

Welcome to Tennis West Events & Functions



*Stylishly Appointed
Inspiration
Service Orientated
Individual Dedicated*

We offer full conference, events, wedding & meeting planning facilities with the capabilities to cater for groups ranging from 10 to 300 people.

What ever your function, we will make it a day to remember, with a beautifully presented venue, excellent service and extraordinary food.

Our dedicated events team will be able to assist you with all your function needs from selecting the appropriate menu, lighting, sound, music and décor with the utmost detail to ensure your day is a memorable occasion.

Please take time to thoroughly read through the following information. Should you require any additional information, please do not hesitate to contact the Function and Events Manager who is only to happy to assist you.

FORK-BBQ PACKAGE

Contact Us Details:

State Tennis Centre

Victoria Park Drive
BURSWOOD. 6879
Western Australia
Ph : (08) 6462 8300
Fax : (08) 9361 1500

Function & Event Manager

Julie Wilson
(Direct Line) (08) 6462 8312





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State Tennis Centre

The Centre boasts 15 hard courts, including one covered Show Court (for all year round play), an open Rebound Ace court and 13 Plexi-Cushion courts, each individually lit, and a building comprising state-of-the-art function and conference rooms.

With its stunning views of the City, Swan River, Burswood Park and golf course, the Centre caters for any type of event and is the ideal alternative for your next function. Whilst tennis forms a large component of the State Tennis Centre's activities, the Centre also offers function facilities, as well as an excellent means of networking through our corporate tennis days.

Facilities

The State Tennis Centre has:

- 15 individually lit hard court complex, including one covered court, great for Corporate Tennis days
- Function rooms
- Cafeteria
- Gymnasium

Accessibility & Parking

The State Tennis Centre has 160 car parking spaces available, with a further 40 parking spaces accessible if required.

Additional parking can be sourced at the Belmont Racecourse, which is located within a 5 minute walk from the State Tennis Centre.

A "Special Event" train station is located next to the State Tennis Centre, which provides a convenient transport alternative and the Burswood Train Station is a 10 minute walk to the Centre.

Transperth buses run regularly along Great Eastern Highway, which is located close to the Burswood International Resort Casino.



Location

Directions to the State Tennis Centre



The State Tennis Centre is now accessible via the Graham Farmer Freeway - take the off ramp from the Freeway for the Belmont Racecourse, Burswood Golf and Tennis Centre, and follow Victoria Park Drive (previously Burswood Rd) around to the left and the State Tennis Centre is on the left.

We can also be accessed by taking Victoria Park Drive from Great Eastern Highway, and following this road around the back of the Burswood Dome, we are on the right before the Burswood Golf Course.



Venue Hire Rates July 1st 2010

	<i>Full Day</i>	<i>Half Day</i>			<i>Capacities</i>			
			Theatre	Board Room	Cocktail	U-Shape	Workshop	Banquet
Hopman Cup Room	\$370.00	\$220.00	100	30	100	40	60	60-80
Swan Room	\$220.00	\$160.00	30	10	-	10	-	-
Tournament Room	\$175.00	\$125.00	20	10	-	10	-	-
Open Deck	\$370.00	\$220.00	200	-	200	-	-	100
Café	\$220.00	\$160.00	40	-	60	-	-	40
	<i>Full Court</i>	<i>Half Court</i>						
Show Court	\$1300.00	\$800.00	Full - 800 Half- 350	-	Full - 800 Half -350	-	-	Full-600 Half-300

Note: If the venue is required for 5 hours (including set up for weddings, large events or longer), the full day rate will apply.
If the venue is required in excess of 9 hours, then an additional rate may apply.

Equipment Hire Rates

The State Tennis Centre has a wide range of quality audiovisual equipment and conference aids to suit any style of function. Any additional equipment not listed is available upon request.

6' Screen	\$ 50.00
8' Screen	\$ 60.00
Whiteboard	\$ 45.00
Flipchart & Paper	\$ 45.00
Compact Disc Player	\$ 55.00
Roving Microphone – Handheld	\$ 60.00
Video/Data Projector	\$250.00
Laptop	\$100.00
Internet Access (per day)	\$ 50.00
Lectern & Mic	\$ 65.00
Pin Up Board	\$ 30.00
6' Trestle Tables	\$ 7.95
8' Trestle Tables	\$ 9.95
Pick up and Delivery	\$ 50.00

Linen Charges


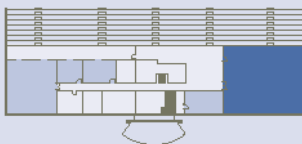
Functions requiring table set up will incur additional charges for standard white linen on all tables. Where the State Tennis Centre supplies catering, buffet table linen will be complimentary.

Trestle & Rounds tablecloths: \$6.95ea
All prices include GST

Open Deck

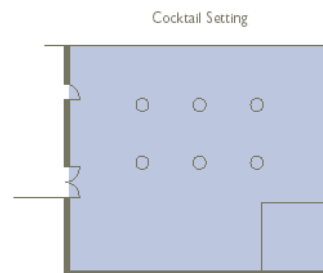
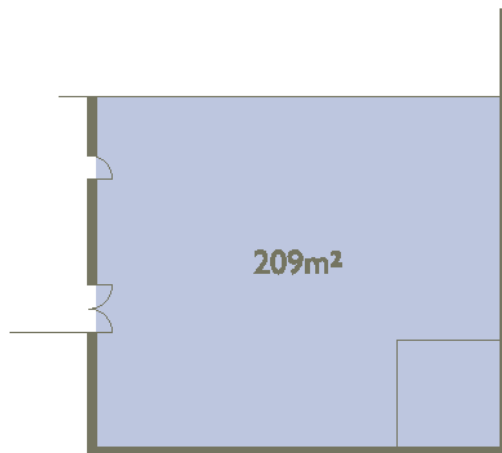
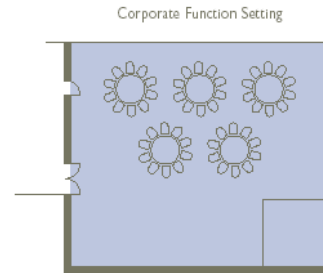
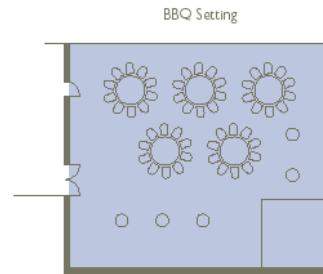


Function	Capacity/Seating
Cocktail Reception	200 - Cocktail Reception
Corporate Function	100 - Banquet
	100 - BBQ Function

The perfect place for an undercover barbecue, cocktail party or to unwind and relax after your corporate tennis day. The Open Deck is great for those balmy summer night functions.

The area can be dressed for formal or informal occasions.



The BIG TOP



Function	Capacity/Seating	
	Half Court	Full Court
Dinner	300	700
Cocktail	300	700
Wedding	300	700
Trade Show		800

Dimensions:

Whole area 116m²
 Court area (green surface) 684m²
 Half Court area 342m²

Features:

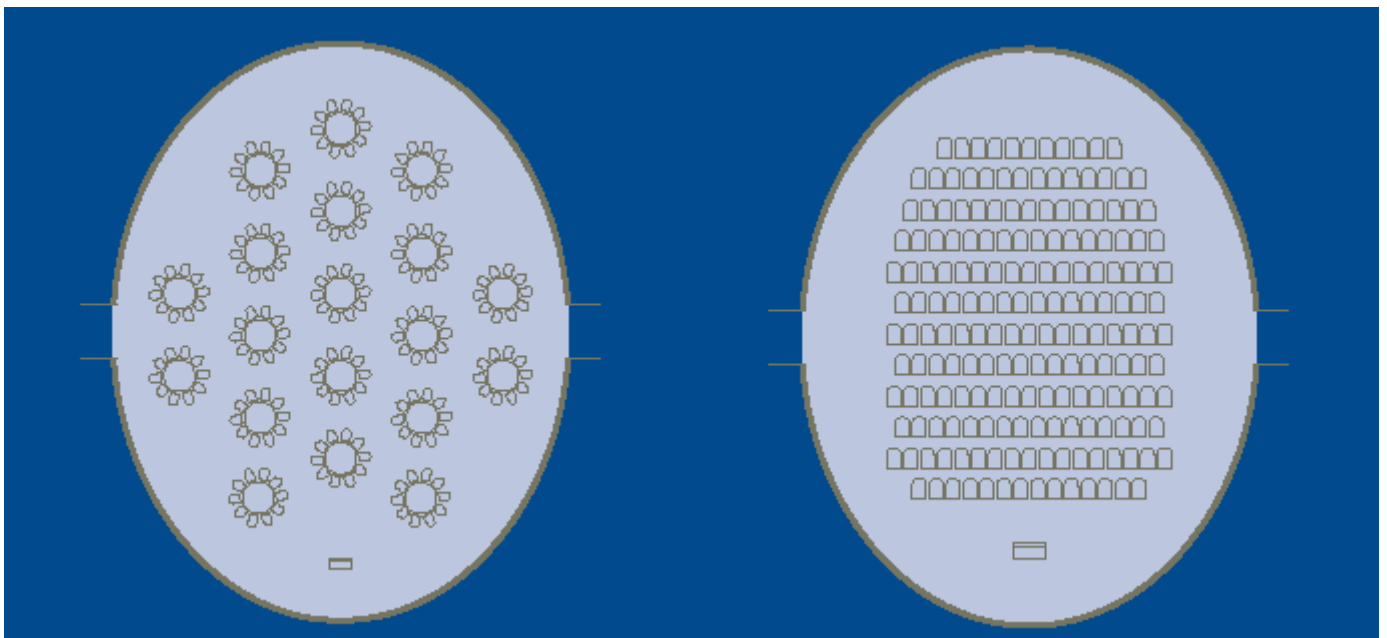
Lighting The Big Top lighting with additional Spotlights

Power Two sources – 240 volt & 3 phase (415 volt)

Water one single cold water outlet

Flooring Court area will be covered with protective carpet tiles
 (Supplied by STC and included in venue hire)

**** Conditions Apply – Please discuss conditions with Functions & Event Manager prior to booking**





FORK MENUS

Option #1

Lamb Rogan Josh

An aromatic curry dish, cooked slowly to enhance the unique flavours of this traditional Kashmiri dish of cinnamon, nutmeg, cardamom and fennel.

Served with Basmati Rice

Accompanied By

A Raita Salad

A cooling salad made of tomatoes, cucumbers, mint and yoghurt.

A Mixed Lettuce Salad

Served with

Buttered Crusty Breads

And followed by

A freshly made fruit kebab (1 p/p)

\$28.00 per person (incl. GST)

Based on minimum 20 people



FORK MENUS

Option #2

Beef Burgundy

Beef in a traditional red wine sauce with mushrooms, baby onions and potatoes.

Chicken Pasta Bake

Short fusilli pasta with chicken pieces in a mild tomato sauce topped with a light cream.

Accompanied By

Fresh Garden Salad

Mixed lettuce, tomato, yellow & red capsicum, cucumber, carrot, olives, feta and red onion.

Served with

Buttered Crusty Breads

And followed by

A freshly made fruit kebab (1 p/p)

\$31.00 per person (incl. GST)

Based on minimum 20 people



FORK MENUS

Option #3

Baked Basa Fish Fillets

Served with a delicious Caper and Herb Cream Sauce.

Spinach & Ricotta Cannelloni

Tube pasta filled with fresh ricotta and spinach and topped with tomato and basil sauce

Accompanied By

Greek Salad

Cucumber, red onion, Kalamatta olives, fetta cheese & Roma tomatoes, stuffed green olives and an oregano dressing

Caeser Salad

Cos lettuce, parmesan cheese, bacon, croutons and dressing

Served with

Buttered Crusty Breads

And followed by

A freshly made fruit kebab (1 p/p)

\$34.00 per person (incl. GST)

Based on minimum 20 people



FORK MENUS

Option #4

Chicken Cacciatore

Prime chicken breast baked and tossed in a traditional Italian sauce with black olives, capsicum and mushrooms

Madras Beef Curry

An authentic blend of Indian spices cooked with potatoes and diced prime beef. A medium curry.
Served with Pilaf rice.

Vegetarian Lasagne

Accompanied By

Australian Greek Salad
Mixed lettuce, olives, red onion, feta cheese, capsicum and cherry tomatoes

Served with

Buttered Crusty Breads

And followed by

A freshly made fruit kebab (1 p/p)

\$37.00 per person (incl. GST)

Based on minimum 20 people



BBQ MENU

Option 1 –Standard BBQ

Freshly Baked Breads

Freshly Baked Rolls

From the BBQ

MSA Quality Rump Steak
Skinless Chicken Breast
Premium Quality Beef Sausages
Onion Rings

From the Cold Larder

Egg and Potato Salad
Hawaiian Coleslaw Salad
Freshly tossed Garden Salad

Condiments to include a variety of Mustards, Tomato & BBQ Sauces

\$29.00 per person (incl. GST)
Based on minimum 20 people

Please Note: Price includes GST, BBQ and a staff member to cook it.



BBQ MENU

Option 2 – Gourmet BBQ

Freshly Baked Breads

Basket of White & Wholemeal Loaves & Rolls

From the BBQ

MSA Quality Porterhouse Steak
Lamb Fillets with a Rosemary Marinade
Marinated Chicken Breast
Chipolatas
Onion Rings

From the Cold Larder

Nicoise Potato Salad
Tomato and Bocconcini Salad
Rice Salad
Caesar Salad

Condiments to include a variety of Mustards, Tomato & BBQ Sauces

\$38.00 per person (incl. GST)
Based on minimum 20 people

Please note: Price includes GST, BBQ and a staff member to cook it.



BBQ MENU

Option 3 – Kebab Delight

Freshly Baked Breads

Basket of White & Wholemeal Loaves & Rolls

From the BBQ

Sante Fe Beef Kebabs
Prawn and Garlic Kebabs
Honey and Sesame Chicken Kebabs
Herbed Pork Kebabs

From the Cold Larder

Citrus Risotto Salad
Greek Salad
Fresh Spinach Salad
Mediterranean Roast Vegetable Salad

Condiments to include a variety of Mustards, Tomato & BBQ Sauces

\$41.00 per person
Based on minimum 20 people

Please Note: Price includes GST, BBQ and a staff member to cook it.



Optional Extras Available with Each Menu

- Lamb French Kebabs \$5.50 each
- Prawn Kebabs \$5.50 each
- Grilled Basa Fillets \$6.00 each
- Individual Fruit Skewers \$3.50 each
- Petite French Pastries \$4.20 each



Beverage Packages

HOUSE PACKAGE

1 hour	2 hours	3 hours	4 hours	5 hours	6 hours
\$17.00	\$23.00	\$29.00	\$32.00	\$35.00	\$39.00

Prices are per person

Includes:

Houghton Quills Sparkling, Houghton Quills Classic Dry White & Houghton Quills Shiraz Cabernet, Full and Light Strength Beers, Orange Juice, Mineral Water and Soft Drinks

PREMIUM PACKAGE

1 hour	2 hours	3 hours	4 hours	5 hours	6 hours
\$23.00	\$30.00	\$34.00	\$38.00	\$43.00	\$48.00

Prices are per person

Includes:

Yarra Burn Thirdlight Sauvignon Blanc/Chardonnay, Goundrey G Shiraz, Sir James Sparkling NV Cuvee Brut, Full and Light Strength Beers, Orange Juice, Mineral Water and Soft Drinks

DELUXE PACKAGE

1 hour	2 hours	3 hours	4 hours	5 hours	6 hours
\$28.00	\$35.00	\$43.00	\$47.00	\$50.00	\$54.00

Prices are per person

Includes:

Starvedog Lane Sauvignon Blanc/No Oak Chardonnay, Starvedog Lane Cabernet Merlot, Bay of Fires Sparkling Pinot Noir Chardonnay, Full and Light Strength Beers, Orange Juice, Mineral Water and Soft Drinks



BEVERAGE PRICE LIST

WHITE WINES

	BOTTLE	GLASS
Hardy's Shuttles – Chardonnay 187ml	\$ 6.00	
Houghton Classic Dry White	\$21.00	\$6.00
Goundrey G Sauvignon Blanc Semillon	\$29.00	
Yarra Burn Thirdlight Sauvignon Blanc/Chardonnay	\$28.00	
Starvedog Lane Sauvignon Blanc/No Oak Chardonnay	\$36.00	
Bay of Fires Tigress Sauvignon Blanc	\$42.00	

RED WINES

	BOTTLE	GLASS
Hardy's Shuttles – Shiraz 187ml	\$ 6.00	
Houghton Cabernet Shiraz	\$21.00	\$6.00
Goundrey Shiraz Viogner	\$29.00	
Yarra Burn Thirdlight Shiraz	\$28.00	
Starvedog Lane Cabernet Merlot	\$36.00	
Bay of Fires Pinot Noir	\$45.00	

SPARKLING

	BOTTLE	GLASS
Houghton Sparkling NV Chardonnay	\$21.00	\$ 6.00
Omni Sparkling Berry 200ml	\$ 6.00	
Omni Sparkling Red 200ml	\$ 6.00	
Sir James Sparkling NV Cuvee Brut	\$27.00	
Yarra Burn Thirdlight Sparkling Pinot Chardonnay	\$28.00	
Bay of Fires Sparkling Pinot Noir Chardonnay	\$42.00	
Starvedog Lane Sparkling Pinot Meunier	\$42.00	



BEERS

Hahn Premium Light	\$5.00
James Boag Premium Light	\$5.00
XXXX Gold	\$5.00
James Boag Premium	\$6.00
Tooheys New	\$6.00
Hahn Premium	\$6.00
Tooheys Extra Dry	\$6.00
Becks	\$7.00
Heineken	\$7.00

Other Alcoholic Beverages

Jim Beam and Cola	\$7.00
Ruski – Vodka and Lemon	\$7.00

Non Alcoholic Beverages

Soft Drinks (Coke, Diet Coke, Sprite, Fanta, Lift)	\$3.00
Fruit Juice (Orange Juice, Apple Juice)	\$3.50
Bottled Water	\$3.00

Should you require *Imported Beers or any other alcohol requirements please discuss with Functions Manager who will be happy to assist

* Please note that extra costs will apply



Function Room Booking Sheet

Applicant : _____

Contact Person(s): _____

Address: _____

_____ P/Code: _____

Phone: _____ **Mobile:** _____

Fax: _____ **Email:** _____

Hire Details:

Date(s) of Hire:

Times:

Monday:	__/__/__	_____	to	_____
Tuesday:	__/__/__	_____	to	_____
Wednesday:	__/__/__	_____	to	_____
Thursday:	__/__/__	_____	to	_____
Friday:	__/__/__	_____	to	_____
Saturday:	__/__/__	_____	to	_____
Sunday:	__/__/__	_____	to	_____

Type of Function: (Please circle)

Conference, Small Meeting, Seminar, Dinner, Cocktail Party, Corporate Tennis Day, Business Luncheon, Other (Please specify): _____

Choice of Venue(s): (Please circle if known)

Hopman Cup Room, Swan Room, Tournament Room, Open Deck, Swan Room, Presidents Lounge.

Number of persons: _____

(Please confirm final numbers no later than 3 working days prior to function date)

Layout/Seating: (Please circle)

Theatre - Classroom - U-shape - Boardroom - Cocktail - Workshop – Round Tables.

Catering Required: Yes/No

Menu Requested: _____

[Please see Menu Options](#)

Refreshment Break Times: M/T _____ **Lunch:** _____ **A/T:** _____

Equipment Required: Yes/No - Please specify: _____

Foyer Board Notice: _____

Alcohol Beverages Required: (Please circle) **Yes/ No / Post Function**

If Yes – Hourly Beverage Package _____ Beverages on Consumption Yes/No



LETTER OF CONFIRMATION

Please complete the following details on both this page and the following page and mail or fax with your deposit- Fax 9361 1500

Company Name: -----

Name of Event: -----

Event Contact: -----

Phone: -----

Fax: -----

Time of Event: -----

AGREEMENT

I / we understand all conditions set forth under these Terms & Conditions

I / we accept all of such conditions as being the Terms & Conditions

NAME: (Please Print)

SIGNATURE:

Office Use Only – Confirmation Number



PAYMENT FOR EVENT

Date of Event: -----Name of Event: -----

CLIENT DETAILS:

Name: -----Company: -----

Address: -----

Suburb: -----Postcode: -----

DEPOSIT AMOUNT: \$ _____ Credit Card as guarantee. Terms & Conditions Apply

Credit Card information

Credit Card Type: VISA MASTERCARD AMERICAN EXPRESS

Please Note: Diners Cards are not accepted

Issued By.....(Name of Bank)

Card Holders Name.....
(Exactly as appears on credit card)

Card Holders Signature.....

CREDIT CARD NO:

□ □ □ □ □ - □ □ □ □ □ - □ □ □ □ □ - □ □ □ □ □

EXPIRY DATE: □ □ - □ □ C/W □ □ □

(CW IS THE LAST 3 DIGITS OF NUMBERS PRINTED ON THE REVERSE SIDE OF THE CREDIT CARD)

BALANCE OF PAYMENT: \$ _____

- Same as Credit Card above
- Invoice post event (For companies with existing credit arrangements only)
- Electronic Funds Transfer (Due 6 working days prior to function)
Bank: CBA BSB: 063 – 010 A/C no: 11355631
- Cash (Due 3 working days prior to function)
- Bank / Personal or company cheque (Due 6 working days prior to function)
- Other Credit Card (Due 3 working days prior to function)

Please note: There is a 2% Surcharge on both Visa and MasterCard payments over \$1,000

All American Express payments incur a 4% Surcharge

Authorised by:

Name _____ Signature _____
(Please Print)



State Tennis Centre Information & Terms and Conditions

1. Venue Hire

- 1.1 Facilities are available to any user as deemed appropriate by the Management of the State Tennis Centre (STC). Priority will be given to STC usage, related sporting-community organisations and STC sponsors.
- 1.2 The venue hire fee is inclusive of standard tables and chairs, lighting, air conditioning, normal cleaning (dusting and vacuuming) and ample free parking. If the building is left in an unclean state and extraordinary cleaning is required, all costs incurred will be included in the invoice or a cleaning surcharge of \$110 (Incl. \$10 GST) will be applied. (Additional charges may apply for furniture, crockery & cutlery, lighting hire for Show Court).

2. Booking Venues

- 2.1 Venue space will be held for 10 days for enquiries inside 30 days prior to event. For enquiries inside 30 days of the event, venue space will only be held for 3 days or up to 48 hrs prior to the event which ever comes first
A Deposit amount of \$500.00 will be requested along with a signed copy of the Confirmation Letter

2.2 Big Top / Marquee Bookings

Please note that the Big Top/Marquee is a unique venue and as such requires extra facilities to be added to your requirements to make your function successful. This includes but is not limited to extras such as portable toilets, fencing as per Liquor License requirements and Security, these charges will be on charged to the client, Please speak with the Functions Manager re costs

3. Final Attendance & Payment

- 3.1 Final payment representing the total cost less the deposit is due 3 full working days prior to the event unless alternative arrangements have been made with STC by ways of credit card guarantee or credit facilities
- 3.2 Should the client wish to pay by cheque the client also agrees to pay the full amount 6 working days prior to the event. In the event where the function is less than 5 working days the client agrees to supply a credit card as a guarantee.

Direct Debits are to be made payable:

**Tennis West
Bank: CBA
BSB: 063010
A/C no: 11355631**



4. Public Holidays

- 4.1 Full day venue hire rate applies for Friday, Saturday and Sunday night bookings and a 25% labour surcharge applies on public holidays.
- 4.2 An additional charge of \$165 (Incl. \$15 GST) per hour is applicable where functions continue after midnight.

5. Cancellation Policy

5.1 Notice of 60- 30 Days

50% of the full deposit will be reimbursed

5.2 Notice of 30 Days or Less

Due to costs incurred unfortunately no refund can be made

5.3 Notice of 10 Days or Less

Due to cost incurred, unfortunately no refund can be made. A further cancellation fee equal to 50% of the total value of the event will be made

5.4 Notice of 3 Working Days or Less

In the event of the cancellation made as late as 48 hours prior to the function the organizer will be charged the total quoted price of the function

6. Catering

- 6.1 Final numbers must be confirmed at least 5 working days prior to the function/event date. This number may be increased up to 24 hours prior to function, but cannot be decreased when catering has been ordered, once final confirmation has occurred
- 6.2 Service staff is required for functions where catering is ordered. Service staff will be charged at \$36.00 per hour
- 6.3 Should catering numbers be confirmed under 10 persons a surcharge of \$100.00 will apply.
- 6.4 **Please Note:**
Due to Health Regulations any Catering ordered through the State Tennis Centre is not permitted to be taken away at the completion of your Function



7. Self Catering

- 7.1 Self catering is available. A fee of \$150 will apply for bookings requiring the use of the kitchen area to provide private catering. (price includes use of kitchen. crockery, cutlery and glass wear).
Should the client require the STC to hire in extra of any of the above all costs involved will be paid for by the client
- 7.2 Clients who chose to provide their own Tea and Coffee supplies including milk and sugar, will be charged the following hire rates:
- 7.3
Urn - \$25, Cups & Saucers - \$1.50 per person (for 50 people or less)
Urn - \$25, Cups & Saucers - \$2.00 (for 50 people or more)

For clients who are providing the above but require a room set up by the STC a room set up fee of \$50.00 will apply

8. Decorations and Signage

- 8.1 All decorations, signage, exhibits, equipment and displays for the Event / Function (the "Material") must be approved by STC Management before being brought to the facility. All Material brought into the Facility by the Client or the Client's Associates shall be at their sole risk and must only be brought into and taken from the Facility and the Function Room at entry and exit points.
- 8.2 For all events plans must be approved by the Functions Manager in all matters of deliveries, set up and break downs.

9. Beverage Arrangements

- 9.1 As alcohol will be consumed under the provisions of the Liquor License that is attached to the State Tennis Centre and under our management, all liquor and other beverages can only be purchased through the State Tennis Centre. A comprehensive range of beer, wine, soft drinks and juices are on offer and management will make every endeavour to cater for individual requirements.
- 9.2 Service staff is required for bar service. Number of beverage staff depends on type of service required. Service staff will be charged at \$36.00.00per hour



10. Responsible Service of Alcohol

- 10.1 The Client acknowledges that the State Tennis Centre (STC) practices the responsible serving of alcohol in accordance with its obligations under its general liquor license. The Client agrees to comply and procure the compliance of its guests and invitees with the conditions of such liquor license and any request from STC Management limiting the serving and/or consumption of alcohol.
- 10.2 The Client also agrees to comply with and procure the compliance of its guests and invitees with the STC guidelines and protocols for the responsible use of alcohol, including those contained in the STC RSA Mission Statement and Protocol for private functions.

11. Responsibility for Persons Attending Event

- 11.1 The Client uses and occupies the Function Room at its sole risk and assumes full responsibility for conduct of the Clients Associates and all persons attending the Event and shall ensure that the event is conducted in an orderly manner. The client shall ensure that the Clients Associates and persons attending or associated with the Event will:-
- (a) comply with all applicable laws and all lawful directions given by STC Management (including compliance with non-smoking requirements)
 - (b) strictly comply with the Agreement (where applicable)

12. Indemnities and Insurance

- 12.1 The Client releases and indemnifies the State Tennis Centre, its employees, officers, contractors and agents from and against any loss, claim, demand, liability or damage whatever however arising (including liability or damage caused by any negligent act or omission) in connection with the Event (including, without limitation, in connection with the Theming and the Theming Equipment), except to the extent that such loss, claim, demand, liability or damage is caused by the STC.
- 12.2 If, in the opinion of the State Tennis Centre, the Client's proposed use of the Function area or any activity or matter in connection with the Event poses any particular, special, unusual or increased risk, STC Management may require the Client to take out and maintain public liability insurance (for a minimum amount as determined by the STC Management). In any case, STC Management strongly recommends the Client take out public liability insurance in connection with the Event.



13. Security and Charges

- 13.1 For functions that continue after 6.00pm and involve the consumption of alcohol, there may be a Security Surcharge of \$46.00/hour for every 30 persons for the duration of the function (at the discretion of STC Management).
- 13.2 If an event is booked and confirmed at 100 persons or more and alcohol is to be consumed then Security will be required, requirements are as follow:-
First 100 persons – 2 x Security, 1 x Security for every 100 per after,
please note that Security are required to be in attendance 30 minutes prior to commencement of function and 30 minutes after completion of function.
- 13.3 All charges for security will be charged to the client

14. Equipment Hire

- 14.1 The State Tennis Centre has a range of audiovisual equipment and conference aids for hire and can organize the hire of any additional equipment if required.
- 14.2 The hirer is responsible for any damage of equipment (including all hire equipment) and property of the State Tennis Centre.

15. No Smoking Policy

- 15.1 The State Tennis Centre and grounds are a smoke free environment. Users of the facility are not permitted to smoke cigarettes or any form of tobacco product within 20 metres of the Facility.