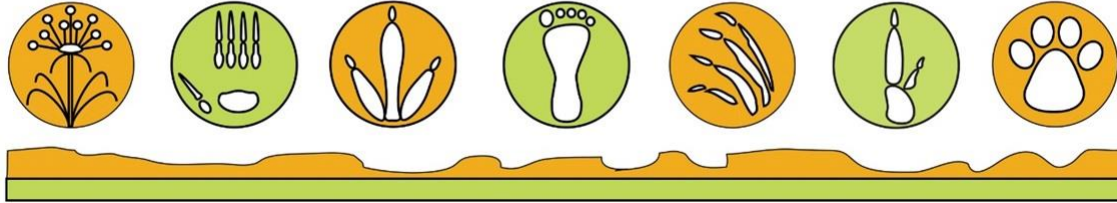


BARKLY REGIONAL COUNCIL



CIVIC HALL BOOKING FORM

Start Date: _____ End Date: _____
 Start Time: _____ End Time: _____
 Purpose of Hire: _____

Name or Organisation: _____
 Postal Address: _____
 ABN (if applicable): _____
 Contact Person: _____
 Contact Phone Number: _____
 Contact Email: _____

Key Collection – date and time: _____ Estimated number of people: _____

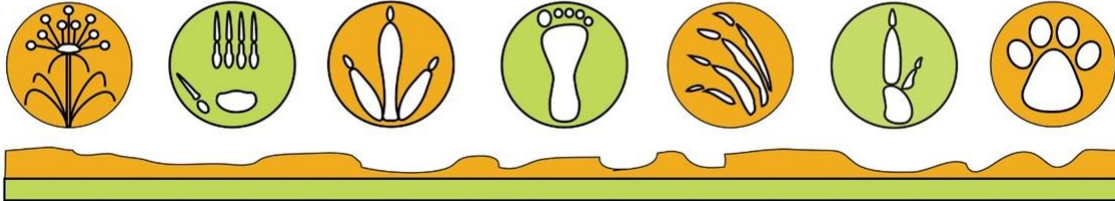
Civic Hall (please circle choices)	Hire Fee	Terms
General Hire – half day	\$245.00	Half day – 3 hour minimum
General Hire – full day	\$490.00	Full day
Government and Commercial	\$665.90	Full day
Concession	\$333.00	Full day
Acoustic Operation Fee	POA	Minimum 3 hours
Bond – function without alcohol	\$622.00	Refundable post cleaning inspection
Bond – function with alcohol	\$1500.00	Refundable post cleaning inspection
Cleaning fee - per hour	\$100.00	Without alcohol – max \$600.00
Cleaning fee - per hour	\$100.00	With alcohol – max \$1200.00
Key Deposit	\$115.00	Cash only – refundable upon return of keys
Alarm Callout Fee	\$122.00	Per call out

Concessional rates are available to Community Associations, Not-For-Profits, and non-profit events upon written application. Please return completed form to reception@barkly.nt.gov.au

TERMS & CONDITIONS OF VENUE HIRE

- Keys must be collected and returned during business hours Monday-Friday 8.15am-4.15pm.
- A key deposit is required, keys must be returned on the next working day after the date of hire or the key deposit will not be refunded.
- Loss of facility key will result in loss of key deposit.
- Civic Hall rubbish bins must be emptied into the outside bins.
- Any furniture, fittings or equipment must be returned to its original position at the end of hire otherwise deposits may not be refunded.
- Smoking is NOT permitted within any buildings
- The hirer must ensure they have a current Public Liability Insurance Policy prior to hiring Peko Park, Purkiss Reserve and Lake Mary Ann – the Council requires a copy of the certificate of insurance.
- All equipment brought Peko Park, Purkiss Reserve and Lake Mary Ann MUST be removed before departing the venue unless other arrangements have been approved by the Council.

BARKLY REGIONAL COUNCIL



- If the venue is left in a state that requires extra cleaning, the added cost will be charged to the hirer.
- NO alcohol is permitted at Peko Park or Purkiss Reserve.
- The sale of alcohol is strictly prohibited without prior consent by Council and the NT Liquor Commission.
- Overnight camping is NOT permitted at Lake Mary Ann.
- Any damages to the infrastructure/equipment/vegetation at the venue will be charged to the hirer.

Declaration:

- I have received and read the Terms and Conditions of Venue Hire.
- I hereby agree to be bound by such requirements and conditions and acknowledge and accept that any damages will be my responsibility.
- I have attached a copy of my/our Certificate of Currency insurance policy.
- Key/s must be returned to Barkly Regional Council office at the end of your hire. If key/s are not returned or given to any other party, your key deposit will not be refunded.
- Fees and Charges (inclusive GST) – charged from time of key collection.

Name: _____

Signature: _____ Date: _____

Office Use Only

Fee Type	Terms	Hours of Hire	Cost
General Use	Per day		
Government/Commercial	Per day		
Civic Hall - Concession	Per day		
Acoustic Operation	POA		
Bond – no alcohol	Refundable		
Cleaning Fee – no alcohol	Max \$600.00		
Bond – with alcohol	Refundable		
Cleaning Fee – with alcohol	Max \$1200.00		
Key Deposit	Refundable		
	Sub Total		
	Refunds		
	Total		