

Guidelines for booking a school tour of Government House

Group Size

Minimum of 10 students per tour group, maximum of 30.

Minimum of 1 teacher/aide per 15 students.

Punctuality

If you are running late, please phone the House Manager on 0401 115 541 to advise.

As Government House operates to a program of events, your tour may be shortened if you are not punctual.

Parking

Parking of large vehicles, such as school buses, is unavailable, 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 on behalf of the class (note the Queen signed a visitor's book in 1977)
- One student should be nominated to give the vote of thanks at the end of the tour
- Hats should be removed when entering Government House
- The Administrator is to be greeted as "Good Morning/Afternoon Your Honour"
- The correct title of the Administrator's spouse is "Mrs Pauling"
- 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

Other

- Ensure you have brought any resources required for activities
- Fruit punch and biscuits will be provided at the conclusion of the tour

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
- 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>