



Reserve Facility Hire Booking Form Permanent/Casual Hire

Privacy Statement				
The information requested by Litchfield Council on this form may constitute personal information under the <i>Privacy and Personal Information Protection Act 1998</i>. Litchfield Council is allowed to collect the information from you to consider this matter. Supplying this information is voluntary. However, if you cannot, or do not wish to provide the information, we may not be able to consider the matter. If you need further details, please contact Litchfield Council.				
Hirer Details				
Organisation Name				
Contact Person				
Home/ Work Phone		Mobile Phone		
Email Address				
Postal Address				
Residential Address				
Facility Being Hired (Minimum 1 Hour Charge)				
Howard Park	<i>Whitewood Hall</i> ☐	<i>Howard Hall</i> ☐	<i>Oval</i> ☐	
Knuckey Lagoon	<i>Knuckey Lagoon Hall/ Undercover / Outdoor Space</i> ☐			
Type of Function				
Will there be any external Contractors or Entertainment for the event?	Yes ☐	No ☐	Details ☐	<i>e.g: Company Name, Contact Name and Number, Services being provided etc.</i>
Proposed Hire Details				
Day	Mon ☐	Tues ☐	Wed ☐	Thurs ☐
	Fri ☐	Sat ☐	Sun ☐	
Booking Type	Casual or Permanent			
Date/ Month /Year	DD/MM/YYYY			
Entry Time			Exit Time	
Maximum number of adults attending			Maximum number of children attending	



Will there be Alcohol be at the event? <i>If YES provide details below.</i>	Yes ☐	No ☐
Will alcohol be:	BYO (Bring your own) ☐	FREE or included in ticket price ☐
<i>If Alcohol is for available purchase.</i> You must obtain the appropriate Alcohol license from NT Licensing & Provide a copy to Litchfield Council.	N/A ☐	Yes ☐
No ☐		
Hire Fees This section must be completed by user.		
Hire Fee <i>Refer to Fee list at end of form</i>		
Building Bond Fee (GST incl) <i>Refundable</i>		
Key Bond Fee (GST incl) <i>Refundable</i>		
Total Fee Payable (GST incl)		
Date Payment DUE to Council no later than one week prior to event		
Applicant Details		
For safety reasons all halls have a set maximum number of people allowed in the hall. The Hirer must not under any circumstances allow this maximum number to be exceeded.		
By signing I agree that I am 21 years of age or over and understand that I am responsible for paying all the fees and charges for the hire of the hall. I have read the Conditions of Hall Hire and agree to comply with them. I declare that all information supplied by me is true and correct.		
☐ I agree to take before and after photos and message to 0429 393 717 to assist with my bond refund.		
Applicant Name		
Signature of applicant		Date
Identification (sighted or provided)		
Signed on behalf of Litchfield Council (Office use only)		
Staff Member Name		
Signature		Date
Key Pick Up Date		
Key Return Date		



Litchfield Council Recreation Reserve Facility Hire Fees and Charges 2026/2027

<i>Individuals & Community Organisations (Not for Profit)</i>	\$
Room/Hall Hire	
Per hour	\$28.50
Full Day – 8 hours	\$184.00
Oval/Outdoor Space Hire	
Casual: Per hour	\$14.50
Casual: Full Day – 8 hours	\$92.50
Bond Deposits (Refundable)	
Building for Functions	\$465.00
Per Key issued	\$67.00
Storage Space	
External Sheds (per annum)	\$1,407.50
External Buildings (per annum)	\$2,392.00
Internal Rooms (per annum)	\$1,407.50
<i>Commercial / Government</i>	\$
Room/Hall Hire	
Per hour	\$36.00
Full Day – 8 hours	\$281.50

- **Regular/Permanent users:** charged at 50% Casual Rate for Room and Outdoor Space Hire Only
- **Regular/Permanent users** defined as being those with using space for 2 or more years (based on 2 or more hires per week) Knuckeyes Lagoon Reserve ONLY.
- **Please note:** ONLY Council can reduce or waiver fees- Application MUST always be done in writing and emailed to council@litchfield.nt.gov.au



KEY NO.	LOCATION
	☐ Howard Park Recreation Reserve
	☐ Whitewood Hall
	☐ Howard Hall
	☐ Knuckeyes Lagoon Recreation Reserve

KEY RECEIPT FORM

Organisation: _____

Surname: _____ First Name: _____

Email Address: _____

Mobile Phone: _____

Please note deposit refunds are paid via electronic funds transfer (EFT) every Thursday.

☐ **I agree to email before and after photos to bookings@litchfield.nt.gov.au for a faster bond refund.**

BSB:		Account Number:	
Account Name:			
Bond Paid	☐ Key Bond \$67.00	☐ Function Bond \$465.00	
Total Deposit:			

Time/Date Collected: _____

Signature on collection: _____

Time/Date Returned: _____

Signature on return: _____

Customer Service Use Only

Receipt No:		Date Issued:		Refund Date:	
Trust Code:		Trust ID:		Approved By:	
Creditor No:		NAR:		Signature:	



Terms and Conditions of Hire

This outlines the terms and conditions for the use of Litchfield Councils Facilities. Hire by individuals and groups is dependent on the adherence to the following terms and conditions. Before lodging this form with Council, it is important that you read thoroughly and understand all terms and conditions.

Please sign at the bottom of each page to confirm that you have read and understand the following guidelines.

USE OF FACILITY

- The hall must only be used for the purpose stated on the application form.
- The Hirer must not sub-let the hall and Litchfield Council staff must have access to the hall at all times.
- The Hirer is responsible for the conduct and behavior of all persons attending their functions. This includes both inside and outside of the hall.
- All persons entering Litchfield Council property do so at their own risk.
- The Hirer is responsible for familiarising themselves with the Evacuation Plan, including the location of emergency exit doors, before commencing any activities.
- Emergency exits MUST remain clear at all times.
- The Hirer must only use the hall within the times of your booking or additional costs will apply. If extra time is required for preparation purposes, you must notify Litchfield Council. At least *2 days notice* must be provided for changes to be made to the booking.
- Special conditions may be imposed for some types of events including, but not limited to, liquor license, additional security requirements, traffic control plans, safe work method statements and/or event safety plans.
- Please inform Litchfield Council of any entry fees or fundraising tickets being sold for a function.
- Prior to using the hall, please note any damage or required maintenance e.g. a broken chair or table, inadequate cleaning, missing or broken equipment (including cleaning items).
- The Hirer should count the number of tables and chairs at the start of the function and confirm at the end of the function.
- No fire, including fire performances and ceremonies, except for birthday candles, are permitted within the hall or surrounding grounds at any time.
- Barbeques, spits, pizza ovens and cooking appliances such as deep fryers and/or naked flame appliances are not permitted inside the hall under any circumstances. Litchfield Council approval is required for any of these items to be used within the surrounding grounds.
- No smoke machines or any other equipment that may cause the smoke alarm to activate, are to be used inside the hall. Fire Brigade call out fees will be payable by the Hirer.
- No graffiti art or spray painting is to be conducted within the hall or surrounding grounds.
- To avoid permanent damage to the hall we ask that decorations are limited to the tables and not attached to walls, ceilings or windows. If you do have wall decorations, they must not be fixed to the wall with anything that will mark, scratch or damage the surface in any way.
- Litchfield Council does not insure any goods or equipment that is brought into the hall or left in the hall by the Hirer or their invitees. Litchfield Council will not compensate the Hirer for any losses of any goods or equipment or consequential losses arising out of the damage or loss of the equipment. Hirers are advised that they should obtain insurance for their own equipment and goods.
- The Hirer must comply with all requirements of the Council and all directions given by the Council representative when using the Hall.
- Abuse of the conditions of hire will lead to cancellation of rights to book Litchfield Council's halls in the future.

Hirer's signature: _____

**KEYS**

- For all Council halls, the Hirer can collect the keys from the Litchfield Council Office during office hours. Key and Building Bond deposits are to be paid at the time of booking. These deposits will be returned to you at the end of your hire and checks have been completed, to assist you with a faster bond return photos of before and after the event need to be emailed to bookings@litchfield.nt.gov.au
NOTE: That until the key is returned, the hire is not finalised, and the hirer WILL BE charged hire fees as though they were still using the facilities.

INSURANCE

- A copy of your Certificate of Insurance for Public Liability (\$10,000,000.00) maybe required and will need to be provided to Litchfield Council prior to using the hall.

CARS AND PARKING

- Cars should be parked in the legitimate parking places provided
- Drivers of vehicles should observe parking regulations and Council by-laws where appropriate. Parking is not permitted on private property without the consent of the owner. Parking over driveways is prohibited.
- Speed limits are clearly signed throughout the Reserves. The Hirer is responsible for the conduct and behavior of all persons attending their functions, including the driving speed throughout the Reserve. Repeated reports of speeding by users may lead to cancellation of current and future bookings.

SMOKING

- Smoking is not permitted in any Litchfield Council Hall.

ALCOHOL

- Alcohol is NOT permitted in the hall without receiving approval in writing from the Litchfield Council, each request will be considered on an individual basis
- Once that written approval is received from the Litchfield Council, the Hirer is required to obtain the necessary Liquor License from the NT Government Liquor Commission
- A copy of the Liquor License must be provided to Litchfield Council prior to the function.

NOISE AND NUISANCE

- The level of noise must not inconvenience surrounding residents.
- The Hirer shall ensure that noise levels are kept to an acceptable level and within the Environment Protection Authority maximum limits.
- All efforts should be made to ensure patrons leave the facility or reserve in a quiet and orderly manner (the beeping of horns, excessive revving of car engines, shouting, loud singing and swearing are not allowed).
- The Hirer must not do anything in connection with the facility which may cause a nuisance or interference with any other person.
- Local residents have a right to privacy and respect. Their property, including fences, plants or buildings, must not be damaged, altered or trespassed upon.

SIGNS AND NOTICES

- The Hirer must not erect any signs or notices in the interior or exterior of the hall without the Council's prior written consent.

Hirer's signature: _____

**SPECIAL EVENTS**

- Depending on the type of event and the numbers attending, Litchfield Council may require the Hirer to arrange for private security at their own cost. Please discuss this with Litchfield Council staff. All paperwork and receipts for the security must be provided to Litchfield Council three days prior to the event, or else the event will be cancelled by Litchfield Council.
- The event must not be openly advertised without prior, written consent from Litchfield Council. This includes advertising via the internet including social media and forums.

AIR CONDITIONING

- The air conditioning in the halls must not be lowered beyond 24 degrees.
- The air conditioning must be turned off at the end of your use.
- If the air conditioning is left on, or the temperature has changed, Litchfield Council may charge the Hirer additional fees to cover electricity costs.

CLEANING

- Please consider time required to set up, tidy and clean the facility when choosing your hire period as Hirers will not be permitted to remain in the hall before or after the finish time specified in the Agreement, otherwise extra hire fees will be incurred.
- All the tables and chairs MUST be cleaned before you pack them away neatly.
- Kitchenettes MUST be wiped clean and any crumbs and leftover food is to be removed.
- The floor MUST be swept and cleaned.
- The Hirer is to place all rubbish into the bins provided. At the end of the usage, the rubbish bags are to be tied up, removed and placed in rubbish bins provided outside the hall. Bin liners are supplied for replacement once the rubbish is removed.
- Failure to clean the hall will result in extra charges being incurred.

LEAVING THE RESERVE

Before the Hirer vacates the facility, the Hirer MUST:

- Ensure that you lock the windows and doors, turn off all the lights, air conditioning and electrical appliances.
- If the Hirer is the last to leave the Reserve at the end of the day/night, then they are to lock the driveway gates.
- Leave the hall and surrounding areas, including car parks, in the same condition they were prior to the hire including cleaning the hall and removing all rubbish and anything belonging to the Hirer, caterers or other persons from the hall.
- The Hirer will not be permitted to have access to the hall on the day following the Hiring Date unless such access has been agreed to by the Council and the Hirer pays the additional charge as the Council may determine

TERMINATION OF HALL HIRE

The Council may terminate the hiring of the Hall by the Hirer at any time if the Hirer:

- Has not paid the Hiring Fee within 14 days of receipt of the invoice: or
- Breaches any of the Hirer's obligations specified in these Conditions, with the forfeiture of any monies paid to the Council by the Hirer.
- A hirer may cancel or transfer a booking by notification in writing to the Council within 30 days of the Hiring Date.

Hirer's signature: _____

**LIABILITY OF PERSON SIGNING APPLICATION FORM**

Where a person signs the Application Form on behalf of the Hirer, which is an incorporated body (such a company or incorporated association) the person signing the Application Form:

- Warrants that he or she is authorised to sign the Application Form on behalf of the Hirer; and
- Guarantees that the Hirer will strictly observe and perform its obligations in these Conditions and will pay to the Council on demand any money for any loss suffered by the Council due to a breach of these Conditions by the Hirer.

REFUSAL TO HIRE

It shall be at the discretion of Council to refuse to hire the hall or other rooms in any case, and notwithstanding that the Hall or other rooms may have been hired or that these conditions may have been accepted and signed, and the hire fee and any deposit paid, the Council shall have full power if it sees fit to cancel such hiring and direct the return of the Hiring Fee and Security Deposit so paid and the Hirer hereby agrees in such cases to accept the same and to be held to have agreed to such cancellation and to have no claim at law or in equity for any loss or damage in consequence thereof.

Hirer's signature: _____

HIRER'S COMMENTS

SPECIAL CONDITIONS (Internal Use ONLY)
