

VENUE HIRE REQUEST FORM

Your details	
Date request is made:	
Organisation name:	
Contact person:	
Phone:	
Email:	
Organisation type:	<input type="checkbox"/> Not-for-Profit <input type="checkbox"/> Business/Private entity <input type="checkbox"/> Community group representing culturally diverse communities <input type="checkbox"/> Other

Event Information	
<i>Please note: all events need to be completed and hirers out of the premises by 10pm</i>	
What is the event:	
Date of the event:	
Time of event:	
Duration of hire (including set-up and clean up):	
Estimated number of guests:	
Do you have any specific access requirements?	

Which space are you wanting to hire			
<input type="checkbox"/> Courtyard, Darwin	<input type="checkbox"/> Training Room, Darwin	<input type="checkbox"/> Courtyard and Training Room, Darwin	
<input type="checkbox"/> Meeting Room, Palmerston		<input type="checkbox"/> Desk Licencing, Palmerston	

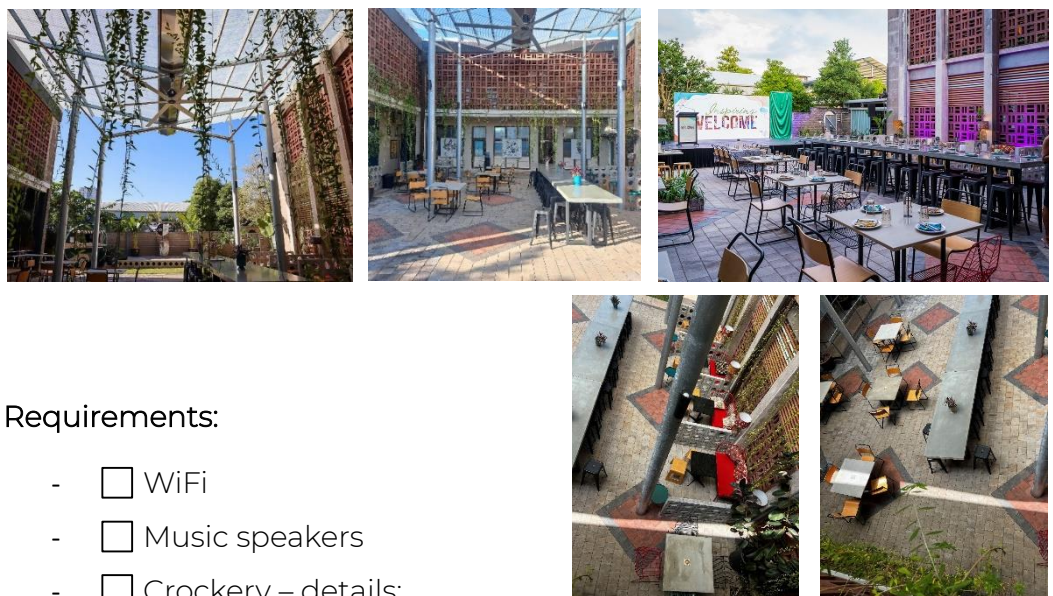
Spaces available for hire

Courtyard Darwin

About The iconic courtyard of the former convent which once housed the Daughter’s of the Sacred Heart. Bosting iconic Darwin tropical style pre-Cyclone Tracey.

Capacity: 150 standing and theatre-style;
50 seated

Includes: *3 large concrete tables, *6 medium concrete tables, *4 small black concrete tables, 16 Chairs with wooden base, 27 black stools, 4 black wire chairs, 3 red wire chairs, 4 red two-seater metal couches, 10 cushions, 4 lamps, 1 water dispensing unit and power.



Requirements:

- WiFi
- Music speakers
- Crockery – details:
- **Kitchen access for refrigeration and warming food
- Crockery / any other requirements, please list:

Please note

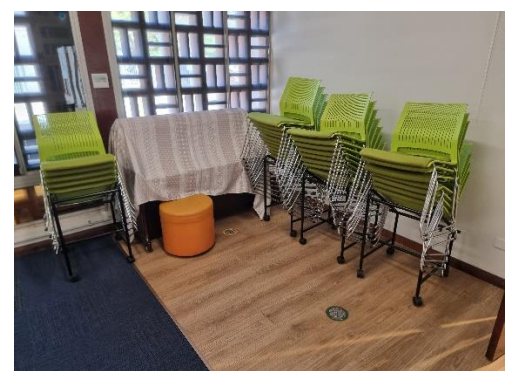
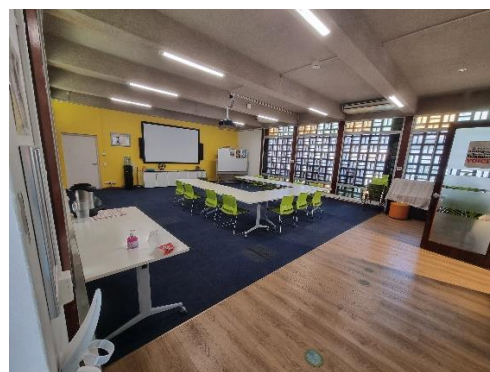
- *furniture is not to be moved
- **cooking is **NOT** allowed in the kitchen without a pre-approved licence.

**Training Room
Darwin**

About The old chapel of the convent which once housed the Daughter's of the Sacred Heart. Surrounded by breeze blocks which creates unique patterns from its lighting at certain times of the day. For meetings, your guests will have direct access from the street straight into this room via our front reception.


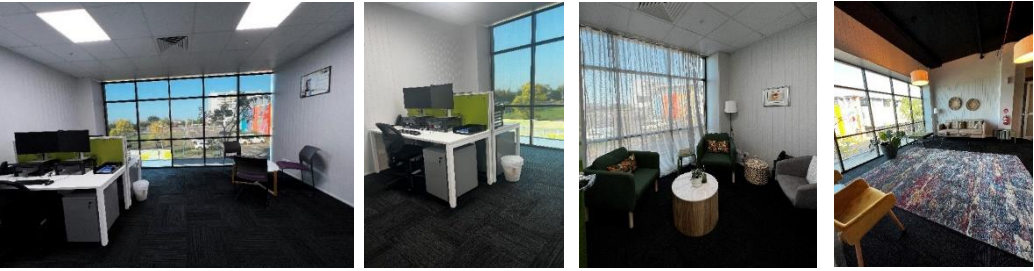
Capacity: 40 theatre-style;
30 using tables and chairs

Includes: Chairs 40, Tables 6 (on wheels), 2 Whiteboards, 1 Projector and Screen, 1 Presentation Clicker and power.



Requirements:

- WiFi
- Access to a fridge
- Urns
- Audio-visual equipment
- Sound system
- Crockery / any other requirements, please list:

<p>Meeting Room Palmerston</p>	<p>About within walking distance to the heart of Palmerston. Located opposite the recreational centre with ample street parking. A secure building on the first floor in Melaleuca House, with spectacular views.</p> <p>Capacity: 8 boardroom style</p> <p>Includes: Chairs 10, Table 1, Screen, HDMI Cord, Cups/Mugs, Water Jug and access to fridge/kitchen.</p>  <p>Please note: the Palmerston meeting room is only available during business hours, between 8:00am and 5:00pm.</p>
<p>Desk Licencing Palmerston</p>	<p>About stylishly designed to inspire you while working. Melaleuca brings you the only desk licencing option in Palmerston. We encourage visitors, consultants, anyone that wishes to work in a friendly environment with the opportunity to do so with all of the amenities of a functional office, including access to private meeting rooms (at no additional cost), kitchen and your own access to the reception.</p> <p>Capacity: 2 desks in one room and meeting table for three. Plus you have access to your own small private meeting room.</p> <p>Includes: Office desk, access to a computer, WiFi and small meeting space within the room, and access to fridge/kitchen.</p>  <p>Please note: desk licencing is only available during business hours, between 8:00am and 5:00pm.</p>

Please note:

- Melaleuca Australia do not have a liquor licence.
- An induction will be arranged between the Hirer and Melaleuca prior to the event at an agreed time.

Cleaning:

- Hirers need to clean the premises after use. If you would rather we hire a professional cleaner, this will incur an additional fee and can be discussed with Melaleuca.

Thank you!

Please return the completed form to venuebooking@melaleuca.org.au