



Corner Parsons and Hartley Streets
PO Box 54, Alice Springs, NT 0871
(08) 8953 6073
heritagealicesprings@telstra.com
heritagealicesprings.com.au

INTRODUCTION

The Residency is managed by Heritage Alice Springs in partnership with the Araluen Cultural Precinct and is open to the public between **10am - 3pm Tuesday to Friday** and **10am - 2pm on Todd Mall market Sundays when the CWA is hosting Devonshire Tea**.

During these hours, the building may be used for small group meetings and other approved activities where non-exclusive use is required.

At other times the building and grounds may be hired for approved activities and events.

It is recommended that potential users make an appointment to discuss their activity and ensure the venue's suitability.

Applications must be received at least one month before the event. Consideration may be given to applications at shorter notice however this cannot be guaranteed.

Applicant Details

Name: _____

Contact Person: _____

Address: _____

Phone Number: _____ Email: _____

Proposed Event

Type of Event: _____

Name of Event: _____

Dates: _____

Times: _____

Brief description of the event and how it will be marketed*

* Please note that restrictions apply to marketing materials (i.e. Banners) and outdoor equipment (i.e. marquees)

Areas required

<input type="checkbox"/> Main Breezeway	<input type="checkbox"/> Car park
<input type="checkbox"/> Northern veranda	<input type="checkbox"/> Grounds
<input type="checkbox"/> Gallery (Southern veranda)	<input type="checkbox"/> Lounge Room
<input type="checkbox"/> Kitchen	<input type="checkbox"/> Other (please specify)

VENUE HIRE FEES (Please tick box)

These rates are for exclusive use of the venue

AVAILABLE TIMES	HAS Members & Non-Profit groups and schools <input type="checkbox"/>	Non-Members <input type="checkbox"/>	Commercial <input type="checkbox"/>
Weekdays From 8 to 10am Or 3pm onwards	\$45 hr Minimum of 2 hrs + \$50 cleaning fee	\$50 hr Minimum of 2 hrs + \$50 cleaning fee	\$80 hr Minimum of 2 hrs + \$50 cleaning fee
Weekends (Excluding Todd Mall Market days 10am-2pm)	\$45 hr Minimum of 3 hrs + \$50 cleaning Fee	\$50 hr Minimum of 3 hrs + \$50 cleaning fee	\$100 hr Minimum of 3 hrs + \$50 cleaning fee

SUPERVISION

A representative of Heritage Alice Springs (HAS Attendant) will remain on-site at all times.

CLEANING DEPOSIT

A \$300 cleaning deposit may be requested before the event, should additional cleaning be required.

Terms and Conditions

Applicants will be required to:

1. Install and dismantle any furniture and equipment associated with the event.
2. Liaise with Heritage Alice Springs to promote the event where appropriate.
3. Arrange insurance for equipment and other items associated with the event if required by the applicant.
NB - All risk remains with the applicant at all times, irrespective of items being handled by Heritage Alice Springs representatives.
4. Be in attendance or arrange for an attendant for the duration of the event.
5. Apply for and present to Heritage Alice Springs any special licences or permits required for the event at least two weeks prior to the commencement of the event.
6. Adhere to instructions and rules that apply to The Residency as a heritage property and to OHS standards.
7. Repair or replace any damaged items or property (resulting from the applicant's use) to the satisfaction of the Heritage Alice Springs Committee.
8. Meet all legal requirements with regards to the use of alcohol, drugs, anti-social behaviour, etc. during the event.
9. Maintain disability access to the venue at all times.
10. Ensure that the venue is cleaned to the standard it was hired out at as soon as practicable after the event.

ACKNOWLEDGMENT

I/we will conform to the conditions set out above and to any reasonable conditions set by the Heritage Alice Springs Committee concerning my / our event.

I/we agree to indemnify Heritage Alice Springs against all actions, claims, charges, expenses, penalties, demands or damages which may be brought or made against them arising from negligent acts, errors or omissions of the applicant.

Applicant Signature _____

Date _____

Print Name _____

OFFICE USE

Date Received: _____

Approved: Yes No Cleaning Deposit Required \$ _____ Signed: _____

Invoice No: _____ Receipt No: _____

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