

# BARKLY REGIONAL COUNCIL



## TENNANT CREEK CHAPEL BOOKING REQUEST FORM

**Please provide a minimum of two weeks' notice for any request. Subject to availability.**

Start Date:	Start Time:	Number of People:
End Date:	End Time:	Key Collection Date:
Purpose of Hire:		

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

Tennant Creek Chapel	Hire Fee	Terms
Hire rate per hour	<b>\$32.00</b>	Minimum four hours
Hire rate per day	<b>\$234.00</b>	Government and Commercial
Hire rate per day	<b>\$176.00</b>	Concession – upon application
Bond - refundable	<b>\$294.00</b>	Refundable post cleaning inspection
Cleaning fee	<b>\$105.00</b>	Per hour
Key Deposit - refundable	<b>\$121.00</b>	Cash - refundable upon return of the key

### 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.
- 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. NO alcohol is permitted in the Chapel.
- All outside equipment brought to the venue MUST be removed before departing 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. Any damages to the venue will be charged to the hirer.
- Cancellation Policy: we require 48 hours' notice of cancellation of your booking in writing. If you cancel within that timeframe, you may be subject to a cancellation fee. The fee is the same as the key deposit, \$121.00.
- Internal rubbish bins must be emptied into the outside bins.
- Concessional rates are available, please request the form from Reception.

### 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:
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