



Kalkarindji External Accommodation Request

Applicant Name

(Individual / Department) : _____

Postal Address : _____

ABN : _____

Email : _____

Phone : _____ **Mobile :** _____ **Fax :** _____

Purpose of Visit : _____

Name of all guests : 1. _____ 2. _____

3. _____ 4. _____

Time / Date of Arrival : (*Time of arrival must be prior to 4:30pm M-F*) ___ : ___ am/pm on ___ / ___ / ___

Late Arrival: Please phone the Council office (Kalkarindji) on 08 8974 5811 during business hours to organise key collection should you be arriving late to community.

Date of Departure : (*Rooms are to be vacated by 10am and Room Keys returned to the office*) on ___ / ___ / ___

Available Accommodation	Room / Rooms Required (pls circle)	Number of Beds (Per Room)	Cost (\$) Per Room Per night
VOQ 1 20127 (Self-contained)	Room 1	1 Double Bed	\$225.00 One Room /
	Room 2	2 Single Beds	\$450.00 Two Rooms
VOQ 2 20127 (Self-contained)	Room 1	1 Double Bed	\$225.00 One Room /
	Room 2	2 Single Beds	\$450.00 Two Rooms
Unit 1 20128 (supply own linen / swag / pillow)	Donga	2 Single Beds	\$ 150.00 Per Room
Unit 2 20128 (supply own linen / swag / pillow)	Donga	2 Single Beds	\$ 150.00 Per Room

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

Purchase orders are to be submitted to administration staff in the Katherine Office prior to arrival in community
Credit Card details are required to secure booking/s and cover any additional costs that may be incurred

Circle Card Type: MasterCard Visa Bankcard

Card Number: _____ / _____ / _____ / _____

CCV: _____ **Expiry Date:** ____ / ____

Card Holders Name: _____

Acceptance

Our accommodation facilities are located in remote areas and we are required to accommodate a wide range of internal and external guests. The accommodation 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 Council Services Centre to complete our Visitors' Log Book; this being a policy requirement in every community for all individuals visiting a community.

ACCEPTANCE

Victoria Daly Regional Council's (VDRC) accommodation facilities can be located in remote areas and are required to accommodate a range of internal and external guests. On arrival to any VDRC community, please visit the Council Services Centre to advise of your arrival and to collect your accommodation key/s.

PLEASE NOTE that you will be financially liable for any costs that may be incurred due to additional cleaning requirements on departure, loss of inventory, damage to property, loss of keys etc.

No key deposit will be charged, however if the keys should not be returned on departure (by 10am on check-out morning) the responsible person / company will be charged the replacement cost.

Authorised Officer: _____

Signature: _____

Date: ____ / ____ / ____

Please send completed Form and / or Purchase Order KalkarindjiAccommodation.Bookings@vicdaly.nt.gov.au

Should you have any queries after hours in relation to your accommodation, please contact the Council Services Manager for Kalkarindji / Daguragu communities, Rob Drew on 0448 677 088.

Alternatively you can see the staff in the Council Services Centre during business hours – 8.00am – 4.30pm.

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

Amendments to Bookings made after the booking confirmation will be charged a \$25 Administration Fee.

All **Cancellations** must be emailed to KalkarindjiAccommodation.Bookings@vicdaly.nt.gov.au
or faxed to 08 8971 0856

24 HOURS PRIOR TO EXPECTED CHECK IN.

IMPORTANT INFORMATION - Please read

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

Caution: Kalkarindji is a dry community, Alcohol / consumption of Alcohol is PROHIBITED

Kalkarindji community is actively patrolled by the Northern Territory Police with additional support of the VDRC's Community Patrol team. Kalkarindji community is an alcohol protected area, meaning the consumption of, or obtaining alcohol without a permit within this area, will place you at risk of severe penalties.

These 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 within the accommodation facilities. If you are found consuming alcohol your company / department will be notified and you will no longer be able to make future bookings with the Council.

The Council will not accept any liability if you are found to be guilty and penalties are enforced.

WARNKURR Sports & Social Club

Warnkurr Sports & Social Club is located in Kalkarindji (to the rear of the Council building) at which you can purchase Light / Mid Strength Beer (no Spirits or Wine) for consumption on the premises, CASH only – definitely No TAKE AWAY

The club is open from Monday – Friday: 5pm – 8pm and Saturday: 2pm – 5pm
with Take-away meals available for purchase (EFTPOS / Cash)
Sunday Closed

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:** ____ / ____ / ____