



Functions with Flair

Riverside Location
Weddings
Corporate Events
Private Events
Sundowners
Range of Buffets
Plated Menus
Cocktail Parties
Breakfasts



Please take one of our brochures and feel free to contact us if you have any queries or would like to make an appointment to view the rooms

Phone: 9330 6010

e-mail: enquiries@tompkinsonswan.com.au

We look forward to meeting with you in the near future

Alex Dowling
Centre Manager

TOMPKINS PARK COMMUNITY & RECREATIONAL ASSOCIATION INC.

Trading as Tompkins on Swan

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ABN 29 680 417 630

Function Fees & Charges

Venue Hire

Session bookings are from 8am to 5pm or 6pm-12pm.

Timings can be altered at an additional cost of \$50 per half an hour.

Due to licence restrictions all night functions must be finished by no later than 12pm.

Swan View Room located upstairs

Venue Hire Fee = \$300.00

Venue Hire Fee Includes the following AV equipment:

65 inch LCD TV screen for presentations, Flip Chart Stand and White Board

Bookings made for the Swan View Room Monday to Friday 8am to 5pm

Incur no minimum catering spend or minimum booking for numbers

This room is ideal for training seminars, board meetings and cocktail parties.

Capacity: 50 guests cocktail style standing
30 guests seated configured as u shape, board room, clusters or classroom

Tompkins on Swan Room

Venue Hire Fee \$480.00

Venue Hire Fee Includes the following AV equipment:

Lectern with a choice of Lapel, wireless head set, roving or fixed microphone.

Maximum of 3 microphone choices can be assigned to this room.

Dance Floor, Mirror Ball, Flip Chart Stand, White Board, Access to Licenced Concourse.

Capacity: 300 guests cocktail style standing
160 guests seated configured as round tables of 10 or open faced tables of 8

River Room

Venue Hire Fee \$480.00

Venue Hire Fee Includes the following:

Lectern with a choice of Lapel, wireless head set, roving or fixed microphone.

Maximum of 3 microphone choices can be assigned to this room.

75 inch LCD screen for presentations, AUX cord point for I-pod connection,

Flip Chart Stand, White Board, Access to Licenced Concourse.

Capacity: 300 guests cocktail style standing
220 guests seated with no dance floor
180 guests seated with 5m x 5m dance floor

Function Fees & Charges

Club Bar

Venue Hire Fee \$100.00. Includes the following:

35 inch LCD screen for presentations, Flip Chart Stand, White Board,
Access to Licenced Concourse.

Capacity: 40 guests cocktail style standing
20 guests seated configured as u shape, board room, clusters or classroom

Wedding ceremonies

1 hour ceremony located on the licenced concourse \$300.00

Includes signing table, chairs and plynth's for flowers

Council approval from the City of Melville is required for use of the reserve.

Booking requirements

<u>Function</u>	<u>Session Day</u>	<u>Session Times</u>	<u>Min Number</u>	<u>Min Spend (Catering)</u>
Conference	Weekday	8am to 5pm	30	\$25.00 per person
Conference	Weekday	6pm to 12pm	50	\$25.00 per person
Conference	Saturday	8am to 5pm	50	\$25.00 per person
Conference	Saturday	6pm to 12pm	70	\$25.00 per person
Conference	Sunday	8am to 5pm	100	\$25.00 per person
Conference	Sunday	6pm to 12pm	100	\$25.00 per person
Sundowner	Weekday	5pm to 8.30pm	50	\$20.00 per person
Cocktail	Weekday	5pm to 12pm	50	\$25.00 per person
Cocktail	Fri & Sat	5pm to 12pm	70	\$25.00 per person
Cocktail	Sunday	5pm to 12pm	100	\$50.00 per person
Private	Weekday	8am to 5pm	50	\$25.00 per person
Private	Weekday	6pm to 12pm	50	\$25.00 per person
Private	Fri & Sat	8am to 5pm	70	\$25.00 per person
Private	Fri & Sat	6pm to 5pm	70	\$25.00 per person
Private	Sunday	8am to 5pm	100	\$50.00 per person
Private	Sunday	6pm to 12pm	100	\$50.00 per person

Equipment Hire – Per Day

Flip Chart Paper	\$50
Data Projector	\$80
Laptop	\$80
Laptop Speakers	\$30
Skype camera	\$100
Mixing Desk with portable speakers	\$300



Conference Menu

Pre Meeting refreshments @\$4pp

Coffee, assorted teas and juice

Morning and afternoon tea options

Option B1 @ \$8pp

Coffee, assorted teas, orange juice with selection of biscuits

Option B2 @ \$9pp

Coffee, assorted teas, orange juice with selection of cakes & slices **OR** Scones with jam & cream **OR** plain croissants with jam **OR** assorted muffins

Option B3 @ \$11pp

Coffee, assorted teas, orange juice with selection of sandwiches and selection cakes & slices **OR** Scones with jam & cream **OR** plain croissants with jam **OR** assorted muffins

Lunch options

Option L1 @ \$18pp

Deconstructed sandwich bar: platters of cold meats, chicken mayonnaise, cheese, tuna, home-style spreads, bowls of a selection of 2 salads, assorted fresh bread, fresh fruit platter, coffee, tea and soft drink

Option L2 @ \$23pp

Deconstructed sandwich bar: platters of cold meats, chicken mayonnaise, cheese, tuna, home-style spreads, bowls of a selection of 2 salads, assorted fresh bread, fresh fruit platter, coffee, tea and soft drink

Choice of 1 of the following:

Moroccan chicken - GF/LF

Beef Stroganoff

Beef lasagne

Vegetable Korma - V/GF

Butter chicken

Fetta & Sundried tomato risotto - V/GF

*Hot meals served with either with pilaf rice **OR** roasted rosemary potatoes*

Option L3 @ \$30pp

Deconstructed sandwich bar: platters of cold meats, chicken mayonnaise, cheese, tuna, home-style spreads, bowls of a selection of 2 salads, assorted fresh bread, fresh fruit platter, coffee, tea and soft drink

Choice of 2 of the following:

Moroccan chicken - GF/LF

Beef Stroganoff

Beef lasagne

Vegetable Korma - V/GF

Butter chicken

Fetta & Sundried tomato risotto - V/GF

*Hot meals served with either with pilaf rice **OR** roasted rosemary potatoes*

Our staff serve the hot buffets with a grazing cold meat and salad bar for guests to help themselves.

Minimum booking numbers of 20 people apply except Option L3

Option L3 minimum booking numbers of 40 people apply

Day Delegate Package

\$59.00pp

*Includes: Venue Hire, Lectern, Microphone (lapel, roving, headset & fixed options),
White Board, Flip Chart Pads, Pens, Mints & Water*

Arrival coffee, assorted teas & orange juice

Morning Tea

Coffee, assorted teas, orange juice
Muffins OR Fruit platter

Working Lunch Buffet

Cold Selection

Platter's of cold meats, chicken mayonnaise, cheese, curried egg, tuna, home-style spreads, selection of salad's, assorted fresh bread and fruit platter

Hot Selection

Please select one of the following:

Moroccan chicken - GF/LF

Beef stroganoff

Beef lasagne

Vegetable korma – V/GF

Butter chicken

Fetta & sundried tomato risotto – V/GF

Hot meals served with either with pilaf rice or roasted rosemary potatoes

Dessert Buffet

Chocolate cake garnished with orange segment

Peach & mango cheesecake

Assorted tea, coffee and cool drinks station

Afternoon Tea

Coffee, assorted teas, orange juice

Assorted biscuits

Minimum numbers of 30 people apply

The hot lunch buffet is served by our staff with a grazing cold meat and salad bar for guests to help themselves.