

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.		
Contact Email		
Weekly / Monthly on	Start Time	Finish Time
Declaration		
Important Information – please ensure you have understood all Important Information & Conditions of Hire before signing	The hiring party is liable for the equipment in the Andy McNeill Room. 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). 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 similar emergency situation in Alice Springs.	
<i>I confirm that I have read and understood the Important Information, and agree to comply with all Conditions of Hire, as provided on this application form. I have also attached copies of all current NT Government COVID-19 Requirements documentation, as requested on reverse side of this form.</i>		
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	\$280.20	\$494.50	
20/22	DAYTIME Commercial: 8am-5pm	\$309.10	\$561.50	
31	EVENING Non-commercial: 5pm-11pm	\$280.20		
30	EVENING Commercial: 5pm-11pm	\$309.10		
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 – Andy McNeill Room



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.
 - d) Sticky tape, bluetak 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. **Fee 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 on Council land or within its facilities.

COVID-19 Requirements

10. Upon conclusion of the hiring period, the Hirer is responsible for arranging COVID-19 cleaning of the venue.
11. The Hirer must follow Territory and Federal Government advice regarding any public health concern, e.g. COVID-19, and ensure that appropriate controls are in place to minimise the risk of transmission.
12. 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 similar 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.

Checklist – please provide:

- A copy of your *COVID-19 Statement of Commitment*, as supplied by the NT Government following a successful submission of a *COVID-19 Safety Plan*, and as required by all operating NT businesses.
- A copy of your NT Government *COVID-19 Event Safety Plan Checklist*, 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.
- A copy of your *Event Inspected – Statement of Commitment*, completed by an inspector of the NT Department of Health upon conclusion of a compliance check for your event in the hire venue.

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.