

Venue Hire – Andy McNeill Room

Submit completed form to Customer Service: astc@astc.nt.gov.au

Applicant Details		
Name of Applicant		
Name of Organisation		
Organisation Address		
Contact Email		
Contact Phone	Contact Mobile	
Venue Hire Details		
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
Declaration <i>**please ensure you have read and understand the Conditions of Hire before signing</i>		
<p><i>I confirm that I have read, understood, and accept the Conditions of Hire and General Information, as provided with this application form. I have also attached copies of:</i></p> <p>COVID-19 Safety Plan and COVID-19 Statement of Commitment, as supplied by the NT Government following successful submission of the safety plan.</p> <p>COVID-19 Event Safety Plan (if applicable), including the list of measures that will be in place to manage COVID-19 safety requirements, such as physical distancing, hygiene and health of staff / volunteers / attendees.</p> <p>COVID-19 Event Safety Plan CHO Approval (if applicable).</p>		
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
COVID SAFETY PLAN	<input type="checkbox"/> YES <input type="checkbox"/> NO	EVENT SAFETY PLAN	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
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	\$285.90	\$504.40	
20/22	DAYTIME Commercial: 8am-5pm	\$315.30	\$572.80	
31	EVENING Non-commercial: 5pm-11pm	\$285.90		
30	EVENING Commercial: 5pm-11pm	\$315.30		
402	KEY DEPOSIT (Evenings & Weekends)	\$200.00		
402	DEPOSIT – cleaning, security, equipment (ALL)	\$355.00		
27	ALARM VIOLATION FEE	FORFEIT DEPOSIT		
				TOTAL

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 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 McNeil Room.

COVID-19 Conditions of Hire

10. The Hirer must follow Territory and Federal Government advice and requirements regarding any public health concern e.g. COVID-19, as well as ensuring that appropriate controls are in place to minimise the risk of transmission.
11. The Hirer must complete a COVID-19 Safety Plan, ensuring it addresses controls including physical distancing and hygiene measures. A copy must be provided with the venue hire application.
12. The Hirer must complete a COVID-19 Event Safety Plan for bookings expecting more than 500 people in attendance. This safety plan must be approved by the NT Chief Health Officer. The safety plan and written approval CHO approval must be provided with the venue hire application.
13. If local community transmission of COVID-19 is confirmed, the Andy McNeil Room may be closed to bookings and/or approved events may require a COVID deep clean (approximately \$880), at the Hirers expense.
14. Should a suspected or confirmed case of COVID-19 be identified as attending during the hire period, the cost of a COVID deep clean will be passed on to the Hirer.
15. Alice Springs Town Council reserves the right to decline / revoke a booking at any time prior to the hire date, dependent upon direction from the Northern Territory Government for a pandemic or other emergency situation in Alice Springs. Should this occur, the Hirer will not be charged a fee, and monies already paid for the hire will be refunded in full.

Please submit your completed form:

- By email to Customer Service – astc@astc.nt.gov.au
- By post to – Alice Springs Town Council, PO Box 1071 Alice Springs, NT 0871
- By fax to – (08) 8953 0588
- In person to – Civic Centre Reception, 93 Todd Street, Alice Springs

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

(08) 8950 0500

alicesprings.nt.gov.au

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.

How to book

1. Phone the Customer Service team on 8950 0500 to confirm availability.
2. Read the Conditions of Hire and General Information.
3. Complete the Andy McNeill Room – Application to Hire Form and sign the Declaration.
4. Return the completed form to Alice Springs Town Council.

Equipment included

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

COVID-19

The Andy McNeill room is cleaned by Council staff after every booking, including disinfecting of frequently touched surfaces, as part of Council's COVID-19 safety measures.

Hirers are to adhere to the NT Government COVID-19 safety key principles of hygiene and physical distancing for their booking event. Council requires Hirers to have their own COVID-19 Safety Plan, addressing how they will manage hygiene and physical distancing.

Booking events expecting more than 500 people require an NT Government COVID-19 Event Safety Plan to be approved by the NT Chief Health Officer prior to the booking being confirmed.

If local community transmission of COVID-19 is identified, the Andy McNeill Room may be closed to bookings and/or approved bookings may require a COVID deep clean at the Hirers expense. Council will utilize an external provider for this purpose.

Should a suspected or confirmed COVID-19 case be linked to the Andy McNeill Room, the room will be closed to bookings and a COVID deep clean will be undertaken. The cost of the COVID clean will be passed on to the relevant Hirer per the Conditions of Hire.

Further information and guidance relating to COVID-19 can be found at <https://coronavirus.nt.gov.au/>.