

Venue Hire – Andy McNeill Room



Applicant Details		
Name of Applicant		
Name of Organisation		
Organisation Address		
Contact Email		
Contact Phone		
Venue Hire Details		
Date Required	Start Time	Finish Time
Purpose of Hire		
Will an Entry / Attendance Fee be charged for the event? ☐ Yes ☐ No		
Will this be a recurring hire? ☐ No ☐ Yes – if yes, 3 (three) months advance notice is required.		
Weekly / Monthly on	Start Time	Finish Time
Declaration **please ensure you have read and understood the Conditions of Hire before signing		
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 ☐ YES ☐ NO	APPROVED ☐ YES ☐ NO
PAYMENT METHOD	RECEIPT			
ACCOUNT	INVOICE	NAR		
CATEGORY	PER HALF DAY (4 hrs)	PER FULL DAY	\$ FEE CHARGED	
DAYTIME Non-commercial: 8am-5pm	\$347.50	\$612.50		
DAYTIME Commercial: 8am-5pm	\$383.00	\$695.00		
EVENING Non-commercial: 5pm-11pm	\$347.50			
EVENING Commercial: 5pm-11pm	\$383.00			
KEY DEPOSIT (Evenings & Weekends)	\$243.00			
DEPOSIT – cleaning, security, equipment (ALL)	\$431.50			
ALARM VIOLATION FEE	FORFEIT DEPOSIT			
Booking cancellation fee (if canceled within 7 days)	FULL HIRE FEE			
Booking cancellation fee (if canceled within 8-14 days)	25% HIRE FEE			
		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, Blue 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. **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.

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 Meeting 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 and milk.

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
- 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.