

Venue Hire – Albrecht Oval

Bill Waudby Pavillion

Applicant Details		
Name of Applicant		
Name of Organisation		
Organisation Address		
Contact Email		
Contact Mobile		
Event Description		
Date Required	Start Time	Finish Time

☐ **Current copy of Public Liability Insurance attached? (min of \$20m)**
(Applications are not valid without providing a current copy of your policy)

ASTC supports the elimination of Single Use Plastic (SUP) items from its services, programs, events and facilities. SUPs – including cups, straws, cutlery, and take away food containers – are not to be used on Council land or within its facilities.

Declaration:	
<i>I confirm that I have read, understood, and accept the Conditions of Hire and General Information, as provided with this application form.</i>	
Applicant Signature	Date
<i>Please allow two (2) weeks for your application to be processed</i>	

Office Use Only	
Approved: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Full Name and Position	
Fee \$	
Receipt No.	
Signed	Date:

General Information, Conditions & Fees of Hire

General Information, Conditions & Fees

1. The Hirer is responsible for:
 - a. Leaving the facilities in a clean and tidy condition after use.
 - b. Exercising all reasonable care of the equipment and facilities, and immediately reporting any damage or malfunction.
2. Hiring times to be strictly complied with. Prior access for setup or delivery of goods may be treated as additional hiring time and charged accordingly.
3. All keys are to be returned to the Civic Centre Customer Service team on the first working day after the conclusion of the hiring period.
4. Hiring fees are payable in advance unless by special arrangement approved by the Chief Executive Officer.
5. Fee exemptions or discounts on the scheduled hire fees may be provided only with the approval of the Chief Executive Officer.
6. All applications for Liquor Licences made to the NT Liquor Commission in relation to activities associated with this application, require the consent of Council as the owner / controller of the venue.
7. Council reserves the right to refuse or cancel an application.

Category	Terms	Rate (inclusive of GST)
All Users	Per day	\$231.00
Cleaning and security deposits (Refundable) all facilities (<i>GST applies to forfeiture of deposit</i>)		\$390.50
Key deposits - All facilities (Refundable) (<i>GST applies to forfeiture of deposit</i>)		\$220.00

Please submit your completed form:

By email: astc@astc.nt.gov.au

By post: Alice Springs Town Council
PO Box 1071
Alice Springs NT 0871

In person: Civic Centre Reception
93 Todd Street
Alice Springs NT 0870

For assistance with your application, please call Council's Customer Service team on (08) 8950 0500