

BARKLY REGIONAL COUNCIL



CIVIC HALL 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:	

Civic Hall (please circle choices)	Hire Fee	Terms
Full Day	\$550.00	Non-commercial
Half Day – minimum 3 hours	\$260.00	Non-commercial
Government and Commercial	\$700.00	Full day
Concession	\$350.00	Full day – upon request
Acoustic Operation Fee	POA	Contact Barkly Arts for costs
Bond – function without alcohol	\$650.00	Refundable post cleaning inspection
Bond – function with alcohol	\$1500.00	Refundable post cleaning inspection
Cleaning fee - per hour	\$105.00	Without alcohol – max \$600.00
Cleaning fee - per hour	\$105.00	With alcohol – max \$1200.00
Key Deposit	\$120.00	Cash only – refundable upon return of keys
Alarm Callout Fee	\$130.00	Per call out

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.
- The sale of alcohol is strictly prohibited without prior consent by Council and the NT Liquor Commission. Functions that serve alcohol will need to pay the deposit and cleaning fee for that purpose.
- The hirer must ensure they have a current Public Liability Insurance Policy prior to hiring Council Facilities - we require a copy of the certificate of insurance.
- 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, \$120.00.
- Internal rubbish bins must be emptied into the outside bins.
- Concessional rates are available, please request the form from Reception.

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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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