



Andy McNeill Room

Application to Hire

Name of Applicant

Name of Organisation

Postal Address

Email Address

Phone Fax Mobile

Date Required Start Finish

Will an entrance/attendance fee be charged for this event? Yes No

Purpose of Booking

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

Weekly/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

Payment Method Receipt

Account # Invoice NAR

Type	Category	Per Half Day (4hrs)	Per Full Day	Price Charged
	8am – 5pm Non-commercial	\$272.00	\$480.00	
	8am – 5pm Commercial	\$300.00	\$545.00	
	Evening (5pm-11pm) – Non Commercial	\$272.00		
	Evening(5pm-11pm) - Commercial	\$300.00		
	Key Deposit (Evenings & Weekends)	\$200.00		
	Cleaning, Security and Equipment Deposit (All Bookings)	\$355.00		
	Alarm Violation Fee	Forfeiture of cleaning and security deposit.		
			Total:	

* All hiring parties are responsible for the equipment in the Andy McNeill room – If anything is damaged or lost the hiring party will be invoiced for the full replacement value of the item(s).

reset form



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.
 - d) Sticky tape, blue tak and pins are not permitted to be stuck on the walls
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 30 days
6. Council reserves the right to refuse or cancel an application.
7. Failure to adhere to the conditions of hire may result in future applications being refused.
8. If the hiring person(s) cancels the booking within 14 to 8 days of the date of the hire 25% of the booking fee will be charged, and if the cancellation is made within 7 days of the date of hire the full amount will be charged.

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Updated July 2017