

# VENUE HIRE BOOKING FORM

Booking Name: \_\_\_\_\_ ABN: \_\_\_\_\_

Booking Contact: \_\_\_\_\_

Venue:  Amphitheatre  Awaye Flat  Cinema  
 Courtyard  Desert Rivers Shelter  Entry Foyer  
 Madigans Function Room  Meeting Room  Nocturnal House

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Postal Address: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Approx. Number of Guests: \_\_\_\_\_

Start Time: \_\_\_\_\_ Final Number of Guests: \_\_\_\_\_

Finish Time: \_\_\_\_\_ *(Final number required 3 business days prior)*

Contact at Event: \_\_\_\_\_

Mobile: \_\_\_\_\_

## EVENT DETAILS/SETUP

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Boardroom**

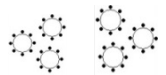
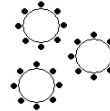
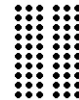
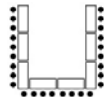
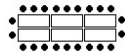
**U Shape**

**Theatre**

**Dinner**

**Cocktail**

*Please tick preferred venue layout  
for Madigans or Meeting Room  
Hire:*



**Madigans Function Room**

**Meeting Room**

## CATERING:

Alice Springs Desert Park has limited on-site catering options. Delivery of catering is permitted. Access is not available to the kitchen. If you are using an outside caterer please note the company below.

Caterer: \_\_\_\_\_

## ACKNOWLEDGEMENT OF BOOKING:

The Client confirms compliance in all respects with the terms of this agreement. Conditions overleaf.

DATE RECEIVED:

/ /

\_\_\_\_\_  
Date

\_\_\_\_\_  
Client's Name

\_\_\_\_\_  
Client's Signature

# AUTHORISATION OF PAYMENT

## Payment to made to the Alice Springs Desert Park is:

Venue Hire (per day) \$ \_\_\_\_\_  
\$ \_\_\_\_\_  
\$ \_\_\_\_\_  
**Total Due** \$ \_\_\_\_\_

Payment Method  Cash  Cheque  Credit Card (Bankcard/MasterCard/Visa)

Card Number \_\_\_\_\_

Expiry Date \_\_\_\_\_ CCV # \_\_\_\_\_ Amount \$ \_\_\_\_\_

Cardholder's Name \_\_\_\_\_

Cardholder's Signature \_\_\_\_\_

Please charge the above credit card for all function payments.

## TERMS & CONDITIONS

**Confirmation** – Confirmation of a function booking must be made within 14 days of the original reservation. Payment of a deposit must accompany this confirmation. The management reserves the right to cancel the booking and allocate the venue to another client if confirmation is not received.

**Deposit** – Deposits are charged according to the facilities required for the function. The deposit is 50% of the site hire fee.

**Final Numbers** – Anticipated final numbers are requested 14 days to prior to function date. Final numbers are required 3 clear working days prior to the function. This number will represent the minimum number of guests for which the client will be charged.

**Function Site Fees** – Function site fees are determined by the Alice Springs Desert Park according to the total number of guests, requested function site, length of function, set-up times and the client's individual requirements. The client may incur additional costs should their requirements change.

**Price** – Prices are subject to change but are firm from payment of deposit for a period for 6 months.

**Payment** – All accounts are to be settled prior to, or on the day of the function unless by prior arrangement.

**Cancellation Fees** – The Alice Springs Desert Park reserves the right to charge a cancellation fee for services or venues if bookings are cancelled with less than 30 days notice prior to the event.

Cancellation fees are as follows:

30-15 days notice	25% of the cost of the service
14-7 days notice	50% of the cost of the service
Less than 7 days notice	100% of the cost of the service

Cancellation fees do not include the price of entry to the Park. Desert Park will retain cancellation fees if booking is cancelled due to inclement weather.

### Alice Springs Desert Park Guidelines

**Food and Beverage** – Alice Springs Desert Park has limited on-site catering options. Kitchen hire is not available. Offsite catering delivery is permitted.

**Animals** – Animals cannot be brought on to the Alice Springs Desert Park, although seeing-dogs are allowed into the Park by prior arrangement.

**Client Responsibility** – It is understood that the organiser will conduct the function in an orderly manner in full compliance with the Alice Springs Desert Park's regulations and all laws, and inform all relevant persons involved in organising the function, including colleagues, friends, family and suppliers of the regulations. Management reserves the right to exclude or eject any objectionable persons from the Park without liability. Venue is to be returned in a clean and presentable state.

**Confetti** – The throwing of confetti, rice and rose petals is not permitted in the Alice Springs Desert Park grounds.

**Decorations** – Nothing is to be nailed, screwed, stapled or adhered to the Alice Springs Desert Park infrastructure without the prior approval of the Park Manager. Likewise, lawn areas and plant displays must not be interfered with in any way without the approval of the Park Manager.

**Flora and Fauna** - No interference shall be caused to the flora and fauna of the Alice Springs Desert Park.

**Marquee** – Marquee for functions are to be in prescribed areas and a site visit with the Park Manager is required.

**Music** – Music and other entertainment arrangements must be discussed with the Park Manager, prior to the function, to ensure no inconvenience is caused to other visitors to the Alice Springs Desert Park.

**Permits** – A Permit is required for some public gatherings, such as weddings. A separate Permit is also required to bring flowers or other plant materials on to the Alice Springs Desert Park unless they are only for decorating in the Cafe. A Permit is also required for commercial photography and so, if a commercial photographer (either still or video) covers the function or a special event on Park, a permit is required. Permit applications can be obtained from the Park Manager and must be lodged with the Park Administration Office at least 14 days prior to the event.

**Sound** - The Desert Park is an environmentally sensitive site. Due to the close proximity of this venue to living collections Park management will outline what behind the scenes access and sound restrictions may apply.

**Vehicles** – No vehicles are permitted in the Alice Springs Desert Park unless authorised by the Park Manager.

**Weather** – The Alice Springs Desert Park is unable to guarantee an undercover area or alternative presentations should there be inclement weather.

### Public Liability Insurance

**Damages** – Organisers are financially responsible for any damage/breakages sustained to the Alice Springs Desert Park by the client, client's guests, invitees or other persons attending the function. The Park will not accept any responsibility for the damage or loss of merchandise left prior to or after the function.

**Insurance** – The Alice Springs Desert Park has public liability insurance to protect it against third party claims for bodily injury and property damage arising out of its negligence. The policy does not cover the liability of any other party. The client is responsible for obtaining and maintaining a public liability insurance policy. However, please note this is not a condition of hire.

**Public Liability for Personal Items** – Except to the extent of its negligence, the Alice Springs Desert Park accepts neither responsibility for loss or damage to personal items nor any liability out of the use of presence of personal items.