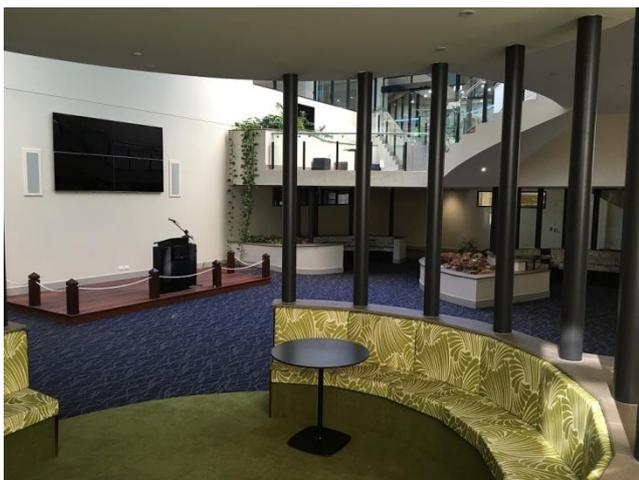
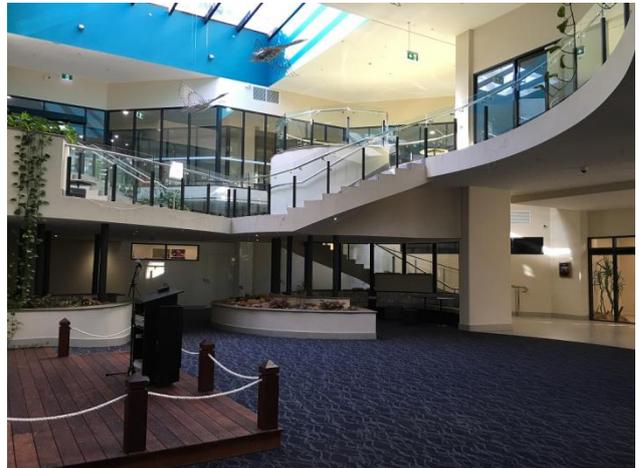


THE  
**ATRIUM**  
ON THE AVENUE

**THE ATRIUM  
INFORMATION BOOKLET  
& BOOKING FORM**



For more information or to book your events, contact:

**Christie Settembri – Events Co-Ordinator**  
**Remmah Properties Pty Ltd**

8943 9922 | 0422 251 479 | [events@remmah.com.au](mailto:events@remmah.com.au)

[www.12salonika.com](http://www.12salonika.com)



## ABOUT THE ATRIUM

*The Atrium has been designed with a stunning Territory theme to provide Territory businesses with a unique environment that will directly benefit the marketing of your business and the Territory, particularly to interstate and international clients.*

*We have chosen a 'Billabong' theme to epitomize the special appeal of this increasingly important part of Australia and we have tied it to our building façade Magpie Geese sculpture, 'A Timeless Grand Procession' by local artist James Carter.*

*The Atrium delivers a visual feast encompassing the classic billabong imagery of water, plants, greenery and the perennial, 'dead but not gone', Australian gum tree standing majestically to the left of the stage. We have complemented this scene with a flight of Magpie Geese, sculpted in stainless steel by indigenous artist Wayne 'Liwingu' McGinness. These six magnificent pieces boast a wing span of six feet and their intricate detail makes them a true work of art. The Atrium stage, a representation of a floating dock out on the water, sits prominently at the end of the space and provides a presentation platform in a stunning theatrical environment.*



*The Atrium is a premium, enclosed multi-function, multi-level space similar in size to a tennis court, specifically in place to benefit the owners and lessees of all commercial and retail space at The Avenue which can be hired out after hours and weekends for the Darwin public. The Atrium also includes a dedicated Board Room that can be hired by commercial tenancies when required.*

*With ceilings over 11m high, a raised stage, full AV systems, multiple seating areas, a feature display area, extensive indoor gardens, 3 tiers of verandas and large skylights to provide natural light, the space will provide exceptional space for businesses and their staff.*

## EVENT TYPES



*Weddings*



*Guest Speakers*



*Seminars*



*Group Training*



*Corporate Dinners*



*Birthdays & Anniversaries*

## RATES & DEPOSITS

### STANDARD RATES

<b>Quarter Day Booking</b>	1-4 hours – including set up and pack up	<b>\$330.00 (inc. GST)</b>
<b>Half Day Booking</b>	4-6 hours – including set up and pack up	<b>\$550.00 (inc. GST)</b>
<b>Full Day Booking</b>	6-8 hours – including set up and pack up	<b>\$1,100.00 (inc. GST)</b>
<b>Overnight Booking</b>	8-12 hours – full day set up & next day pack up	<b>\$1,500.00 (inc. GST)</b>
<b>Charities and Not for Profit</b>		<b>negotiable per event</b>

### BOND

<b>Small Events</b>	Less than 50 Guests	<b>\$250.00</b>
<b>Medium Events</b>	50 – 100 Guests	<b>\$400.00</b>
<b>Large Events</b>	More than 100 guests	<b>\$500.00</b>

### ADDITIONAL COSTS (WITHHELD FROM BOND IF NECESSARY)

<b>Late clean up</b>	Next day clean up after full day event	<b>\$100.00 per hour (after 9am)</b>
<b>Clean Up Required</b>	If the room is left in an untidy state	<b>\$50.00/hour</b>
<b>Carpet Dry Cleaning</b>	Outsourced, Exact amount on-charged	<b>Cost Price</b>
<b>After hours Call Out</b>	Noise / behavior complaints, damages reported	<b>\$250.00/hour</b>

## ATRIUM LAYOUT



**GROUND FLOOR AREA**



**MEZZANINE LEVEL & 2<sup>ND</sup> FLOOR AREA**

## EQUIPMENT INCLUDED IN HIRE



Microphone & 120" TV Screens



Tables & Chairs (Max. 120)



Entry Screens

### AUDIO VISUAL EQUIPMENT:

<b>Microphone</b>	Direction supplied
<b>AUX Cord/Jack</b>	Cord supplied – (Standard iOs/Android/MP3 compatible)
<b>120" TV Screen</b>	Laptop with HDMI connection is required – NOT supplied by Remmah Properties HDMI Cable supplied
<b>60" TV Screens</b>	HDMI connectivity or USB connectivity
<b>Podium Screen</b>	USB connectivity – USB NOT supplied – <i>Dimensions: 2030 x 1128 px</i>
<b>Welcome Screen</b>	USB connectivity – USB NOT supplied – <i>Dimensions: 7000 x 4020 px</i> Can be pre-arranged with Remmah Properties if you send in your artwork 3 days prior to event as well as event details that you wish to have displayed

Examples:



Podium Screen



Welcome Screen in Foyer

### FURNITURE:

<b>Chairs</b>	80 x chairs. Any additional seating required will need to be outsourced
<b>Large Tables</b>	8 x round tables (to seat 10 people)
<b>Sitting cubes</b>	20+ assorted coloured, casual seating cubes
<b>Small tables</b>	12 x 1m diameter low seating tables

# **TERMS & CONDITIONS OF ATRIUM HIRE & USE**

## **1. PURPOSE OF HIRE**

- 1.1** Organisations, groups or individuals hiring venues managed by Remmah Properties P/L, do so only for the stated purpose of hire.
- 1.2** The purpose of hire must be lawful and must be conducted in a manner that does not disrupt commercial tenants or residential occupants.

## **2. RESTRICTIONS**

- 2.1** Special conditions may apply for social events dependent on the expected clean up times.
- 2.2** For late night events, the Main Foyer and Front entry to the Foyer must be cleaned prior to 7:00am the following day. Cleaning charges will apply for events that do not confirm the cleaning of these areas.

## **3. SPORTING TEAMS**

- 3.1** Sporting Team events are not allowed unless approved directly by the Body Corporate.

## **4. TIMES OF HIRE**

The period of hire shall commence and conclude strictly at the agreed times nominated on the 'Venue Hire Application Form' and the venue must be vacated promptly at the conclusion of the hiring period.

- 4.1** An extra charge will be imposed for any additional time used which is not booked in advance. Please note: The premises is monitored by CCTV cameras.
- 4.2** No bookings can be accepted past midnight.
- 4.3** Premises must be vacated no later than midnight and premises should be cleaned, including the toilets and foyer.
- 4.4** If the Hirer is unable to demonstrate how these areas will be cleaned prior to 7:00am the following morning, an additional \$250.00 cleaning charge will be either deducted from the bond or added to the hire charges.

## **5. APPLICATION FOR HIRE & CONFIRMATION OF BOOKING**

Once a 'Venue Hire Application Form' is received, Remmah Properties P/L, will confirm the booking via email, within seven (7) working days of receiving payment of the deposit. If you do not receive a confirmation after seven (7) working days, please contact us on 8943 9922.

- 5.1** If you believe that your organisation is eligible for a discounted rate based on Not-For-Profit (NFP) organisation status, you are required to attach your ATO Certificate with your 'Venue Hire Application Form'.

## **6. PAYMENT ARRANGEMENT**

Full payment is required a minimum of seven (7) days prior to the event.

## **7. CANCELLATIONS**

- 7.1** Any cancellations must be made more than seven (7) days prior to the event date.
- 7.2** In the event of a cancellation greater than seven (7) days before the event, the deposit will be returned in full. The refund will occur within thirty (30) days of the cancellation.
- 7.3** In the event that a cancellation occurs less than seven (7) days prior to the event, the deposit will be forfeited and retained by Remmah Properties P/L

## **8. PAYMENT**

Payments will be made via cash, cheque, credit card (Visa or Mastercard) or by direct bank transfer (EFT).

## **9. ACCESS**

- 9.1 Access FOB** – The Hirer will be provided with an electronic access FOB for the operation of the access control, lighting and air conditioning. The FOB must be returned prior to the bond being released. Additional FOBs are available on request but will require an additional bond of \$50 per FOB.
- 9.2 Foyer Entry Door** - The Front Door Entry to the Foyer will remain on automatic operation for the period of the event. At the agreed end time of the event , the front door will return to its normal operation. If this is after normal business hours ( 6.00am to 6.00 pm Monday to Friday and 8.00am to 2.00pm Saturdays) a FOB will be required to open the door.
- 9.3 Atrium Doors** - The Atrium automatic entry door will open 1 hour prior to the commencement time of the hire agreement and will remain open for the period of the event. At the agreed end time of the event, the front door will automatically close. There after a FOB will be required to operate the door.
- 9.4 Loading Zone** - The service door to The Atrium is operated by the FOB.
- 9.5 Air conditioning & lighting** – Air conditioning and lighting will operate automatically and will switch on 1 hour prior to the event and switch off 1 hour after the event. If lighting is required before or after these times, the A/H Fob adjacent to the rear door can be operated using the FOB which provides 2 hours use. Each operation of the Afterhours will incur a cost of \$20.00.

## **10. FURNITURE**

- 10.1** The Atrium furniture is stored in the storeroom adjacent to the rear door of The Atrium. There is no charge for the use of the furniture
- 10.2** It is the responsibility of the Hirer to set out and pack down the furniture to meet the requirements of their event. On completion of the event, all furniture must be cleaned and return to the storeroom and stacked neatly. At all times access it required past the stacked furniture to the Electrical Switchboards and light switches in the rear corner of the storeroom.

## **11. AV SYSTEMS**

- 11.1** The AV Systems are available for free use by the Hirer.
- 11.2** Remmah Properties P/L will provide instruction on the use of the AV systems upon payment of the event hire.
- 11.3** The AV system is not to be altered in any way without prior consent of Remmah Properties P/L
- 11.4** No guarantees are provided that the AV systems will meet the requirements of the Hirer. Remmah Properties P/L accepts no responsibility for the operation of the AV systems

## **12. GOODS & EQUIPMENT SUPPLIED BY THE HIRER**

- 12.1** All goods and equipment provided by the Hirer (including music equipment, speakers, jukeboxes, decorations, leftover food and drinks, etc.) must be removed from the premises within the hire time.
- 12.2** Personal belongings and food items left unattended in the venue will be at the Hirer's own risk.

## **13. CATERING**

- 13.1** Any catering services used in The Atrium are subject to prior approval of Remmah Properties P/L All caterers must undergo a site induction by Remmah Properties P/L prior to provision of the service
- 13.2** Preparation of food is not to occur within The Atrium
- 13.3** Preparation of food in the loading bay is not to occur without the prior consent of Remmah Properties P/L

## **14. PUBLIC LIABILITY INSURANCE**

- 14.1** All Hirers holding a public event or providing a public service to the community must provide evidence of their own public liability insurance to a value of \$10 million.
- 14.2** Hirers will be required to provide a copy of their Public Liability Insurance prior to the event.

### **Please note:**

#### **A Public Event is an event which is;**

- Open to members of the public;
- That is advertised to the general public;
- Either free to attend or has an entry fee;
- Aimed to sell or promote goods or services (E.g., Tupperware Party)

#### **A Private Event is an event which is;**

- By invitation only. For example, a birthday party.

Private events would be adequately covered by The Body Corporate Public Liability Insurance \$5,000 excess is payable in the event of any claim made by Hirers.

## **11. ACCESS BY REMMAH PROPERTIES**

The Hirer must allow un-restricted access to the venue at any time by Remmah Properties P/L staff on official business, as well as security officers or emergency officers.

## **12. EMERGENCY CALL-OUT**

Remmah Properties P/L does not operate after hours or on weekends. Please ensure you have everything you need for your booking and have collected keys during business hours, as there is no after-hours customer service available and the emergency number does not cater for this.

#### **Emergencies are classified as:**

- The Hirer cannot gain access to the premises (eg. Key won't work or door lock broken)
- Property or building damage which requires immediate repair. Emergency repairs would include emergency situations (E.g., fire, flood, gas leak), damages that affect building security (E.g., broken window or door lock) or issues that will likely result in further damage (E.g., fast water leak, etc)

## **13. RUBBISH**

- 13.1** The Hirer is responsible for removing all rubbish from The Atrium
- 13.2** The Hirer is not to use the rubbish bins within the development which are provided for the use of the tenants
- 13.3** A rubbish service is available from Remmah Properties P/L and bins can be provided to the loading bay area behind The Atrium

## **14. LOADING BAY**

- 14.1** The loading bay behind The Atrium is available for the short-term use of The Hirer to provide access for delivery of goods and equipment
- 14.2** The loading bay can be used at the time of the event in conjunction with the event (I.e., for food service)
- 14.3** The Loading bay must be left in a clean and tidy state after use
- 14.4** Areas of the loading bay are available for use by smokers, however The Hirer must ensure all cigarette butts are disposed of in the ashtrays or in provided rubbish bins, after ensuring they are full extinguished.

## **15. CLEANING**

- 15.1** Cleaning must be completed within the period of hire as agreed in the 'Venue Hire Application Form'
- 15.2** The premises must be left in a clean and tidy condition with floors vacuumed, swept and mopped

## **16. DECORATIONS**

- 16.1** The erection of decorations is permitted on the condition that they do not damage or mark any part of the building.
- 16.2** Extreme care should be taken that decorations do not present a fire hazard.
- 16.3** Handbills, posters and other advertising materials are not permitted within or outside any venues without the written consent of Remmah Properties P/L.
- 16.4** If decorations are not removed or damage from decorations is caused, the cost of removal will be deducted as detailed in the security bond section of the hire agreement.
- 16.5** Glitter, party-poppers and smoke machines are not permitted.

## **17. SOCIAL MEDIA**

Parties must not be advertised on Facebook, Twitter or any other form of social media.

## **18. FIRE ALARMS**

The Hirer is responsible for bearing the full cost of a NT Fire Services call-out in the event of a false alarm activated due to activities within the venue during The Hirer's event.

## **19. RESTRICTIONS TO NUMBERS**

- 19.1** To satisfy fire regulations, the maximum capacity for each event is required on the application.
- 19.2** Strict adherence to this capacity must be maintained.
- 19.3** If this term is breached, a fee may be charged as detailed in the security bond section of the hire agreement.

## **20. SMOKING**

- 20.1** Smoking is NOT permitted inside the building or within five (5) metres of any doorway.
- 20.2** Clean up of cigarette butts from garden beds, common areas or in the Porte di Cochere will incur a cleaning fee as detailed in the security bond section of the hire agreement.

## **21. ALCOHOL CONSUMPTION**

- 21.1** Alcohol consumption is permitted in accordance with relevant regulations.
- 21.2** If The Hirer provides alcohol or permits alcohol to be consumed at their event, they do so at their own risk. The sale of liquor without an appropriate license is illegal and therefore strictly prohibited in any venue.
- 21.3** The consumption of alcohol by minors is not to occur on the premises

## **22. NOISE RESTRICTIONS**

Please be aware that all venues are in a residential area and due consideration must be given to nearby residents

## **23. DAMAGES**

- 23.1** Damages that occurs to the premises during the time of hire must be reported to Remmah Properties P/L as soon as possible on the first working day following the hire.
- 23.2** For any damage incurred by The Hirer or one of their guests, the cost of repairs will be deducted as detailed in the security bond section of the Hire Agreement.

#### **24. ILLEGAL ACTIVITY**

If any activities in or around any venue instigate the attendance of the Police (during hire or thereafter), a fee may be charged as detailed in the security bond section of the Hire Agreement.

#### **25. SECURITY AND SAFETY**

The Hirer is responsible for the security and safety of themselves, their guests and the building and grounds during the time of hire. The Hirer is also responsible for the behaviour of guests at their event.

#### **26. EXTREME EMERGENCIES**

In case of fire at premises or if Police are required to attend event, The Hirer must phone 000 as first point of contact.

## VENUE HIRE APPLICATION FORM

<b>Event Date:</b>	Confirmed? Y / N
<b>Alternative Date/s:</b>	
<b>Event Time</b>	Booking: ___:___ to ___:___ (including set up & pack down) Actual Event: ___:___ to ___:___ (event start and finish times)
<b>Length of Event:</b> (See Hire Rates on page 3)	Quarter Day [ ]    Half Day [ ]    Full Day [ ]    Wedding [ ]
<b>Number of Guests:</b>	
<b>Booking Cost:</b>	\$
<b>Bond Required:</b>	\$
<b>Bank Details for Bond Return:</b>	BSB: _____ - _____    Account: _____
I have read and agreed to the Terms and Conditions for The Atrium hire.	
Name: _____    Signature: _____    Date: ___/___/_____	

### HIRE NAME & CONTACT DETAILS

<b>Company Name/ Billing Name:</b>	
<b>Main Contact Name:</b>	
<b>Main Contact Phone:</b>	
<b>Main Contact Email:</b>	
<b>Billing Email:</b>	

### REQUIREMENTS (Please Tick)

<b>Microphone (Stand only)</b>		<b>Microphones (Mobile) x 2</b>		<b>Microphone (Headset)</b>	
<b>AUX Cord (Audio Jack)</b>		<b>Podium Screen (Speaker)</b>		<b>Aerial TV use (Free to Air)</b>	
<b>120" Screen Display</b>		<b>2 x 60" Screens</b>		<b>Welcome Screen (foyer)</b>	
<b>WiFi (\$25.00 per use)</b>		<b>Removal of Podium</b>		<b>Other (Use Notes</b>	
<b>Notes:</b>					

**You will be sent an invoice, however if you are booking your event with less than 5 days notice please pay your bond and the full event charge:**

Remmah Properties Pty Ltd (Westpac)

BSB: 035-302

Account: 184 925

Ref: **'Atrium Bond' + Your Name** (I.e., Atrium Bond – J Smith)