

# Venue Hire – Andy McNeill Room

<b>Applicant Details</b>		
Name of Applicant		
Name of Organisation		
Organisation Address		
Contact Email		
Contact Mobile		
<b>Venue Hire Details</b>		
Date Required	Start Time	Finish Time
Purpose of Hire		
Will an Entry / Attendance Fee be charged for the event? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Will this be a recurring hire? <input type="checkbox"/> No <input type="checkbox"/> Yes – if yes, 3 (three) months advance notice is required.		
Weekly / Monthly on	Start Time	Finish Time
<b>Declaration</b> <i>**please ensure you have read and understand the Conditions of Hire before signing</i>		
I confirm that I have read, understood, and accept the Conditions of Hire and General Information, as provided with this application form.		
Applicant Signature		Date

Office Use Only				
RECEIVING OFFICER		DATE R'CD	REDUCTION APPLICATION R'CD <input type="checkbox"/> YES <input type="checkbox"/> NO	APPROVED <input type="checkbox"/> YES <input type="checkbox"/> NO
PAYMENT METHOD		RECEIPT		
ACCOUNT		INVOICE	NAR	
TYPE	CATEGORY	PER HALF DAY (4 hrs)	PER FULL DAY	\$ FEE CHARGED
19/21	DAYTIME Non-commercial: 8am-5pm	\$299.30	\$528.10	
20/22	DAYTIME Commercial: 8am-5pm	\$330.20	\$599.70	
31	EVENING Non-commercial: 5pm-11pm	\$299.30		
30	EVENING Commercial: 5pm-11pm	\$330.20		
402	KEY DEPOSIT (Evenings & Weekends)	\$209.40		
402	DEPOSIT – cleaning, security, equipment (ALL)	\$371.70		
27	ALARM VIOLATION FEE	FORFEIT DEPOSIT		
TOTAL				

# General Information & Conditions of Hire

## General Conditions of Hire

1. The Hirer is responsible for:
  - a. Setting up the room.
  - b. Leaving the facilities in a clean and tidy condition after use.
  - c. Taking reasonable care of the equipment and facilities, including window blinds, and reporting any damage or malfunction. Should any damage or loss occur as a result of negligence by the hiring party, they will be invoiced for the full replacement value of the item(s).
  - d. Sticky tape, Blu Tak and pins are not permitted to be used on walls.
2. Hiring times are to be strictly complied with.
3. Prior access for setting up, or delivery of goods, will be treated as additional hiring time and charged accordingly.
4. All keys are to be returned promptly upon conclusion of the hiring period.
5. **Fees for venue hire are payable in advance.** Only approved accounts, by special prior arrangement with Council's Finance Unit, are payable within 30 days.
6. Council reserves the right to refuse or cancel an application.
7. Failure to comply with the Conditions of Hire may result in future refusal of applications from the Hirer.
8. If the Hirer cancels their booking within 14 days of the hire date, they will be charged 25% of the booking fee. If the Hirer cancels their booking within 7 days of the hire date, the full amount will be charged.
9. Council 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 or provided in the Andy McNeill Room.

## General Information

The Andy McNeill room is a basic 13m x 13m meeting room for use by Alice Springs Community Groups and the Alice Springs Town Council. The Andy McNeill Room is not intended to compete with commercial venues and Council does not cater or provide electronic equipment.

### Equipment included:

- 80 chairs
- 8 folding tables
- Whiteboard
- Fully functioning kitchen, including Tea, Coffee & Milk

### Please submit your completed form:

By email: [astc@astc.nt.gov.au](mailto: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