



Corporate Events and Functions – Terms and Conditions

Brookleigh Equestrian Estate · 1235 Great Northern Highway · Upper Swan · WA 6069
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- Bookings must be confirmed within 14 days of initial booking. Tentative bookings will be held for 14 days and will be automatically cancelled unless otherwise organised by Brookleigh.
- A non-refundable deposit of \$500.00 is required to secure your booking. Signed Terms and Conditions must be received with deposit, thus ensuring acceptance of Terms and Conditions.
- Please advise of conference room set up requirements, number of people attending, duration of occupancy and miscellaneous equipment requirements at least seven days in advance. With regard to catering estimated, final confirmation of people attending must be received no later than 14 days prior to your event and exact final numbers, menu and beverage choices with any dietary requirements should be provided no later than 7 days prior to the event. These numbers will form the basis for your billing account, and are not negotiable once finalised. All catering, staffing and equipment hire will be billed according to confirmed final numbers.
- Payment of all food costs, linen hire and ceremony fees must be paid 7 days prior to your event. All outstanding amounts, including drinks, must be made at the conclusion of your function. Please note we do not mail invoices, and receipts will only be issued once all accounts have been finalised.
- Social functions at Stewarts at Brookleigh require a minimum spend of \$8000.00 to ensure exclusive use of facilities and venue. If you do not require exclusive use of the restaurant, please contact our Events Department for more information. Minimum numbers required for a set menu function are 15, and minimum numbers for a buffet menu selection are 50.
- Any damage to any part of the property, facilities, equipment, fittings or surrounds caused by guests will be the financial responsibility of the organiser. Associated repair costs, or additional cleaning costs will be added to your final account. Under no circumstance is anything to be nailed, screwed, glued, stapled or attached in any way to any fixture on Brookleigh Estate.
- All reasonable care, and attention, will be taken by all staff at Stewarts at Brookleigh to ensure the safety of all guests and belongings; however we are unable to accept responsibility for any loss of, or damage to, belongings prior to, during, or after a function. We recommend guests organise their own adequate insurance.
- Conference Rooms: The client agrees to begin the function and vacate the designated function space at the scheduled times agreed upon. In the event a function should go beyond the agreed finishing time, Brookleigh reserves the right to impose a labour charge for each hour and part hours the function space is occupied.
- Restaurant: Please be aware that access to the Restaurant for private functions will not be allowed before 4pm on a Friday, Saturday or Sunday, due to busy service times in the restaurant. Deliveries will be accepted at any time with prior arrangement and approval. Venue Hire for the restaurant is until midnight and should you wish to extend your function time, you will be charged an additional \$200.00 per hour, or part thereof.
- Stewart's at Brookleigh operates on seasonal menu options, and while all care is taken, prices may be subject to change. Should this occur for any reason, you will be notified immediately, and necessary changes made to your contract and account.
- A 20% surcharge applies for events booked on public holidays.
- Please be aware animals and livestock are not permitted on the estate without the prior arrangement and approval of Brookleigh management. (Guide dogs and visual aid animals exempt).

- Should you require additional AV facilities to those provided at Brookleigh, feel free to use an outside provider. However we do request that you inform us of the AV requirements you have booked externally, so that we can assess any implications, including but not limited to power supply and gaining access to the rooms. The contractor must supply all trained operators competent to the task and accept liability for any damage or injury should an accident occur. All contractors must provide a copy of their public liability insurance 7 days prior to the event. It is the responsibility of the contractor to ensure safe working practices are performed.
- Whilst maximum care and attention will be undertaken by all staff at Stewart's at Brookleigh, we do not accept responsibility for adverse weather conditions, or for delays caused by clients or their guests. We suggest checking all details on your contract before signing off. Onus is on Event Organiser to work with Stewart's Function Co-ordinator to ensure arrangements and details are correct.
- Brookleigh Estate is a non-smoking venue. We have designated outside smoking areas, and we can arrange for these to be made available should you require.
- Our venue is fully licensed and therefore BYO is not permitted. Please note gifts of alcohol, or gifts containing alcohol or liqueur, are not permitted to be opened on premises. Persons under the age of 18 will not be served or supplied with alcohol, and proof of age identity may be requested. Stewarts at Brookleigh follows responsible service of alcohol guidelines, and reserve the right to refuse service to anyone including private function guests. Alcohol may only be consumed in licensed areas. Consumption in other areas must be pre-approved. Please advise your guests attending.
- All cancellations must be received in writing. All deposits are non-refundable.
- Stewart's at Brookleigh reserve the right to retrieve any estimated function costs, and associated administrative costs.
- Cancellation notice within 3 months will incur a 10% administration charge and no food and beverage cost.
- Cancellation notice within 1 month will incur administrative charges and 50% of food and beverage costs.
- Postponements of functions are subject to the same terms and conditions as cancellations.

CONTACT DETAILS

NAME & TITLE.....

COMPANY NAME.....

DATE OF FUNCTION.....APPROXIMATE NUMBER OF GUESTS ATTENDING.....

STYLE OF FUNCTION.....

PHONE NO..... FAX NO.....

MOBILE NO..... WORK NO.....

EMAIL

POSTAL ADDRESS.....

.....

DEPOSIT PAID YES NO DATE AMOUNT \$.....

I have read and understood all terms and conditions for functions to be held at Brookleigh.
By signing the terms and conditions I am accepting responsibility to abide by these terms.

SIGNED:.....DATE:.....

BROOKLEIGH SIGN.....DATE:.....