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 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.

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Full Name (Hiree) |  | | | | | | Member number (essential) | |
| Address Street and Postal |  | | | | | | | |
| Email | | | | | | | Mobile | |
| Date of Function |  | | | | | Time to start | Finish time | |
| Function type ie wedding/birthday |  | | | | | | | |
| Approximate number of guests |  | | | | | Set up Time | | |
| Catering information | Buffet cost pp | | | | | Set menu cost pp | | Platters total cost |
| Sound system | YES |  | NO |  |  | Signature | Date | |
| 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 or group booking

**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) | $1500 |
| Security $69 per hour (ph) per officer (po) | $75 ph po |
|  |  |
| Buffet costs per person | $pp |
| Set menu costs per person | $pp |
| Platters total cost | $pp |
| Club sound system | $150 |
| Additional requests |  |
| Additional requests |  |
| Additional requests |  |
|  |  |

## All full hire and event bookings require a $500 Cash Bond to be paid on the day of the event or in the week preceding the event. A receipt will be issued and the Cash Bond will be returned after inspection.

**Public Holidays**

Please note that a 20% surcharge is applicable to the hire fee (not the bond) on public holidays.

## Confirmation of booking

### Confirmation will be provided once payment is received in full. Cancellations will incur loss of this fee**.**

**Payment**

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.***

## 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 will be provided by the Bookings Officer upon request. Specific requests may be provided, if enough notice is given to the Bookings Officer. 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

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. Bamboo and cardboard (or disposable) crockery and cutlery will be provided.

## 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

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 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.