



# Andy McNeill Room

# Application to Hire

Name of Applicant:

Name of Organisation:

Address:

Phone:  Fax:  Mobile:

Date required:  Start:  Finish:

Recurring bookings can only be made 3 (three) months in advance.

Weekly on:  Start:  Finish:

Monthly on:  Start:  Finish:

I confirm that information in this application is correct, that I have read and agree to comply with the terms and conditions of hire contained on page 2 (two) of this application. I understand that the booking will be cancelled if payment is not received 5 (five) business days in advance of the booking.

Signed:  Date:

### OFFICE USE ONLY

Received by:  Date:

Reduction application received:  Yes  No Approved:  Yes  No

Invoice required:  Yes  No

Payment method:  Receipt:

Account #:  Invoice:  NAR:

|                                        |                                              |  |
|----------------------------------------|----------------------------------------------|--|
| Weekday Short term (8am – 5pm)         | \$59 per 2 hour block or part thereof        |  |
| Weekday Evenings (5pm-11pm)            | \$95 first 2 hour block or part thereof      |  |
|                                        | \$59 additional 2 hour block or part thereof |  |
| Weekday Dayrate (8 hours or longer)    | \$205                                        |  |
| Weekends (8 hours or longer)           | \$238                                        |  |
| Not for Profit (Weekdays & Evenings)   | \$24                                         |  |
| Not for Profit Weekend                 | \$95                                         |  |
| Cleaning Deposit (all bookings)        | \$254                                        |  |
| Key Deposit (Evenings & Weekends only) | \$135                                        |  |
| Key call out fee                       | \$76                                         |  |
| Alarm violation fee                    | \$76                                         |  |
|                                        | Total:                                       |  |

reset form

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# Andy McNeill Room Conditions of Hire

## Application to 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.
2. Hiring times to be strictly complied with.
3. Setting up time or prior access for setting up or delivery of goods to be treated as additional hiring time and charged accordingly.
4. All keys are to be returned promptly after the hiring period is completed.
5. Hiring fees are payable in advance. Accounts rendered under special arrangements are payable within 14 days
6. Council reserves the right to refuse or cancel an application.
7. Discounts on hire fees may be available on application by charitable or non-profit organisations. However all refundable deposits are to be paid.