



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 & conditions. All the packages can be tailored to suit your functions style and requirements. We offer two 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 two 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 a large wall mounted screen, free parking, room set-up to your requirements, water & mints on the table, access to our lawn area.

### **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 a large wall mounted screen, free parking, room set-up to your requirements, water & mints on the table.

### **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 a large wall mounted screen. free parking, room set-up to your requirements, water & mints on the table, access to our lawn area.

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 Burwood. We are a 5min walk to Crown and a 10min walk to Optus Stadium.

## STAFF

Service staff for all functions held at Burswood on Swan are hired out at \$45 per person per hour. Please speak to your Event Coordinator about the correct number of staff for your function.

## 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. - [projects@stageandstudio.com.au](mailto:projects@stageandstudio.com.au)

# 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 seasonal 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 (GFO)

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

# 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 (1pp)

Please choose one

Assorted homemade muffins

Warm scones, raspberry jam & whipped cream

Banana bread & 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

Warm scones, raspberry jam & vanilla whipped cream (1pp)

*Raspberry cheesecake slice available for gluten free and  
vegan guests (pre-ordered)*

### Lunch

2 x Hot Dishes

Pumpkin, spinach & ricotta cannelloni, basil & mozzarella (V)

Chicken Rogan Josh - fresh tomato, coriander & saffron rice  
(GF) (DF)

Classic garden salad with balsamic vinaigrette (GF) (Vegan)

Asian slaw with fried shallots, chilli, lime dressing (GF)  
(Vegan)

Freshly baked bread & butter (GFO)

Orange juice & soft drinks

### Afternoon Tea

Chocolate chip cookies & Anzac biscuits (1pp)

*Hummingbird cake available for Gluten free and Vegan  
guests (pre-ordered)*

## Full Day Package - COLD Lunch

\$49.00 per person

Continuous tea & coffee all day  
Orange juice

### Morning Tea

Warmed chocolate & blueberry muffins (1pp)

*Raspberry cheesecake slice available for gluten free and  
vegan guests (pre-ordered)*

### Lunch

Seasonal vegetable soup with herb croutons (Vegan)

3 x Assorted quarter sandwiches (3 points per person)

*Gluten free sandwiches to be pre-ordered*

- Roasted spiced chicken with shredded iceberg
- Classic Egg mayonnaise & cucumber (V)
- Honey glazed ham, cheddar & onion chutney

Warm mini vegetable quiches (V)

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

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

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

Orange juice & soft drinks

### Afternoon Tea

Chocolate chip cookies & Anzac biscuits (1pp)

*Hummingbird cake available for Gluten free and Vegan  
guests (pre-ordered)*

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.

# Alternate Hot Dishes

## **Traditional Beef Lasagna**

Layers of rich Bolognese sauce with Pecorino

## **Hungarian Beef Goulash**

Smoked paprika, tomato & parsley with roasted potatoes & carrots

## **Thai Massaman Pork 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

## **Fish & Chips**

Crispy battered flathead, herb roasted potatoes, buttered peas, tartare sauce & lemon wedges

## **Eggplant Moussaka (V)**

With potato, zucchini, tomato & dried oregano

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

With lemon and herb couscous, flaked almonds & apricots

## **Classic Shepherd's 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 Beef Meatballs, Capsicum, Olives**

Saffron & tomato braised rice

## **Bangers & Mash**

Chicken & herb sausages, creamy chive mash, steamed green vegetables & onion gravy

# Alternate Sandwich & Salad Choices

## SANDWICH MENU

Smoked salmon, spinach pesto & caper mayonnaise

Roasted turkey, avocado & cranberry

Aged English cheddar, tomato & Branston pickle (V)

Beef silverside, Swiss cheese & Dijon mustard

Tuna, mayonnaise, lemon & iceberg lettuce

Avocado, roasted capsicum, carrot & hummus (Vegan)

## SALAD MENU

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

Classic caesar salad, candied bacon & garlic croutons

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

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)

# Conference Additions

## MORNING / AFTERNOON TEA - \$5.50 per person

### SWEET

Mini chocolate fudge brownies (GF)

Apple strudels

Portuguese tarts

Mini vanilla slice

Mini carrot cake (Vegan, GF)

Assorted Danish pastries

Classic lamingtons

Pineapple hummingbird slice (Vegan, GF)

Banana bread & butter

Seasonal fruit platter (Vegan)

### SAVOURY

Mini quiche Lorraine

English spinach & carrot mini quiche (V)

Classic beef & onion mini sausage rolls

Mini vegetable pies (V)

Ham, cheese & tomato croissants

Smoked salmon & cream cheese bagels

## ADD A SOUP - \$5.00 per person

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)

### GRAZING BOARDS

Premium cheese board with a selection of Australian cheeses, bread, biscuits, marinated fruits & onion jam - **\$6.50pp**

Antipasto Board with cold cut deli meats, continental cheeses, olives, dips, pickles & crusty bread - **\$6.50pp**

Turkish bread board with hummus, baba ghanoush, fetta & balsamic olive oil - **\$4.50pp**

Mexican Board with corn chips, flat breads, guacamole, tomato salsa, jalapeños & sour cream - **\$4.50pp**

# Canapes

## 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)  
Pulled pork croquettes with corn & chipotle  
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)  
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)  
Roasted capsicum, zucchini, olive & tomato pizza (V)  
Deep fried brie bites, apple shallot sauce (V)  
Indian vegetable samosas, mango chutney (V)  
Mexican vegetable empanadas, avocado & lime (V)

### Dessert

Milk chocolate profiteroles  
Orange macarons (GF)  
Vanilla & salted caramel bambino gelato cups  
Jam donut balls, cinnamon sugar  
Torched lemon & passionfruit meringue tartlets

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

# Beverage Packages

prices per person

	Standard	Premium	Deluxe
Two Hours	\$39.00	\$51.00	\$55.00
Three Hours	\$55.00	\$60.00	\$65.00
Four Hours	\$62.00	\$67.00	\$74.00
Five Hours	\$70.00	\$75.00	\$82.00
Six Hours	\$79.00	\$82.00	\$90.00

## STANDARD PACKAGE

Marty's Block Brut Cuvee NV, SA  
 Hayshed Hill Wines Margaret River -  
 Pitchfork SSB  
 Pitchfork Chardonnay  
 Pitchfork Moscato NV  
 Pitchfork Pink Rose  
 Pitchfork Cabernet Merlot  
 Pitchfork Shiraz  
 Corona Extra 4.5%  
 Somersby Apple Sparking Cider 4.5%  
 Great Northern Super Crisp 3.5%  
 Swan Draught 4.5%  
 Pure Blonde Ultra Low Carb Lager 4.2%  
 Carlton Zero Non Alcoholic  
 Soft Drinks & Juices

## PREMIUM PACKAGE

Riverbank Estate 'On the run bubbles', Caversham, WA  
 West Cape Howe Wines Mount Barker -  
 West Cape Howe Sauvignon Blanc  
 West Cape Howe Chardonnay  
 West Cape Howe Moscato  
 West Cape Howe Rose  
 West Cape Howe Cabernet Merlot  
 West Cape Howe Shiraz  
 Corona Extra 4.5%  
 Gage Roads Single Fin Summer Ale 4.5%  
 Gage Roads Side Track XPA 3.5%  
 Gage Roads Hello Sunshine Apple Cider 5%  
 Pure Blonde Ultra Low Carb Lager 4.2%  
 Carlton Zero Non Alcoholic  
 Soft Drinks & Juices

## DELUXE PACKAGE

Veuve D' Argent Cuvee Prestige Sparkling, France  
 Vasse Felix Margaret River WA -  
 Vasse Felix Filius Chardonnay  
 Vasse Felix Filius SSB  
 Vasse Felix Classic Dry Rose  
 Vasse Felix Filius Shiraz  
 Vasse Felix Cabernet Sauvignon  
 Christobel's Moscato  
 Corona Extra 4.5%  
 Little Creatures Hazy IPA 3.5%  
 Colonial Brewing Draught Kolsch 4.8%  
 Colonial Brewing Bertie Apple Cider 4.6%  
 Pure Blonde Ultra Low Carb Lager 4.2%  
 Carlton Zero Non Alcoholic  
 Soft Drinks & Juice

# Terms & 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. A part payment of \$2,000 or 20% of your estimated event total (whichever is greater) is required six (6) months prior to your event date. This part payment and your deposit will be deducted from your final invoice.
4. Staff charges are non-negotiable and are included in every function held at Burswood on Swan.
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. Please note that no items are to be nailed, screwed, stapled or adhered to any surfaces in the venue.
12. 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.
13. 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.
14. Intoxicated patrons will be asked to leave the venue at the discretion of the Duty Manager, without liability, from any event for any reason.
15. 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.
16. 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.
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. Alcohol must be served with a substantial meal. What constitutes a standard meal will be the sole discretion of Burswood on Swan.

# Terms & Conditions Cont...

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. 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.
22. At the discretion of Burswood on Swan, a function may require \$1,000 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.
23. 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.
24. Regardless of booking date the client is subject to the current year terms & conditions and pricing of when the event occurs
25. Refund and COVID 19 Policy: If you choose to cancel your event due to personal or company directed policy, no refund will be made. 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.  
In the event of a cancellation, Burswood on Swan must be notified in writing. Verbal cancellations 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 or part payment
  - 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
26. 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.
27. 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: \_\_\_\_\_