

# Guidelines for booking a school tour of Government House

## Group Size

Minimum of ten students per tour group, maximum of thirty

## Location

- 1) Grounds of Government House (weather permitting)
- 2) The interior of Government House
- 3) Administrator's Office - exterior

## Time Period

Allow one hour per group; 25 minutes for the house tour, 25 minutes for the garden tour followed by cool refreshments. Groups larger than 15 will be split into two and rotate through the house and garden. Punctuality is essential and Government House staff will adhere to schedules.

## Transport

Parking of large vehicles, such as school buses, is unavailable at Government House, although smaller minibuses may be able to park in the grounds. Note: There is a drop-off point near the main gates.

## Etiquette

- One student will be required to sign the visitors' book at the front door on behalf of the class (note the Queen signed the book in 1977)
- One student should be nominated to give the vote of thanks at the end of the tour
- Hats can be worn on the Gardens tour, but need to be removed when entering Government House
- If the Administrator appears he/she is to be greeted as "Good Morning/Afternoon Your Honour"
- Confirmation of the correct title of the Administrator's spouse or partner should be sought from the Office of the Administrator
- His Honour is happy to answer questions, so some thought can be put into this before the visit
- Do not touch anything in the House and stay with the tour guide at all times
- It is essential that teachers remain with their students for the duration of the tour and ensure that their students behave in an appropriate manner in all areas of the Government House grounds. Note: This includes the area adjacent to The Office of The Administrator on the corner of The Esplanade and Smith Street which is a working office.

## Other

- Ensure you have brought any resources required for activities
- Refreshments at the conclusion of the tour are available upon request

## Post-Tour

Write a letter of thanks to the Administrator for allowing you to visit this historical House. In your letter, mention some of the things that you learnt about Government House.

### **How to book your Tour**

- 1 Complete and submit the booking form by mail to: Government House, GPO Box 497, DARWIN NT 0801, fax 8999 5521 or e-mail to: [governmenthouse.darwin@nt.gov.au](mailto:governmenthouse.darwin@nt.gov.au)
- 2 Government House will contact you upon receipt of this form to confirm a suitable date and time. Please contact Government House on 8999 5541 if you require any further assistance.

### **Please note;**

A substantial amount of information relating to Government House and the role of the Administrator can be found on the following website:

<http://www.nt.gov.au/administrator>

**Please submit the following form to request a tour of Government House**

Name of School/Organisation \_\_\_\_\_

Teacher/Contact Name \_\_\_\_\_

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

Phone Number \_\_\_\_\_ Fax Number \_\_\_\_\_

E-mail address \_\_\_\_\_

Number of students \_\_\_\_\_ Number of teachers/supervisors \_\_\_\_\_

Year level of students \_\_\_\_\_ Age(s) of students \_\_\_\_\_

Proposed Dates (1)\_\_\_\_\_ (2)\_\_\_\_\_ (3)\_\_\_\_\_ (Mon to Fri only)

Proposed Times (1)\_\_\_\_\_ (2)\_\_\_\_\_ (3)\_\_\_\_\_

*Please specify 3 proposed dates and times as your first preference may not be available*

Tours of the House and/or gardens are available. Please tick the appropriate box.

House only  (please allow 30 minutes approx.)

Garden only  (please allow 30 minutes approx.)

House and Gardens  (please allow 1 hour approx.)

Do your students have any particular curriculum related requirements during their visit to Government House? i.e. History of Government House, Role of the Administrator

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Will any student(s) require particular consideration during the tour?  
(e.g. wheelchair access). Please specify:

\_\_\_\_\_  
\_\_\_\_\_

Does your request include meeting with The Administrator of the Northern Territory?

Yes / No (Please circle)