



**MULTICULTURAL COUNCIL OF THE NT
APPLICATION FOR COMMUNITY ROOM BOOKING**

Date of Application:

Applicant's Name:

Organisation:

Address:

Phone (BH): (AH): Mobile:

Fee Schedule Booking from (please circle)	Fees per day (Members)	Fees per day (Non-Members)	Refundable Cleaning & Key Bond (Everybody)
Individual/Business	Nil	\$50.00	\$30.00
Community/Not for Profit Groups	Nil	\$50.00	\$30.00

NB

- **Approved times must be adhered to, no other activity than those approved can occur in the facility.**
- **The Community Room is available to let 7 days a week excluding Public Holidays and Christmas Shutdown.**

Program or activities to be conducted:

.....

Day/s & Date/s of Activity: From To

Time/s of Activity: From To

The Multicultural Council strongly recommends that all groups using the facility have their own Public Liability coverage. Groups without this coverage are liable for the full costs if damage or injury occurs as a result of their own activities.

Special Requirements (provide details):

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OFFICE USE ONLY

Date Application Received		Security Alarm Code given	YES / NO
Booking Application and Guidelines sent		Key Collected	
Completed Booking Application Received		Key Returned	
Booking Approved		Room Inspection completed	
Bond Money Received		Bond Money Returned	

- Please turn over page -



PROCEDURES, INFORMATION & CONDITIONS OF USE MCNT COMMUNITY ROOM

1. The Community Room is located within the MCNT office at Shop 15 Malak Shopping Centre, Malak Place in Malak NT 0812.
2. All bookings for the Community Room are to be made through MCNT's Admin Manager by email, admin@mcnt.org.au or by Telephone on 8945 9122 or Fax on 8945 9155.
3. Equipment is available at the Community Room including kitchen facilities. This equipment is **NOT** available for separate or external hire and for use in the facility only.
 - 7 Tables
 - 70 Chairs
 - 60 people seating capacity
 - TV, VCR
 - Dishwasher
 - Portable Urn
4. Cleaning equipment is located at the back room next to the ladies toilet and includes brooms, mop and buckets. Hirers must supply cleaning agents and clean up must occur immediately after each activity including sweeping and mopping of floors and removal of any litter caused by the booking.
5. At the end of the booking, all furniture and appliances must be restored to their original position. All items brought onto the premises by the Hirer must be removed by the end of the booking.
6. If the Hirer fails to carry out conditions 3, 4 & 5 as above, the work will be done by the Council with full costs passed on the Hirer plus GST and the deposit will be forfeited.
7. The Hirer is responsible for ensuring the security of the facility at all times. This includes all doors and windows.
8. All lights and aircon must be switched off after the end of their booking.
9. Security alarm code must be registered correctly upon entry and exit of the premises. In the event that you register the alarm code incorrectly and the alarm goes off, the bond deposit will be forfeited.
10. All food and drink consumed at a function must be supplied by the hirer.
11. Smoking and consumption of alcohol is prohibited.
12. The Hirer must return the keys to the office the next working day after the end of their booking. If keys are not returned the deposit will be forfeited.
13. Litter can be disposed of in any garbage receptacles near the facility.
14. No permanent item may be attached to any wall in any manner or alteration made without MCNT's approval.
15. Any complaint arising from the use of the facility including excessive noise may lead to the refusal of future facility usage.
16. For concerns regarding the condition of the premises (maintenance requirements, cleanliness etc) contact the office on 8945 9122.

FAILURE TO COMPLY WITH THE ABOVE CONDITIONS MAY RESULT IN LOSS OF CLEANING/KEY DEPOSITS AND REFUSAL OF FUTURE FACILITY USAGE

I will only use the facility for the purpose and time frames identified in the booking and have read, understood, and accept the conditions as listed above.

Signature of Hirer: **Date:**