**Nauiyu External Accommodation Request Form**



Visiting Department:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Postal Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ABN:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Mobile Number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fax Number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Purpose of Visit: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of all guests: 1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 3.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 4. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Time and Date of Arrival *(Time of arrival must be prior to 4:30PM)* \_\_\_\_ : \_\_\_\_ am/pm on \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_\_\_

Date of Departure (Rooms must be vacated by 10am) on \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_\_

|  |  |  |  |
| --- | --- | --- | --- |
| **Accommodation Type** | **Room Please Tick** | **Number of Beds****(per room)** | **Cost ($ Per Room)** |
| **Nauyiu House****3 Bedroom House, linen provided, fully function kitchen, air-conditioned and shared toilet and showering facilities.** | **1** | **1 x Queen Bed** | **$158.10 Per Room** |
| **2** | **1 x Double Bed** |
| **3** | **2 x Single Beds** |

**METHOD OF PAYMENT:** □CREDIT CARD □PURCHASE ORDER □EFTPOS □INTERNAL REQ.

Purchase orders are to be submitted to administration staff prior to arrival in community

Credit card details are required to secure booking/s and cover any additional costs that you may incur

**Circle Card Type:** MasterCard Visa BankCard

**Card Number:\_\_\_ \_\_\_ \_\_\_ \_\_\_ / \_\_\_ \_\_\_ \_\_\_ \_\_\_ / \_\_\_ \_\_\_ \_\_\_ \_\_\_ / \_\_\_ \_\_\_ \_\_\_ \_\_\_**

**CCV: \_\_\_\_ Expiry Date: \_\_\_\_ / \_\_\_\_**

**Card Holders Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Card Holders Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Acceptance**

Our accommodation facilities are located in remote areas and we are required to accommodation a wide range of internal and external guest and does not follow the typical model in many areas, widely differing from services being offered by standard accommodation providers. On arrival to any VDRC Community we ask that you attend the Service Delivery Centre to complete our visitors log book, this is a policy requirement in every community for all individuals visiting community. Please note that you will financially liable for any costs that may be incurred due to excessive cleaning requirements on departure, loss if inventory, damage to property, loss of keys etc. No key deposit will be charged however if the keys should not be returned on departure the company will be charged the re-replacement cost for key re-issue.

Authorised Officer:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_\_ / \_\_\_\_

Please send completed form to admin@vicdaly.nt.gov.au

Should you have any queries after hours in relation to your accommodation, please contact the Council Service Manager. Alternatively you can see the staff in the Council Office during business hours.

All changes to accommodation or room hire must be forwarded to Regional Administration Staff ONLY.

Amendments to Booking made after the booking confirmation will be charged $25 administration fee.

All Cancellations must be emailed to admin@vicdlay.nt.gov.au or faxed to 0889 710 856 24 HOURS PRIOR TO EXPECTED CHECK IN.

**ALL CHANGES THAT ARE MADE LESS THAN 24 HOURS BEFORE CHECK IN WILL BE CHARGED AT THE FULL RATE.**

**IF YOU ARE NOT WILLING TO SHARE YOUR ACCOMMODATION FACILITIY WITH ANOTHER VISITING DEPARTMENT, PLEASE ENSURE YOU BOOK THE ENTIRE VOQ, HOUSE OR UNIT. IF YOU HAVE ONLY BOOKED 1 ROOM AND ARE REQUIRED TO SHARE, YOU WILL BE NOTIFIED BEFORE HAND.**

**Caution: Nauiyu is a dry area; Alcohol is prohibited if you do not have a permit.**

**Nauiyu Community is actively patrolled by the Northern Territory Police with additional support of the VDRC’s Night Patrol Safety Officers. Nauiyu Community is an alcohol protected area, this means consuming or obtaining alcohol with out a permit with in this area you could be at risk of a number of penalties.**

**Theses penalties could impose a maximum of 20 penalty units, a maximum $50,000 fine and the confiscation of your vehicle.**

**Victoria Daly Regional Council will not condone or consent to any alcohol consumption with in the accommodation facilities, if you are found consuming alcohol your department will be notified and you no longer be able to make future bookings with the Council.**

**The Council will not take any liability if you are found to be guilty and if penalties are enforced, before entering the Community there is also a large sign stipulating that this area is an alcohol protected area.**

**Please be respectful of the Community guidelines and obey the law.**

**OFFICE USE ONLY**

**Booking Confirmation Date:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Accommodation Granted: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Location:\_\_\_\_\_\_\_\_\_\_\_\_ Cost Per Room: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Total Booking: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Account String: \_\_\_\_ -VI – 148 – 68430 Additional Charges: \_\_\_\_\_\_\_\_\_\_ Admin Charges: \_\_\_\_\_\_\_\_\_\_\_

**Payment Method:** CREDIT CARD PURCHASE ORDER EFTPOS INTERNAL REQ

**Administration Officer**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_

**Invoice Number :** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_