
Crunchy Asian slaw, toasted sesame, mint and lime dressing (GF, Vegan)  
Kipfler potato salad, chopped eggs, mustard, capers and parsley (GF, V)  
Red cabbage coleslaw, kale and mustard mayonnaise (GF, V)  
Mediterranean three bean salad, balsamic vinaigrette (GF, Vegan)



## ADDITIONS

### SWEET

Mini chocolate fudge brownies (GF)	\$3.50
Mini vanilla caramel slice	\$3.50
Mini spiced carrot cake	\$4.50
Assorted Danish pastries	\$4.50
Classic lamingtons	\$4.50
Honey and almond Slice (GF)	\$5.00
Pineapple Hummingbird Slice (Ve, NF)	\$5.00
Warm scones, raspberry jam and whipped cream	\$6.00
Assorted homemade muffins	\$6.00
Banana bread and butter	\$6.00
Seasonal fruit platter	\$5.00

### SAVOURY

Wild mushroom and red capsicum mini quiche (V)	\$5.00
English spinach and carrot mini quiche (V)	\$5.00
Pork and fennel mini sausage rolls	\$4.00
Spinach and ricotta pastry rolls (V)	\$4.00
Ham, cheese & tomato croissants	\$4.50
Cheese board with quince paste and mixed crackers	\$6.00
Charcuterie board with cold deli meats and pickles	\$6.00

## ADD A SOUP

Roasted pumpkin & sweet potato soup, coconut and coriander (GF, Vegan)	\$4.50
Creamy cauliflower, potato, leek and chive (GF, V)	\$4.50
Vine roasted roma tomato soup, basil pesto with garlic croutons (GF, Vegan)	\$4.50

## AFTER WORK NIBBLES

Mexican corn chips with avocado and tomato salsa (GF, Vegan)	\$2.50
Devilled chicken pieces with blue cheese dip	\$3.50
Warm buttered popcorn (GF, V)	\$2.50
Assorted crisps, nuts and pretzels (V)	\$3.00
Homemade spiced potato wedges, aioli (GF, V)	\$3.50
Handmade vegetable samosas, mango chutney (Vegan)	\$3.00
Crispy fried sundried tomato and mozzarella arancini (V)	\$3.00
Chilli, lemon and 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 and pickles	\$8.00
Cheese board with quince paste and mixed crackers	\$8.00

## CANAPE SELECTIONS

Selection of 4 canapés	\$18.00
Selection of 6 canapés	\$26.00
Selection of 8 canapés	\$34.00

Salt & pepper squid - chilli & honey dipping sauce  
 Beer battered snapper pieces - tartare sauce  
 Baked Ceduna oysters - pancetta & balsamic (GF)  
 Freshly shucked oysters - lemon & shallot dressing (GF)  
 Wild mushroom & mozzarella arancini - truffle emulsion (V)  
 Crispy fried buttermilk chicken - hot sauce  
 Potato spun prawn cutlet - coconut & lime  
 Mac & cheese jalapeno bites - green tabasco (V)  
 Greek style lamb koftas - tzatziki & lemon (GF)  
 Chilli & cheese pastry dogs - American mustard  
 Mini steamed BBQ pork buns - plum sauce  
 Curry puffs - green chilli chutney (V)  
 Cocktail sausage rolls - smokey BBQ sauce  
 Whipped goat cheese & beetroot tartlet - onion jam, baby herbs  
 Assorted sushi - pickled ginger & soy sauce (V,GF)  
 Mixed rice paper rolls - ponzu (V, GF)  
 Beef & beer mini pies - smoked tomato relish  
 Crispy fried tamarind prawn rolls - lemongrass  
 Indian spiced red lentil mini pies - mango salsa (Vegan)  
 Lamb and rosemary mini pies - beetroot chutney  
 Avocado, lime & chilli quinoa crisp (Vegan, GF)  
 Smoked salmon charcoal cones - crème fraiche  
 Crispy fried vegetable spring roll - peanut sauce (V)  
 Polenta & parmesan crumbed zucchini fritters - saffron aioli (V)  
 Smashed pea, mint & lemon bruschetta - grated pecorino (V)  
 Roasted capsicum, zucchini, olive & tomato pizza (V)  
 Asian duck rillettes - cucumber, spring onion & coriander (GF)  
 Grilled chorizo - lemon & parsley  
 Vegetable cornish pasty - HP sauce (V)

### DESSERT CANAPÉS

Mini chocolate & coffee éclairs  
 Assorted petit fours  
 Mixed mini macarons  
 Assorted piccolo gelato cones  
 Mini jam donuts - vanilla cream sauce  
 Local Baklava & lady fingers  
 Tea & Coffee

All cocktail menus are served over a 1.5 – 2 hour duration

## BEVERAGE PACKAGES

	Standard	Premium	Deluxe
Two Hours	\$39.00	\$43.00	\$51.00
Three Hours	\$43.00	\$49.00	\$60.00
Four Hours	\$47.00	\$55.00	\$69.00
Five Hours	\$51.00	\$61.00	\$72.00
Six Hours	\$55.00	\$66.00	\$78.00

### STANDARD PACKAGE

Redbank 'Emily' Chardonnay Pinot Noir, NV, King Valley, VIC  
 Redbank Sauvignon Blanc, King Valley, VIC  
 Hayshed 'Pitchfork' Pink Moscato, Margaret River, WA  
 Redbank 'Long Paddock' Merlot, King Valley, VIC  
 Gage Roads 'Hello Sunshine' Apple Cider 5%  
 Gage Roads Alby Crisp Lager 3.5%  
 Gage Roads Alby Draught 4.2%  
 Assorted Soft Drinks & Juices



### PREMIUM PACKAGE

Dunes & Greene Chardonnay Pinot Noir, NV, 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 Cabernet Merlot, Mount Barker, WA  
 Gage Roads 'Hello Sunshine' Apple Cider 5%  
 Great Northern Super Crisp 3.5%  
 Corona Extra 4.5%  
 Gage Roads 'Single Fin' Summer Ale 4.5%  
 Assorted Soft Drinks & Juices

### DELUXE PACKAGE

Corte Giara Prosecco Millesimato Dry, ITA  
 Saint Clair Sauvignon Blanc, Marlborough, NZ  
 Vasse Felix 'Filius' Chardonnay, Margaret River, WA  
 West Cape Howe Rose, Mount Barker, WA  
 Saint Clair Pinot Noir, Marlborough, NZ  
 Vasse Felix Cabernet Sauvignon, Margaret River, WA  
 Gage Roads - Hello Sunshine Apple Cider 5%  
 Peroni Nastro Leggara 3.5%  
 Peroni Nastro Azzuro 4.7%  
 Gage Roads 'Single Fin' Summer Ale 4.5%  
 Asahi Super Dry 5%  
 Assorted Soft Drinks & Juice



• All prices are based on a per person costing. Beverages and Prices are subject to market availability and may vary on some items. Consumption Packages are available on request; please speak to your coordinator about terms and conditions

## WINE LIST & BAR PRICES

### Sparkling Wine

Sparkling – Redbank Emily	\$8 glass \$38 bottle
Dunes & Green Chardonnay Pinot Noir NV	\$9 glass \$42 bottle
King Valley Prosecco	\$10 glass \$50 bottle

### White Wine

Redbank Sauvignon Blanc	\$8 glass \$38 bottle
West Cape Howe Sauvignon Semillon Blanc	\$9 glass \$42 bottle
Saint Clair Sauvignon Blanc	\$10 glass \$42 bottle

### Red Wine

Redbank Merlot	\$8 glass \$38 bottle
West Cape Howe Cabernet Merlot	\$9 glass \$42 bottle
Saint Clair Pinot Noir	\$50 bottle
Vasse Felix Cabernet Merlot	\$50 bottle

### Beer

Carlton Zero Non-alcoholic beer	\$6
Great Northern Super Crisp 3.5%	\$8
Gage Roads Alby Crisp Lager 3.5%	\$9
Gage Roads Alby Draught 4.2%	\$9
Gage Roads – Hello Sunshine Cider	\$9
Corona	\$10
Peroni	\$10
Asahi Super Dry	\$10

### Soft Drinks

Assorted Soft Drinks	\$4 glass \$13 jug
Lemon, Lime & Bitters	\$5 glass

### Spirits

Assorted Spirits with Mixer	\$10
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\*Please note that some products may vary prior to your event\*



## 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 a 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 the room hire as a deposit.
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 \$1500. This can be reached through catering and staff changes only.
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 3.0% 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 damages sustained to the venue's function facilities and/or surrounding grounds by the organiser, guests, invitees or other persons attending the function, whether in the room or any other party of the venue. This includes, but is not limited to, building infrastructure, glassware, crockery, audio visual equipment, furniture and decorations.
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 years, or guests in a state of intoxication.
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.
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. 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.
18. Any alcohol served must be accompanied by food.
19. Burswood on Swan can only set the room based on the final numbers confirmed for the event. No additional chairs will be provided.
20. 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.
21. Please advise us of any dietary requirements with a minimum notice of 72 hours. Burswood on Swan will ONLY cater for the following; gluten intolerance/coeliac, vegetarian, vegan, dairy-free and nut-free.
22. Dietary requirements such as low fat, low sugar, paleo or other extensive requests will not be catered for. Any persons with these requirements need to bring their own food. The organiser of the function will NOT be charged for this person.
23. We require that the organiser is to take full responsibility for notifying us of any of the above dietary requirements. Dietary requirements cannot be catered for on the day.
24. Cancellations must be given in writing and 6 months notice is required for a deposit refund. No refunds will be given unless proper prior notification is received.
25. At the discretion of the Venue Manager, deposits can be rolled over to a later date on one occasion only. Any further changes to the date will result in the deposit being forfeited.



## CONFERENCE BOOKING FORM

Upon receipt of this form and a deposit 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: \_\_\_\_\_

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

AV Requirements: \_\_\_\_\_

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

Have you read and agreed to our terms and conditions?      YES      NO

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