



VENUE HIRE BOOKING FORM 2024 BROOME FISHING CLUB

This form must be submitted to
manager@broomefishingclub.com.au

We are delighted that you have considered the Broome Fishing Club (the club) for your event. Please complete the details below and read the terms and conditions on the following pages. Please note exclusive bookings will only be considered for Monday – Thursday (only if staffing permits) and Saturday nights i.e., no exclusive bookings will be considered for Fridays or Sundays. Please complete as much information as you can on the form below. If you have questions, please contact the manager by the email above.

Full Name (Hiree)				Member number (essential)
Address Street and Postal				
Email				Mobile
Date of Function		Time to start	Finish time	
Function type i.e. wedding/ birthday				
Approximate number of guests	Set up Time			
Catering information	TAB limit		Need fridge space YES NO	Need bain marie YES NO
Sound system	YES	NO	Signature	
Terms and condition read and agreed to: YES NO				

Additional information or requests

TERMS AND CONDITIONS

Please read the following to ensure the smooth running of your event.

Pricing Please refer to the table below for a breakdown of the pricing structure. Once your booking request is received confirmation will be provided with a notification of payment required. You will also receive an invoice for payment from our accountant.

Broome Fishing Club Function Hire Costs	
Exclusive Club Hire (this does not include food or beverages) Access to whole venue on day of event. Decorations etc have to be removed by 10am following day.	\$1500*
Evening club hire (e.g. 3pm – 8pm, finish no later than 9pm)	\$1000
Evening club hire for smaller groups (max. 100 ppl)	\$700
Security \$85 per hour (ph) per officer (po)	\$85 ph po*
Club sound system	\$150

*subject to change

All full venue hire require a \$500 Bond to be paid on the day of the event. Bond will be returned after inspection.

Public Holidays

Please note that we don't take bookings on public holidays.

Confirmation of booking

Confirmation will be provided once a non-refundable \$100 deposit is received. Cancellations will incur loss of this fee.

Payment

Hire fee will be invoiced. Bar tab payment via EFT is preferred, can be invoiced if necessary.

When making a payment please ensure you clearly mark your name and the booking date in the description area and inform the manager that hire fees have been paid. You will receive an invoice with these payment details.

Broome Fishing Club

BSB – 086835 Account Number - 152078464

Cancellation

For events booked **June, July, August or December** a cancellation 6months or more before the event you'll receive a full refund (minus the \$100 deposit). Cancellation less than 6 months before the event results in loss of 50% of the hire fee (= \$750). Cancellations less than 14 days before the event result in loss of full payment (= \$1500).

For events **not** booked for above months a cancellation 3months or more before the event you'll receive a full refund (minus the \$100 deposit). Cancellation less than 3 months before the event results in loss of 50% of the hire fee (= \$750). Cancellations less than 7 days before the event result in loss of full payment (= \$1500).

General – the club is the holder of a full club licence and will need to meet all the requirements to meet its regulatory obligations.

At its discretion the committee or management may require additional terms for any event which could include private qualified security personnel and extended hours licences. Costs associated with these special terms will be the responsibility of the hirer.

Conduct, Security and damage to property

- Security is required for private evening bookings with more than 100 people in attendance. The Broome Fishing Club can arrange for security at a cost (see prices above). The requirement of a security officer is at the discretion of the manager. The hiree can purchase their own security. If this is arranged a copy of the contract between the hiree and the security firm must be supplied to the manager at least 2 weeks prior to the event.



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BROOME FISHING CLUB

- The Broome Fishing Club reserves the right to shut down a function if the Hiree or their associates threaten, abuse or make Broome Fishing Club staff feel unsafe or if the Hiree or their associates conduct themselves in a manner that breaks the law or contravenes the Fishing Clubs Code of Conduct or Code of conduct.
- The club reserves the right to cancel any event or function without liability if it has reason to believe that the event/function (or continuance of the event/function) will compromise the smooth running of the club or the club's reputation. enquiries@broomefishingclub.com.au
- The club reserves the right to refuse service to any patron that is intoxicated or who otherwise may be in breach of the Liquor Control Act 1988.

- The Hiree will cause the event to be conducted in a manner conducive of the best interests of the club and in line with reasonable directives made by the club. The Hiree will continue to liaise with the manager during the course of the event or function.
- The Hiree must ensure that children are supervised by an adult at all times. Children are not permitted within a meter of the bar service area.
- Smoking: The club room is a non-smoking venue and smoking is only permitted at outside designated areas. **All cigarette butts are to be removed or a cleaning fee of \$200 will be invoiced.**
- The Club is always extremely careful when looking after people and their belongings; however, we cannot take responsibility for damage or loss of BFC merchandise or belongings left on the premises, prior to, during or after the function. Unfortunately, accidents do happen and we must specify that any unnecessary damage to the Broome Fishing Club property during an event becomes the financial responsibility of the hiree.
- The Hiree accepts full responsibility for the conduct of all guests and undertakes that in the event that a guest does damage to the club property, then proper restitution is made. The hiree is liable to pay all costs associated with any damage caused to Broome Fishing Club land or its property by the Hiree or its associates. These extra costs will be invoiced.

Beverages

The Broome Fishing Club has an extensive range of beverages that are available for functions. The list will be provided by the manager upon request. Specific requests may be provided, if enough notice is given to the manager. Payment for beverages can be done per individual purchase or via bar tab. Notice must be provided at time of booking.

Liquor Licence Trading Hours

Monday to Wednesday 2.00pm to 10.00pm

Thursday and Friday 2.00pm to 12 midnight (no exclusive bookings on Friday nights)

Saturday – 12 noon until 12:00 midnight

Sunday – 12 noon until 10:00pm (no exclusive bookings on Sunday nights)

For times outside of these hours an extended trading permit will be required for your function. At least one month's notice is required, and the additional costs are the responsibility of the hirer. No trading is permitted on Christmas Day, Good Friday or before noon on Anzac Day

Equipment

Venue hire is inclusive of chairs and tables. This does not include cutlery or crockery or glasses except for those used through the bar. Private catering companies can assist you with crockery, cutlery, glasses and chair and table decorations.

Catering

As kitchen situation at the club changes once in a while we recommend organising external catering.

Our kitchen facilities cannot be used by external caterers however. There is always space in our fridge though.

Decorations

The venue can be decorated by you to your personalised colour scheme or theme. Please note that nothing is to be nailed, screwed, stapled or adhered to any wall, door or surface of the building. The manager must approve all signage in the public areas. Confetti and rice are not permitted anywhere within the buildings or grounds. If cleaning or repairs are required payment will be taken from the Bond and additional costs invoiced to the hiree.

Entertainment

You are most welcome to choose your own entertainment however should you need any advice we would be happy to assist. The Broome Fishing Club has a sound system if this is required for your event (costs as per prices table).

Music to be provided by hirer.

Function Appointments

It is advisable to finalise all arrangements, including club membership, room layout and beverage requirements etc. approximately 6-8 weeks prior to your function date and it is recommended that you make an appointment with the manager to come down and have a look at the site and discuss your particular arrangement. These appointments will be made when the Club is open.

Final Attendance Numbers

The expected number of guests attending the function is required on the booking form. Final confirmation is required no less than fourteen (14) days prior to the event. This is to ensure that we can provide you with adequate resources and staff to provide you with the best possible experience.