

APPLICATION FOR ACCESS SUPREME COURT BUILDING, DARWIN

To: Sheriff of the NT
Darwin, Northern Territory
GPO Box 3946, Darwin 0801

Email to: AGD.Sheriff@nt.gov.au
CC: alexis.seubert@nt.gov.au

Organisation Organisation: Address: Description of organisation:	
Public Liability Policy Insurer: Policy No:	
Contact Officer Name: Phone: Mobile: Email:	
Reason for Access Nature of function Area of building required	
Date & time of Access Date: Time(s):	to
Will prior access be required?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, Date: _____ Time: _____
Estimated number of persons attending Adults: Children:	
Will refreshments be served?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes: Food <input type="checkbox"/> Tea/Coffee <input type="checkbox"/> Alcohol <input type="checkbox"/> Beverage charge? Yes <input type="checkbox"/> \$ _____ No <input type="checkbox"/>
Will an admission fee be charged?	Yes <input type="checkbox"/> \$ _____ No <input type="checkbox"/>

OFFICE USE ONLY

- APPROVED
- NOT APPROVED
- ROOM CONFIRMED

Signed: _____

Date: _____

In signing this application, I/we undertake to pay the cost of after hours security and if applicable any other costs as listed below.

The Court reserves to right to cancel a booking at short notice if the approved area requested by the applicant is required by the Court.

Any required catering will need to be sourced by the applicant. We are not able to recommend private companies, but will require that any arrangements are made in consultation with the Sheriff.

SECURITY: After hours security will be charged at \$61.50 per hour outside normal hours Monday to Friday and Saturday, \$77.00 per hour on Sunday and \$96.00 per hour on a public holiday. (After hours includes: Monday to Friday after 5:00pm, weekends and public holidays)

Air-conditioning (after hours only) \$65.00 per hour (approx)

Foyer Level 2

Floor Space = \$7780 per 5 day week, \$1556 per day or \$175 per hour

Foyer Level 4

Floor Space = \$7290 per 5 day week, \$1458 per day or \$165 per hour

Court Room

Half Day Hire \$400

Full Day Hire \$600

Jury Room

Half Day Hire \$200

Full Day Hire \$300

Jury Muster Room

Half Day Hire \$400

Full Day Hire \$600

Break Out Rooms

Half Day Hire \$125

Full Day Hire \$200

Registrars Conf Room

Half Day Hire \$150

Full Day Hire \$250

Visiting Judges Chambers

Full Day Hire \$200

Public Address

\$200.00 per day

Administration Charges

General Services (Minimum 1 Hour fee)

\$33.00 per hour

Sheriffs Officer (Minimum 1 Hour fee)

\$33.00 per hour

Cleaning

as per quote by contract cleaners

Please note:

- All other equipment is to be provided by the applicant, computers, laptops, chairs, trestle tables and cables

Signature

Name:

Position in Company

Date:
