



TOMPKINS ON SWAN

Function Booking Terms and Conditions Form

Function to be in Name of

Address for Correspondence

.....Post CodeTelephone

Contact Person/Person Responsible for arranging payment of Account

emailTelephone.....

Type of Function Estimated number attending

I/We acknowledge that I/we have booked a private member's function in theRoom at Tompkins on Swan on and agree to abide by the following terms and conditions:-

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

In order to secure the booking of a room at Tompkins on Swan this Function Booking Terms and Conditions form must be signed and returned TOGETHER WITH payment of the venue hire within one week from confirming the booking. There is no permanent booking unless the venue hire has been received together with this form duly completed. Any catering, beverage or other expenses will be additional to this venue hire.

- 1 Whilst all care is taken, Tompkins on Swan cannot be responsible for any goods and/or equipment left on the premises overnight. Also, Tompkins on Swan is not responsible for any goods or chattels of attendees whether inside the building, the surrounding outside areas, or the parking area
- 2 You are welcome to arrange your own decorations and music for your function and Tompkins on Swan will need to know your arrangements in advance in order to minimise disruption to other events.
- 3 No confetti, rose petals or rice is allowed in the building and surrounding areas.
- 4 If the River Room is being booked, a dance floor will need to be installed in this room if your guests will be dancing. Tompkins on Swan can arrange this for you upon request at an additional cost.
- 5 The person arranging the function is responsible for those attending so that Tompkins on Swan's Liquor Licence is not jeopardised. This person also agrees to make good any damage to the Association's property caused by the behaviour of his/her guests. Tompkins on Swan reserves the right to exclude or eject from its premises any person attending who behaves in an objectionable or offensive manner.
- 6 The music must be turned off by 12.00 midnight and the premises vacated by 12.30 am as required by the Liquor Licence issued by the Office of Racing and Gaming. All guests must leave the premises and grounds at the conclusion of the function.
- 7 Minimum attendee numbers and catering spend apply for bookings in the River Room and Tompkins on Swan Room.
- 8 There is no BYO of food or beverages – no exceptions will be made.

- 9 Advice required and Payments to Tompkins on Swan:
- (a) Advice of food/beverage/dietary requirements/final numbers – at least 10 days in advance of function. This number must meet our minimum requirements and is the minimum which will be shown on your invoice. Failure to meet minimum requirements will result in the minimum being charged regardless.
 - (b) Payment of food and beverages invoice following above advice – required within 7 days of date of invoice
 - (c) Advice of table seating, etc – required at same time as advice of final numbers
 - (d) Payment of final invoice following advice of final numbers (if more than already invoiced previously) – required at least 4 days prior to function date
 - (e) Payment of any additional costs on the night – need to be paid at the conclusion of the function or within 7 days of a final account being sent

Note: Tompkins on Swan reserves the right to cancel the booking if all payments detailed above are not paid by the times specified. Further, there will be no refund of any monies paid to date.

- 10 Cancellation:
- (a) Advice must be in writing
 - (b) If more than 90 days prior to function – refund of venue hire less \$50 administration fee
 - (c) If less than 90 days but more than 20 working days – refund of half of venue hire only
 - (d) If less than 20 working days – no refund of any monies paid
- 11 Payment can be made either electronically to our Bankwest account BSB 306 043 – Account number 0572330, by bank cheque, cash, or by credit card (Mastercard or Visa only). Payment by personal cheque will need to be made at least one week before the above scheduled times in order for it to be cleared prior to the function.
- 12 Tompkins on Swan’s Liquor Licence requires that anyone conducting a function at the Association’s premises involving the serving of alcohol needs to be a social member of the Tompkins on Swan. There is no charge to become a member. The person responsible for the function must be in attendance at the function and is required to complete the following application.

MEMBERSHIP APPLICATION	
Membership # (office use only)	
SURNAME _____	FIRST NAME _____
ADDRESS _____	
SUBURB _____	POST CODE _____
PHONE _____	MOBILE _____
EMAIL _____	D.O.B _____
Signed by (print name).....Signature.....	

TOMPKINS PARK COMMUNITY & RECREATIONAL ASSOCIATION INC
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