

FREMANTLE DOCKERS MEETING ROOMS BOOKING FORM



Our facilities feature:

- Located within the Fremantle Dockers Training and administration facilities in Cockburn Central
- Ability to hire state of the art AV equipment or bring your own
- Rooms to cater for small meetings, high end board meetings or large group sessions
- Catering options available through Beaumonde Catering

Ph: (08) 9433 7108

Email: jade.holmes@fremantlefc.com.au

Address 31 Veterans Parade, Cockburn Central WA 6164

Website: www.fremantlefc.com.au

ROOM HIRE	CAPACITY	PER/HR	PER/DAY
Fremantle Dockers Boardroom	Seats 15	\$100	\$400
Harbour Masters Meeting Room	Seats 10	\$40	
Sirens Meeting Room	Seats 8	\$30	
Meeting Room 2	Seats 8	\$30	
Full Corporate Suite (3 meetings rooms & boardroom)	Up to 41	N/A	\$600
Lecture Theatre	Seats 93	\$100	\$700

Prices include GST

ROOM EQUIPMENT HIRE
Bring your own device to plug into AV – Note it is recommended to bring adaptors to suit HDMI input
Meeting Room Data Projector (Included in room hire)
TV projection (Included in room hire)
Video Conferencing (\$50)
Electronic Whiteboard (\$30)
Lecture Theatre Data Projector (\$30)

CATERING
Catering can be provided for your meeting through Beaumonde Catering
Catering ranges from buffet breakfast, morning teas to corporate lunches and dinner menu options
Contact: Sales and Events Team Beaumonde Catering 08 9377 2947 www.beaumontecatering.com.au



Lecture Theatre



Sirens Meeting Room



Boardroom



Full suite of rooms



Proud Major Sponsors

FREMANTLE DOCKERS MEETING ROOMS BOOKING FORM



**FREMANTLE
DOCKERS**

The Fremantle Dockers meeting rooms are in demand. To ensure a room is available for your meeting please book ahead using this form. Payment in full by credit card is required to secure all bookings.

Operating hours for bookings is strictly 9am – 5pm, Monday to Friday. Additional time must be paid for by credit card on the day of the meeting.

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BOOKING FORM/TAX INVOICE – PLEASE RETAIN A COPY FOR YOUR RECORDS

To book a meeting room please fill in the following booking form and return to jade.holmes@fremantlefc.com.au

This form is for the purpose of registering your interest in hiring a venue with the Fremantle Dockers Football Club. Submission of this form does not, in any way, guarantee your booking. The Fremantle Dockers Football Club has the right to determine whether the type of event is in the best interest of the club. Any information regarding the availability or cost of Casual Venue hire given prior to the assessment of any application is an indication only and is not an assurance of approval.

CONTACT DETAILS

First Name*	Surname*	
Organisation*	Position	
Email*		
Address*	Postcode*	
Mobile*	Phone*	Driver Licence Number*

BOOKING DETAILS

Date required: _____

Time required: Start time: _____ End time: _____

Room required: _____ Number of people attending: _____

Type of Event (eg Board meeting, Seminar etc): _____

AV required: Yes (FFC will call you to confirm details) No

Catering required: Yes (Contact Beaumonde Catering to confirm details) No

ALL BOOKINGS MUST BE ACCOMPANIED BY FULL PAYMENT – NOTE: \$100 bond will be held against your credit card and only charged if a Bond Deduction is required due to mis use

Total amount \$

Amex (3% Surcharge) Mastercard (1% Surcharge) Visa (1% Surcharge)

Card Number Expiry Date CVV

Name on card _____ Signature of cardholder _____

CANCELLATIONS: Cancellations must be made in writing, more than 48 hours before the booking time. Cancellations made with less than 48 hours' notice will be charged at 50% of the room booking fee.

OFFICE USE ONLY

Booking Date:

Booking Ref:

Invoice No:

FREMANTLE DOCKERS MEETING ROOMS

CONDITIONS OF HIRE



1. Applications/Bookings

- 1.1 All applications must be on the official application form.
- 1.2 Applicants must be 18 years or over and able to produce a valid WA driver's license, passport or proof of age card.
- 1.3 All bookings are to be confirmed in writing a minimum of 2 weeks prior to the booking date and up to 12 months in advance.
- 1.4 Fremantle Dockers reserves the right to cancel any booking for business or due to unforeseen circumstances.
- 1.5 All hire will be a minimum of one (1) hour with 1 hour increments allowed thereafter.
- 1.6 It is recommended to allow 30mins for setup and pack up prior and post event.

2. Charges

- 2.1 All times booked will be paid for including setting up and cleaning up of facility.
- 2.2 Costs of hire and bonds are in accordance with the current Fees and Charges set by the Fremantle Dockers Football Club.
- 2.3 Cancellations made less than one week before the hire date may forfeit the full hire charge.
- 2.4 The hirer may make application for a transfer to another date without forfeit depending on circumstances and the availability of the facility.
- 2.5 All prices include GST

3. Bonds

- 3.1 A bond of \$100 will be applicable to all bookings and held against a credit card. No deduction of bond will be made unless the following occurs
- 3.2 Damage to the building or equipment.
- 3.3 Breach of the Conditions of Hire.
- 3.4 Any false or misleading information is given regarding the nature of the booking.
- 3.5 The hirer will be liable for costs for damage etc. in excess of the bond deposited.
- 3.6 For any breach of the Conditions of Hire there will be a deduction of all or part thereof from the bond paid at the discretion of the authorizing officer.
- 3.7 Any administration costs incurred by the Club addressing anti-social behaviour at functions or during general hire will incur a fee.

4. Restrictions

- 4.1 Decorations such as balloons or streamers are permitted provided they are cleaned away at the end of the function including the tape/string.
- 4.2 All deliveries and collections to the venue are to be included in the agreed time.
- 4.3 It is imperative that the hirer must not enter the facility before or after times booked and paid for.
- 4.4 Booking set up and clean up time is to be included with the time booked and paid for

5. Fremantle Dockers Responsibilities

- 5.1 The Fremantle Dockers will take every reasonable care and precaution to ensure that all utilities, services and equipment are in proper working order, but will not accept responsibilities for breakdowns beyond their control.
- 5.2 The Fremantle Dockers will make every effort to provide the hirer with a clean and tidy facility.
- 5.3 The Fremantle Dockers is not responsible for any damage, theft or loss of items belonging to or the responsibility of the hirer.
- 5.4 Fremantle Dockers Football Club will setup the room as per booking request.
- 5.5 Any assistance for audio visual outside operating hours will attract extra charges.
- 5.6 Fremantle Dockers Football Club will provide appropriate instructions/procedures for audio visuals/equipment in the room.

6. Hirers Responsibilities

- 6.1 Liquor License for the facility is held by Beaumonde catering. Therefore, any consumption of liquor requires approval.
- 6.2 All liquor must be served and sourced through Beaumonde catering.
- 6.3 Under no circumstances is there no filming of the Fremantle Dockers training permitted.
- 6.4 Fremantle Dockers Football Club reserved the rights to forfeit the full hire charge.
- 6.5 Must maintain appropriate Public Liability Insurance

7. Cleaning

- 7.1 At the conclusion of the Booking the hirer shall:
- 7.2 Leave the entire building in a clean and tidy condition.
- 7.3 Place all rubbish in bins.
- 7.4 Wipe down chairs with the cleaning product provided in the room.
- 7.5 It is the responsibility of the hirer to remove all excess rubbish from the premises.
- 7.6 All unused food, drinks & ice must be removed from the premises.

8. Keys/Security

- 8.1 All keys/cards will be provided by Fremantle Dockers Football Club. Swipe cards are available 8.30am – 4.30pm Monday – Friday.
- 8.2 Keys/cards are to be returned prior to 4.30pm the next working day or at an agreed time.
- 8.3 Regular users may apply to hold their own key/card.
- 8.4 Loss of swipe card must be advised ASAP to Fremantle Dockers Football Club.
- 8.5 A loss swipe card may be imposed to \$50.

9. Disputes

- 9.1 Any disputes concerning bond refunds or complaints must be made in writing and marked: Attention Manager Strategic Projects & Facilities Manager. Please email jade.holmes@fremantlefc.com.au