



TOMPKINS ON SWAN

Requirements re 21st Birthday Bookings

- 1) A bond of \$450 is payable at the time of the booking, part of which may be retained to cover the expense of broken glassware or any damage to the venue
- 2) The function must be organized by the parent or guardian of the person celebrating the birthday
- 3) The parent or guardian must be in attendance at the function
- 4) A guest list is to be supplied and will be checked off at the door
- 5) A wrist tag will be applied to each guest over the age of 18 which must be worn for the duration of the function
- 6) No alcohol will be served to under age guests
- 7) Beverage packages are not available for 21st Birthdays
- 8) Tompkins on Swan Staff will adhere to the Responsible Service of Alcohol:
 - a. Guests must be well behaved or will be warned and perhaps asked to leave
 - b. Guests who act in an abusive or offensive manner will be refused service of alcohol
 - c. Any guests showing signs of intoxication will be refused service of alcohol and may be asked to leave
 - d. Food must be purchased for each guest in attendance
 - e. No jugs will be given out – all alcohol will be served in glasses
 - f. Tray service & floor service of alcoholic beverages will only occur for the first hour of the function. After this time, guests must approach the bar to order their beverages
 - g. A maximum of 2 drinks will be served per person until 10:00pm
 - h. After 10:00pm a maximum of one drink per person will be served
 - i. The Liquor License ends at midnight – the bar will close from 11:45pm to give guests time to finish their drinks and exit the premises
 - j. The Manager on Duty reserves the right to close the bar early at their own discretion
- 9) If the booking is for over 110 guests – 2 security officers will need to be arranged for at a cost of \$45 per officer per hour. Security officers must be booked for a minimum of 4 hours.

I acknowledge that I have read, understood and agree to abide by the above requirements.

Date of function:..... Room Booked:.....

Signed by (print name)..... Signature.....Date

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