



VENUE HIRE BOOKING FORM 2026

Broome Fishing Club

Once completed, form must be sent to 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:

Is food being provided? Yes ☐ No ☐

Require use of Bain-marie? Yes ☐ No ☐

Require fridge space? Yes ☐ No ☐

Tab Limit: R\$ _____

Additional information or requests:

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 every end-of-year*

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

- 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 need to be paid prior to the event, including bar tab.** Any unused portion of the Bar Tab will be refunded with the Bond refund.
- 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 license** and must meet all regulatory obligations.
- The committee may impose additional requirements (e.g. security, extended hours). Costs will be the responsibility of the hirer.

5. Security, Conduct, and Liability

- **Security is required** for private evening functions with over 100 guests.
 - You must submit a copy of the contract 2 weeks before 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.

6. Liquor License Trading Hours

Day	Hours
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**.

7. Facilities and Equipment

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



8. 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.

9. 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. These appointments to be made 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.