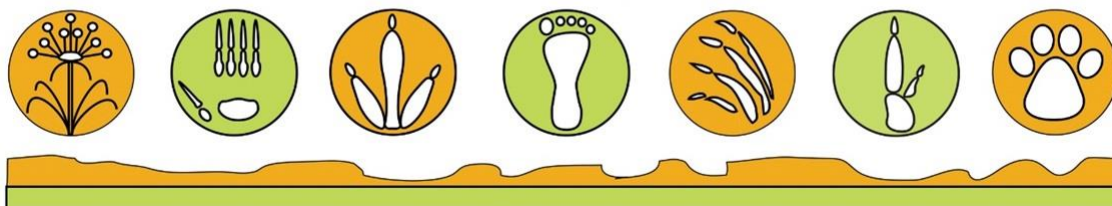


BARKLY REGIONAL COUNCIL



COUNCIL ROOMS AND EQUIPMENT HIRE BOOKING FORM

Start Date: _____ End Date: _____

Start Time: _____ End Time: _____

Venue: Chambers _____ or Conference Room _____

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: _____

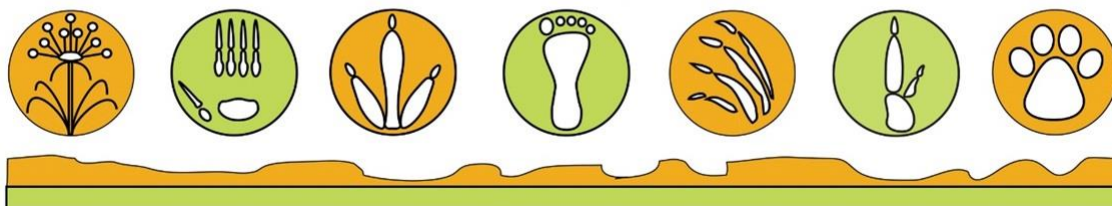
Venue (please circle choices)	Hire Fee	Terms
Council Chambers	\$290.00	Half Day
Council Chambers	\$540.00	Full Day
Council Conference Room	\$220.00	Half Day
Council Conference Room	\$400.00	Full Day
Cleaning fee	\$100.00	Per hour
Alarm Call Out Fee	\$122.00	Per call out
Key Deposit	\$115.00	Cash only – refundable upon return of keys

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.
- If the venue is left in a state that requires extra cleaning, the added cost will be charged to the hirer.

BARKLY REGIONAL COUNCIL



- 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
Council Chambers	Half Day		
Council Chambers	Full Day		
Council Conference Room	Half Day		
Council Conference Room	Full Day		
Concession	POA		
Bond	Refundable		
Cleaning Fee – no alcohol	Max \$600.00		
Key Deposit	Refundable		
	Sub Total		
	Refunds		
	Total		