# **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

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

#### OFFICE USE ONLY

**APPROVED** 

Signed: \_\_\_\_\_

NOT APPROVED 

**ROOM CONFIRMED** 

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 \$69.06 per hour outside normal hours Monday to Friday and Saturday, \$86.82 per hour on Sunday and \$108.19 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)
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#### 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

<u>Court Room</u>	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 (I	Minimum 1 Hour fee)	\$33.00 per hour
Sheriffs Officer (Minimum 1 Hour fee)		\$33.00 per hour

### <u>Cleaning</u>

as per quote by contract cleaners

Please note:

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

Signature	
Name:	
Position in Company	
Date:	