



SUPREME COURT OF THE NORTHERN TERRITORY

APPLICATION FOR USE OF SUPREME COURT FACILITIES (DARWIN AND ALICE SPRINGS)

Use this form to request to use the Supreme Court's facilities for an event in Darwin or Alice Springs. Before applying, please review the information on the Supreme Court's website, including the assessment criteria and terms and conditions of use

1. APPLICANT ORGANISATION DETAILS

Organisation:	Name:
	ABN (if applicable):
Address:	
Public Liability Insurer:	Name of insurer:
	Policy Number:
Organisation contact:	Name:
	Mobile phone:
	Email:

2. PROPOSED EVENT

Event name:	
Purpose of event:	
How does the event relate to the Supreme Court, its work, the legal profession, or legal education?	
Details of event:	Date:
	Event start time:
	Event finish time:
	Estimated number of attendees:
Will prior access be required to set up for the event?	☐ Yes – Date: Time: ☐ No

3. PROPOSED VENUE REQUIREMENTS

Where is the location of your event?	☐ Supreme Court (Darwin) ☐ Supreme Court (Alice Springs)
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Requested Facilities:	☐ Level 2 Foyer (Darwin only) ☐ Level 4 Foyer (Darwin only) ☐ Courtroom ☐ Jury Muster Room ☐ Jury Room ☐ Other (please specify): _____
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4. PROPOSED EVENT ARRANGEMENTS

Is it a ticketed event?	☐ Yes, the cost of a ticket is \$ ☐ No
Will food be provided?	☐ Yes ☐ No If yes, please provide details (for example, name of caterer): _____ _____
Will alcohol be served? If yes, you are required to comply with all applicable laws and licensing requirements. A liquor licence with special event authority may be required.	☐ Yes ☐ No If yes, please provide details (for example, alcohol available for purchase / free of charge / included in the ticket price): _____ _____
On-site representative at the event (this person must remain on site throughout the duration of the event and until all attendees have departed):	Name: _____ Mobile phone: _____

5. FEE WAIVER

Do you wish to apply for a fee waiver?	☐ Yes – full waiver of fees and charges ☐ Yes – partial waiver of fees and charges ☐ No If yes, please provide reasons: _____ _____ _____
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6. ACKNOWLEDGEMENT OF TERMS AND CONDITIONS

The applicant declares that they have read and agree to comply with the Supreme Court's Terms and Conditions of Use.

Applicant name: _____

Signature: _____

Date: ____ / ____ / ____

Email the completed form to AGD.Sheriff@nt.gov.au. Alternatively, it can be filed over the counter with the Sheriff's Office in Darwin or Supreme Court Registry in Alice Springs.