We are delighted that you have considered the Broome Fishing Club (the club) for your group event or activity. 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 and Saturday nights ie 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 secretary by the email above.

**This is not the booking form for exclusive events**

**Please note: Our venue is usually closed by 8.30pm. If your event is expected to finish after 8.30 pm $100 per hour will be added to your Bar tab.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Full Name (Hiree) |  | | Member Number (essential) | | |
| Address Street and Postal |  | | | | |
| Email | | | | | Mobile |
| Date of Function |  | Time to start | | | Finish time (see note below) |
| Function type ie wedding/birthday |  | | | | |
| Approximate number of guests |  | Set up Time | | | |
| Catering information | TAB limit | Set menu cost pp | | Platters total cost | |
| Terms and condition read and agreed to: YES NO | | Signature | | | Date |

# Additional information or requests

**TERMS AND CONDITIONS**

Please read the following to ensure the smooth running of your group booking or activity

## Confirmation of booking

### Confirmation will be provided from [manager@broomefishingclub.com.au](mailto:manager@broomefishingclub.com.au)

**Payment for platters and set menus are required at least 7 days prior to the event**

Payment via EFT is required unless previously agreed to by the Secretary. When making a payment please ensure you clearly mark your name and the booking date in the description area and inform the secretary that hire fees have been paid. You will receive an invoice with these payment details

#### Broome Fishing Club

**BSB – 086835 Account Number - 152078464**

**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.***

***The following rules of our licence are important to know. You and your guests are expected to follow these rules.***

If your event does not include the purchase of a meal your guests can only be supplied liquor through a TAB that you are providing for. Guests (unless they are a member) cannot purchase their own drinks. If your event includes a meal then your guests can purchase their own drinks.

Ie as per licencing rules

In respect to the sale and supply of liquor, liquor may only be sold and supplied to:

* A member holding a private function at the club with an unlimited number of guests, if the sale of liquor is at the expense of the member (i.e. guests cannot purchase their own drinks).
* A member and the guests of that member (without limitation to number) can be served liquor ancillary to a meal supplied by the licensee club.

## Conduct, Security and damage to property

* Security is required for all evening private bookings with more than 80 people in attendance. The Broome Fishing Club can arrange for security at a cost as per prices above. The requirement of a security officer is at the discretion of the Broome Fishing Club committee. If the committee require you to have a security officer present 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 secretary at least 2 weeks prior to the event.

* 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 Club’s restricted licence conditions or code of conduct.
* The Hiree assumes 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 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 clubs on duty approved manager during the course of the event or function.
* The club reserves the right to cancel any event or function without liability if it has reason to believe the event/function (or continuance of the event/function) will compromise the smooth running of the club, its security or reputation.
* 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 will be taken from the Bond**.
* The Club is always extremely careful when looking after people and their belongings; however, we cannot take responsibility for damage or loss of merchandise 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 must pay all costs associated with any damage caused to Broome Fishing Club land or its property by the Hiree or its associates. These costs may be removed from the Bond and extra amounts will be invoiced.

## Beverages

The Broome Fishing Club has an extensive range of beverages that are available for functions. The list can be provided by the secretary upon request. Specific requests may be provided, if enough notice is given to the secretary.

## 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.

## Catering

The Broome Fishing Club employs a Chef who can cater for all functions. Guides for our catering options include Buffets, Set menus and Platters Please review our catering options on our website or discuss options with the Secretary.

## Decorations

The function 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 Secretary 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

Unless the Club has its own entertainment on the night of your event, 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 (Cost $150) Music to be provided by hirer.

**Bouncy Castle and Playground.**

Parents are at all times responsible for the care and supervision of their children whilst playing on the playground, bouncy castle or around the grounds of the fishing club.

## Function Appointments

It is advisable to finalise all arrangements, including club membership, room layout and beverage requirements etc. approximately 2 weeks prior to your function date and it is recommended that you make an appointment with the Secretary 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.