



VENUE HIRE BOOKING FORM 2025

Broome Fishing Club

Once completed, form must be sent to manager@broomefishingclub.com.au

Event Booking Date: _____ of _____ of 20____

Client 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: _____



TERMS AND CONDITIONS

1. Pricing and Booking Confirmation

Hire Option	Cost
Exclusive Club Hire (whole venue, all day)	\$1500*
Evening Hire (3pm–8pm, max 9pm finish)	\$1000*

**Subject to review every end-of-year*

A \$500 refundable bond is required for all full venue hires. 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

- A **non-refundable deposit of \$100** is required to confirm your booking.
- 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** (minus deposit)
- Cancel $<$ 6 months: **50% fee** retained
- Cancel $<$ 14 days: **Full fee** retained



All Other Months

- Cancel \geq 3 months before: **Full refund** (minus deposit)
- 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).
- 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.

OFFICE USE ONLY:

Venue Hire Form accepted: Yes ☐ No ☐ Date: _____

\$100 Deposit has been paid: Yes ☐ No ☐ Date: _____

\$500 Bond has been paid: Yes ☐ No ☐ Date: _____

Full Rate has been paid: Yes ☐ No ☐ Date: _____

Bar Tab has been paid: Yes ☐ No ☐ Date: _____