



# VENUE HIRE BOOKING FORM 2026

## Broome Fishing Club

Once completed, this form must be sent to: [manager@broomefishingclub.com.au](mailto:manager@broomefishingclub.com.au)

**Event Booking Date:** \_\_\_\_\_ of \_\_\_\_\_ of 20\_\_\_\_

### **Hirer Details:**

Full Name
Member Number (required):
Address (Street & Postal):
Email:
Mobile:

### **Event Hire Details:**

Function Description (e.g., wedding/ birthday): \_\_\_\_\_

Venue Opening time for Set-up: \_\_\_\_\_ am / pm

Approx. Number of Guests: \_\_\_\_\_

Event Start time: \_\_\_\_\_ am / pm

Event Finish time: \_\_\_\_\_ am / pm

### **Catering Information:**

### **Additional information or requests:**

Catering provided by *The Galley (Roey)*: Yes  No

Alternative Caterer Name: \_\_\_\_\_

Is there a bar tab? Yes  No

Tab limit: R\$ \_\_\_\_\_

**By signing you agree to accept the Terms and Conditions as described below.**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Name: \_\_\_\_\_

### **OFFICE USE ONLY:**

Full Rate paid on \_\_\_\_\_

\$500 Bond paid on \_\_\_\_\_

Bar Tab paid on \_\_\_\_\_



## TERMS AND CONDITIONS

### 1. Pricing and Booking Confirmation

Hire Option	Cost
Exclusive Club Hire (whole venue, all day)	\$1500*
Evening Hire (4pm–8pm)	\$1000*

\*Subject to review at the end of each year

**A \$500 refundable bond is required for all full venue hires** and must be paid prior to the event. This will be refunded following a satisfactory post-event inspection.

- No bookings are accepted on **public holidays**.
- Exclusive bookings are only available **Monday–Thursday** (staffing dependent) and **Saturday nights**.
- No exclusive bookings on **Fridays or Sundays**.
- If a booking is being made for the following year, the final price is subject to review.

### 2. Booking Process & Payment

- **Hire fees will be invoiced and must be paid prior to the event**, including any bar tab. Any unused portion of the bar tab will be refunded along with the bond.
- Preferred payment is by **EFT (Electronic Funds Transfer)**.  
Use your **name and event date** in the EFT reference.

EFT Details:

- **BSB:** 086835
- **Account Number:** 152078464

### 3. Cancellation Policy

**Peak Months: June, July, August, December**

- Cancel  $\geq$  6 months before: **Full refund**
- Cancel  $<$  6 months: **50% fee** retained
- Cancel  $<$  14 days: **Full fee** retained

**All Other Months**

- Cancel  $\geq$  3 months before: **Full refund**
- Cancel  $<$  3 months: **50% fee** retained
- Cancel  $<$  7 days: **Full fee** retained



#### **4. General Conditions**

- BFC operates under a **club liquor licence** and must comply with all regulatory requirements.
  - The committee may impose additional requirements (e.g. security, extended hours). Costs will be the responsibility of the hirer.

#### **5. Food Catering**

- Catering is required for all events.
- The BFC features a fully operational kitchen, The Galley, run by local favourite The Roey. The Galley offers an excellent catering menu for functions (sample attached), with flexible options that can be tailored to suit your event—providing a simple and seamless experience.
- External caterers may be engaged; however, please note that no kitchen facilities are available for external use.

#### **6. Security, Conduct, and Liability**

- **Security is required** for private evening functions with more than 100 guests.
  - A copy of the security contract must be submitted at least 2 weeks prior to the event.
- BFC reserves the right to:
  - Shut down an event if staff feel unsafe or laws/license conditions are breached;
  - Cancel events that could compromise club operations or reputation;
  - Refuse service to intoxicated patrons or who otherwise may be in breach of the Liquor Control Act 1988.
- The hirer is responsible for guest conduct and liable for **any damage** caused.
- Children must be **supervised at all times** and are not permitted within **1 metre of the bar**.
- **Smoking** only in designated outdoor areas. **A \$200 cleaning fee applies if butts are not cleaned up.**
- BFC is not liable for **loss or damage** to personal items or merchandise.

#### **7. Liquor Licence Trading Hours**

<b>Day</b>	<b>Hours</b>
Mon–Wed	2:00pm – 10:00pm
Thurs–Fri	2:00pm – 12:00am (midnight)
Saturday	12:00pm – 12:00am (midnight)
Sunday	12:00pm – 10:00pm



- Extended hours require a special permit (min. 1 month notice) – Hirer is responsible for covering any extra costs.
- Not available on **Christmas Day, Good Friday**, or before **12pm on ANZAC Day**.

### **8. Facilities and Equipment**

- Hire includes access to **tables and chairs**.
- BFC does **not** provide cutlery, crockery, or glassware (excluding bar glassware).
- External caterers may be used but **cannot access the kitchen**. Fridge space is limited.

### **9. Decorations & Entertainment**

- Decorations must not be **nailed, screwed, stapled, or glued** to any surface.
- No confetti or rice allowed. Cleaning/repair costs will be deducted from the bond.
- All decorations must be removed by **10am the following day**.
- You may choose your own entertainment. Sound system available for hire.

### **10. Function Appointments & Final Details**

- Arrange a planning visit **6–8 weeks prior** to your event with the manager, to discuss your arrangements for the event. Appointments must be scheduled within BFC operating hours.
- Final guest numbers and details must be confirmed **14 days prior** to ensure that we can provide you with adequate resources.