



# ROOM HIRE

## *Includes*

- Wireless internet access
- Lectern with microphone
- Projector screen
- AV music connection

Room Capacities	Function Room Types				
	Boardroom	Black Marlin Room	Manta - Ray room	Blue Fin Suite	Blue Fin Extended
Theatre	55	120	180	n/a	n/a
U' Shape	25	40	60	n/a	n/a
Classroom	24	80	100	n/a	n/a
Cocktail	50	150	250	300	n/a
Banquet	40	88	130	150	250
Buffet	n/a	70	110	140	200

## ROOM HIRE RATES

- Boardroom      \$250
- Black Marlin Room      \$350
- Manta-Ray Room      \$400
- Blue Fin Suite      \$500
- Blue Fin Extended      \$750



## Terms and Conditions

Listed below are some important points to be aware of when booking your Event with The Blue Fin Fishing Club. We ask that you take the time to review the terms and conditions below and should you have any questions please do not hesitate to contact us.

\*Tentative Bookings – We will happily hold a tentative booking for your Event for a period of 3 working days, after which time a deposit will be required to confirm your booking. Should a deposit not be forthcoming during this time The Blue Fin Fishing Club reserve the right to cancel the booking, without notice.

\*Payment Schedule – For your Event to be confirmed the deposit must be paid and a signed copy of these T&C's must be completed within 2 business days of booking your Event. It is a requirement of The Blue Fin Fishing Club that the full amount of your Event is to be paid in full 2 weeks prior to the Event.

Payments can be made by Cash, Visa, MasterCard or Direct Debit

Direct Debit:

Account Name: The Blue Fin Fishing Club

Bank: Westpac

BSB Number: 034043

Account Number: 140252

Please forward a copy of the Bank remittance upon transferring fund for reconciliation to the following email address.

[accounts@bluefinfishingclub.com.au](mailto:accounts@bluefinfishingclub.com.au)

Cancellation – should you be forced to cancel your booking with us the following cancellation policy will apply?

- \* Cancellation up to 2 months prior, full refund of deposit.
- \* Cancellation less than 2 months prior, full refund of deposit only on successful rebooking of the space.
- \* Cancellation 14 days prior, client will forfeit Deposit.
- \* Cancellation 7 days prior, the client will be required to make payment of 100% of anticipated costs.

NB – a variation to these conditions applies for wedding functions (please consult your function coordinator).

\* Final numbers/Minimum spend - minimum guest numbers will be required no later than 14 days prior to the event date after which time only increases of 10% in guest numbers will be accepted. Minimum spend applies to all functions (stipulated by your Function Manager). Additionally total minimum food and beverage spends are applicable for the following:

Final details – in order to allow us to plan for your event, catering arrangements (food & beverage), running schedule and room set up details will be required 14 days prior to the event date, only a slight increase of 10% in final numbers can be made, all other details are locked in and will not be altered.

\* Function Charges – any cost incurred during your function must be finalized before leaving the venue.

\* Damages – General and normal cleaning is included in the room hire cost, should additional cleaning be required as a result of your function additional charges will be the responsibility of the client. As a condition of booking, it is expected that the client (and its guests) conduct the event in an orderly manner. Blue Fin reserve the right to intervene if activities are considered illegal, noisy or offensive. No items are to be affixed to any part of the property without prior permission. Blue Fin reserve the right to bill the client for any damages caused within the room or the wider club as a result of its event. Where management deem it necessary, certain events may require additional security with all costs to be borne by the client.

\* Indemnity - Blue Fin will take all reasonable care with client/guests and third party property, however will not accept any responsibility for damages to, or loss of items whilst within the venue. Where matters beyond the control of Blue Fin impair or prevent them from performing its obligations to the client, Blue Fin (its management and staff) will be released from all liabilities.

\*Responsible Service of Alcohol – management reserves the right to refuse service of alcohol to guests it considers to be under age, intoxicated or behaving in an offensive manner. Management reserves the right to intervene if functions



activities are considered illegal, noisy or offensive. All guests under the age of 18 years must be accompanied by a legal guardian at all times.

\*We reserve the right to stop any activity which we reasonably believe is likely to cause damage to the interior of our venue or to risk the safety of people at the venue, and we will not tolerate abusive behaviour by guests to any other guests or members of staff. We reserve the right to remove any persons acting inappropriately from the event.

\*Only food and beverage purchased through this venue may be consumed within the venue. The Function Host and / or their guests are not permitted to bring external food and or beverages into the Club for consumption unless authorised by the Venues Function Coordinator.

• Authorisation for a celebration cake must also be discussed with the Function Coordinator prior to Event. Cutting and bagging of cakes (if bags supplied) will be free of charge, however if there is requirement for the cake to be cut, plated and served a \$2.00 surcharge will apply.

\* Children under 18 – must be accompanied by parent or guardian for the duration of the function and vacate the premises by 10pm.

\* Entertainment – Management reserves the right to control the quality, style and volume of any entertainment booked.

\*Large Events, 18<sup>th</sup> and 21<sup>st</sup> Birthday parties will require Security Guard/s. This is at the cost of the Client. All details are available from our Function Manager.

\* Prices/Surcharges – prices quoted are current however subject to change without notice. A surcharge applies to function held on Sundays and Public holidays

\*\_Room Allocation – Should guest numbers decrease significantly from the minimum numbers advised, Blue Fin reserves the right to re-allocate the function to a more appropriate area. The client agrees to commence and conclude the function at the scheduled times agreed upon.

\*Linen Hire – Any Linen Table clothes or Linen Napkins will be at the cost to the Client. Please see Function Manager for this price.

\*We regret that, other than Guide Dogs, hearing dogs and other assistant dogs, no pets are allowed in the venue.



## Function Booking Form

To confirm your booking, we ask that you read and sign below and return within 5 days of making your booking.

Your booking will be confirmed on receipt of this form together with your Deposit. By signing below you acknowledge acceptance of the booking Terms and Conditions.

Signature:  Booking Reference:   
Printed Name:  Date:

### Client Details

Client Name:  Company Name:   
Postal Address:   
Mobile:  Alternate Number:   
Email:

### Function Details:

Date of Event:  Room Required:   
Arrival Time:  Departure Time:  Guest Numbers:   
Menu Selected:

### Payment Details:

Deposit: \$  ( ) MasterCard ( ) Visa ( ) Direct Deposit ( ) Cash

Card Holders Name:

Card Holders Signature:

Card Number:  Expiry Date:  CCV

Direct Debit. Please forward a copy of the Bank Remittance upon transferring funds for reconciliation to the following email.

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Account Name: The Blue Fin Fishing Club

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