

Policy for the use of the Old Town Hall Ruins Lot 4995, Town of Darwin

The Department of Lands and Planning (the Department) recognises the importance of the heritage value of the Old Town Hall Ruins and the necessity to manage it to protect its cultural and structural integrity.

It is the Department's policy to endeavour at all times to provide the public with a venue for suitable activities and events that may be enhanced by utilising this heritage site while fulfilling its obligation to ensure the cultural and structural integrity of this heritage site is maintained by assessing applications and ensuring conditions are met once approval is granted to use the site.

Policy Document

Introduction

This policy guides the use of Lot 4995, Smith Street, Town of Darwin, known as the Old Town Hall Ruins, for organised events.

An 'organised event' is any activity where a group of people come together to use the site for a common purpose that may restrict general public use of the area.

Permitted Activities

The following activities are considered suitable uses of the Old Town Hall Ruins, however the Department reserves the right to refuse bookings for these activities if there is a prior booking or for heritage or management reasons:

- ❖ weddings and other civil or religious ceremonies
- ❖ plays, recitals, poetry readings and other theatre performances
- ❖ launches
- ❖ public meetings
- ❖ educational activities
- ❖ other activities by approval of the Director, Land Administration, Department of Lands and Planning.

Prohibited Activities

The following activities are considered unsuitable uses of the Old Town Hall Ruins:

- ❖ concerts or band performances where noise levels exceed 90 decibels, weighted between 40 and 600 Hertz
- ❖ sporting events
- ❖ any other activity that is deemed to cause a risk to public safety or the cultural or structural integrity of the Old Town Hall Ruins.

Maximum Capacity

The maximum number of participants allowed for organised events at the Old Town Hall Ruins is:

- ❖ 300 for wedding ceremonies, theatre performances and public meetings
- ❖ 150 for restaurant or food serving events (e.g. wedding receptions)
- ❖ 75 for displays (e.g. art exhibitions)
- ❖ at the discretion of the Director, Land Administration, Department of Lands and Planning for any other organised events.

Indemnity and Public Liability Insurance

All organisations and businesses conducting organised events at the Old Town Hall Ruins will be required to indemnify the Northern Territory Government against any claim in relation to the death or injury of person(s) and loss of or damage to property caused by their act or default to a minimum of \$10 000 000. Event organisers must provide a copy of Certificate of Currency (Public Liability Insurance) at least one week prior to hosting the event.

Individuals booking the Old Town Hall Ruins for weddings and other civil or religious ceremonies are covered by the Department's Public Liability Insurance.

Booking Procedures

Individuals, organisations or businesses wishing to book the Old Town Hall Ruins for an organised event are required to complete an application form which is available from:

Department of Lands and Planning
Land Administration
Level 2 Cavenagh House
38 Cavenagh Street
Darwin NT 0800
Phone (08) 8999 6114
Web www.nt.gov.au/lands

Bookings for events of two (2) days duration or less must be received at least two (2) weeks in advance. Bookings for events of over two (2) days in duration must be received at least six (6) weeks in advance.

Temporary bookings will be taken over the phone however written applications must be received within fourteen (14) days of this temporary booking. If a written application is not received within this time the temporary booking will be cancelled.

Bookings will be processed in the order in which they are received. Please note that multiple events may be booked at the Old Town Hall Ruins on any given day, however only one event is booked at a time. An interval of at least one hour is required between bookings. Longer intervals may be required dependant on set up and pull down requirements.

Land Administration abides by the Privacy Statement of the Department. Information provided in the application may however be forwarded to relevant authorities if requested to assist in their assessment of the application.

Permit Procedure

The Department will assess all applications on receipt to determine site availability and suitability of proposed event.

Applicants will be advised in writing if the application is successful or unsuccessful. Successful applicants will be provided with an authorised copy of their application form which acts as a permit to use the Old Town Hall Ruins for the specified date and purpose and should be carried by the applicant during the use of the site. Unsuccessful applicants will be provided with a letter detailing the reason(s) for refusal of the application.

Fees

Fees for use of the site are:

Weddings and other civil or religious ceremonies	
Half day (four (4) hours, including set up and pack up time)	\$100
Full day	\$150
Other events	
Half day (four (4) hours, including set up and pack up time)	\$200
Full day or multiple days	\$350/day

A cleaning bond of \$200 also applies. The bond is refundable at the discretion of the Director, Land Administration, Department of Lands and Planning.

All prices are inclusive of GST.

Fees may be waived or reduced for community groups and non-profit organisations at the discretion of the Director, Land Administration, Department of Lands and Planning upon written request by the applicant.

Fees and cleaning bond are payable at least fourteen (14) days prior to the event. If fees are not received by this time the booking will be cancelled.

Cheques or money orders should be made out to "Receiver of Territory Monies".

Applicable Licences and Approvals

Organised events which incorporate the consumption and/or sale of alcohol, require a Liquor Licence or Special Event Permit approval from the Department of Justice's Licensing Regulation and Alcohol Strategy Branch in accordance with the Northern Territory *Liquor Act*. Liquor Licences and approvals are issued by the Department of Justice, Level 1, 28-30 Knuckey Street, Darwin or telephone 8999 1800. Application forms can be found at <http://www.nt.gov.au/justice/licenreg/applications.shtml>

Organised events which incorporate the sale of food require prior approval from the Environmental Health Branch, Department of Health and Families to ensure the safe handling of food. To obtain the necessary approvals contact the Environmental Health Branch, Level 2 Casuarina Plaza, corner Trower Road and Vanderlin Drive, Casuarina or telephone 8922 7277.

Whilst this policy outlines some potential licences and approvals which may be required to hold an event, it is the permit holders responsibility to ensure all legislative requirements are met prior to holding the organised event.

Cancellations

A full refund will be provided for cancellations received up to fourteen (14) days prior to the event. Cancellations received after this time will be subject to a thirty (30) percent cancellation fee.

Should it be necessary for the Department to cancel approval for an event, notification will be given to the event organiser in writing and a full refund provided.

APPLICATION TO HOLD AN EVENT OLD TOWN HALL RUINS, DARWIN

All individuals, organisations or businesses wishing to hold an event at the Old Town Hall Ruins must complete this form and forward it to Land Administration, Department of Lands and Planning, GPO Box 1680, Darwin NT 0801, or facsimile (08) 8999 5404 or hand deliver to Level 2, Cavenagh House, 38 Cavenagh Street, Darwin.

Applicant's Name			
Organisation (if applicable)			
Address			
Contact Numbers	Work	Home	Mobile
Email			
Contact person during the event (please include mobile phone number if possible)			
Date(s) of event			
Arrival time (incl. set up)			Departure time (incl. pack down)
Type of event/description			
Expected number of participants/guests			
Do you plan to erect any temporary structure or bring equipment onto the site? Yes/No			
If yes, please indicate type(s)/number(s) of equipment			

Will you be charging an entry fee to this event?	Yes/No
Will you be serving/selling alcohol? <i>(refer Conditions of Use No 12)</i>	Yes/No
Will you be selling food? <i>(refer Conditions of Use No 13)</i>	Yes/No
Will you be erecting temporary fencing?	Yes/No
Will you need access to the water supply? Tap handle available from Land Administration, Department of Lands and Planning, Level 2 Cavenagh House, 38 Cavenagh Street, Darwin between 8.00 am and 4.00 pm on business day prior. Telephone 8999 6114)	Yes/No
Is power required? Key to power box available from Land Administration, Department of Lands and Planning, Level 2 Cavenagh House, 38 Cavenagh Street, Darwin between 8.00 am and 4.00 pm on business day prior. Telephone 8999 6114)	Yes/No

I declare that I have read, fully understand and agree to the 'Conditions of Use' contained in the Policy for the use of the Old Town Hall Ruins.

Signature of applicant _____ Date ____/____/____

Note

Toilet facilities are available at Browns Mart Arts, located on Smith Street opposite the Old Town Hall Ruins, however you will need to contact Browns Mart Arts on 8981 5522 to request the use of its facilities. A cleaning fee is charged by Browns Mart Arts.

Office Use Only	
Date Received	File Number
Approved/Not Approved	
Signed	
Position	Date
Copy returned to applicant Yes/No	Date
Date entered in TRIM	

Conditions of Use

The following are the conditions of use for the Old Town Hall Ruins.

1. The permit holder shall be responsible for any damage to the Old Town Hall Ruins, gardens, lawns, fixtures and anything else within the period of hire and shall reimburse the Department of Lands and Planning (the Department) for any repairs or replacements.
2. The walls of the Old Town Hall Ruins are not to be used as bracing for any temporary structure and nothing is to be affixed to the walls without the prior approval of the Department.
3. The Old Town Hall Ruins is a declared heritage place and is protected under the terms of the *NT Heritage Conservation Act 1991*. Any person found guilty of an offence against this *Act* may be ordered to pay the cost for restoring, servicing or repairing any damage. The *Act* can be viewed at www.nt.gov.au/dcm/legislation/current.html
4. The Old Town Hall Ruins and surrounds are to be left in a neat and tidy condition, ensuring all rubbish, furniture and other equipment used is removed by the end of the hiring period.
5. No confetti or rice is to be thrown on the site. Rose petals or bubbles are an acceptable alternative.
6. Temporary fencing is at the permit holder's expense. Only fencing which sits on the ground is allowed; no pegs, stakes or other like devices are to be driven into the ground.
7. Every care is to be taken to prohibit any dangerous activity that may result in harm to the persons attending the Old Town Hall Ruins during the time of the organised event.
8. Maximum number of people in attendance shall be:
 - a) wedding ceremonies, theatre performances and public meetings – 300 people
 - b) restaurant or food serving events (e.g. wedding receptions) – 150 people
 - c) displays (e.g. art exhibitions) – 75 people
 - d) other events at the discretion of the Director, Land Administration, Department of Lands and Planning
9. Any amplification used is not to exceed 90 decibels, weighted between 40 and 600 Hertz.
10. Vehicles must not be driven or parked in any area not designated for public parking without prior approval from the Department.
11. The Old Town Hall Ruins is a public place and the Department is not able to guarantee the exclusive use of the area.
12. A copy of any Liquor Licence applicable to the organised event is to be forwarded to the Department by the permit holder at least 14 days prior to the event.
13. The permit holder must obtain applicable approvals from the Environmental Health Branch, Department of Health and Families (DHF) for any organised event in which food will be sold either by the permit holder or through vendors and forward a copy of such approval to the Department at least 14 days prior to the event.
14. The permit holder must carry the permit at all times while using the site.
15. The permit holder shall advise the Department as soon as practicable of any problems encountered in conducting the approved organised event, or of any personal injuries or damage to property sustained as a consequence of undertaking the organised event.
16. The Department has the right to refuse bookings.
17. The Department reserves the right to add conditions if required for safety, capital works or any unforeseen circumstances, or when it is determined that there is a possibility of damage to the site. These conditions will be defined as additional conditions on the permit.

Background Information



Site History and Description

The Old Town Hall Ruins is what remains of the Palmerston Town Hall (Darwin was known as Palmerston until 1911). Constructed from local porcellanite during 1882/83, the Town Hall was a simple rectangular building adorned by regularly placed rectangular openings with circular arch heads. The original floor and roof were constructed from Cypress pine, although the roof was later replaced with corrugated galvanised iron.



As well as a Town Hall this historic building was used as a Court House (1883-1884), Commonwealth Bank (circa 1940), Taxation Department Office (1941), Navy workshop and storage during World War II and Museum (1945 onward).

The building was destroyed by Cyclone Tracey in 1974. Since that time stabilisation works have been carried out and the site has been developed as public open space.



The Old Town Hall Ruins features partial walls from the original Town Hall, surrounded by paving and gardens comprising of lawn and ornamental trees including frangipanis. Refer to Figure 2, on page 11, for a site plan and dimensions of the Ruins.

Facilities and Amenities

Power and Water

Power and security lighting are available and are controlled from the power box on site. A key to the power box can be obtained from the Department, 2nd Floor Cavenagh House, 38 Cavenagh St, Darwin between 8.00 am and 4.00 pm on the business day prior to an approved event.

Water is available from a tap on site however the tap has a security head that requires a special tap handle to operate. This tap handle can be obtained from the Department, 2nd Floor Cavenagh House, 38 Cavenagh St, Darwin between 8.00 am and 4.00 pm on the business day prior to an approved event.

Car parking

On street car parking is available on Smith Street and surrounding streets, parking meter fees and time limits (mostly two hours) are in place Monday to Friday, 8.00 am to 5.00 pm.

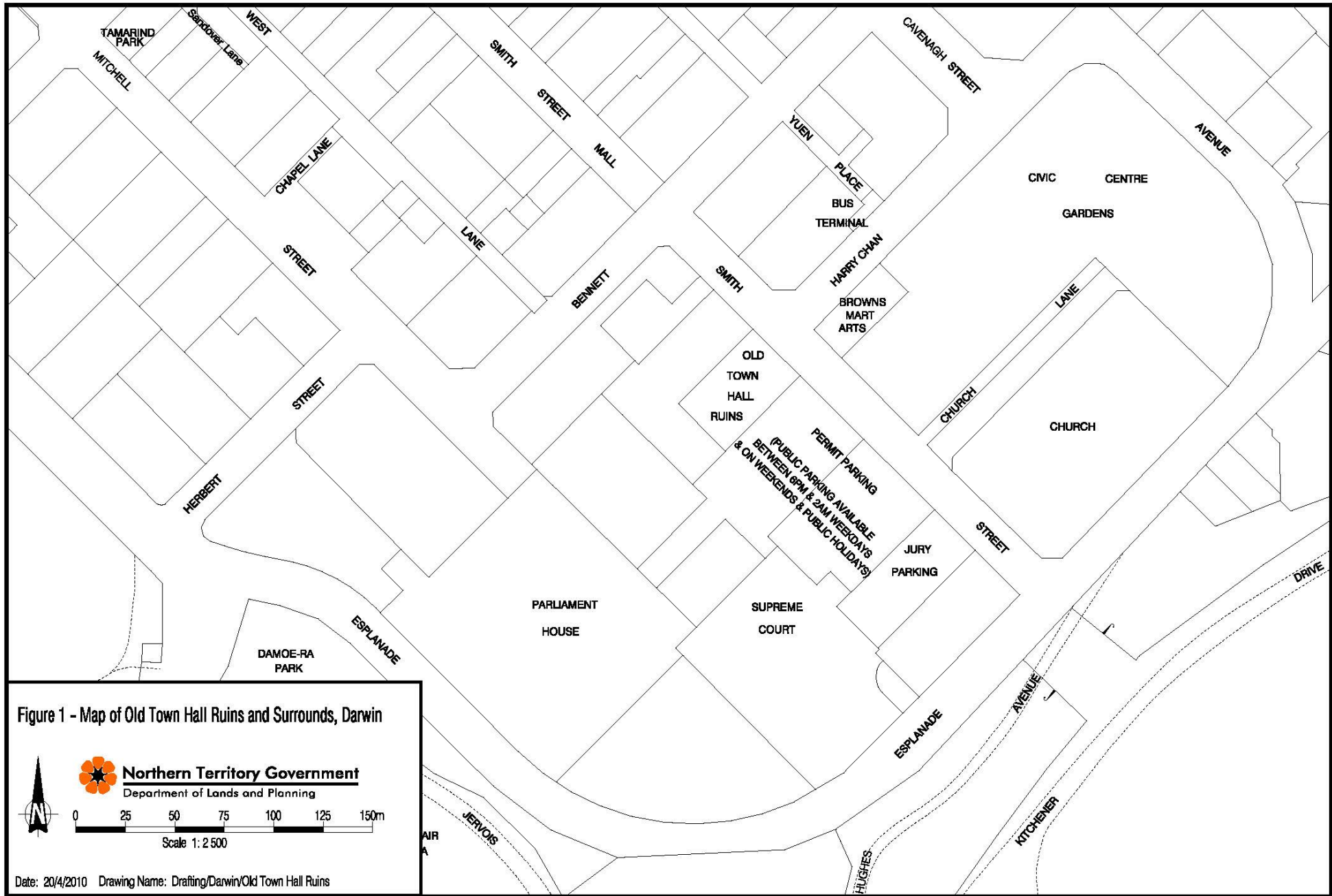
Parking may also be available outside the Supreme Court and in the jury car park between 6.00 pm and 2.00 am on weekdays and all day weekends and public holidays. Refer to the map at Figure 1.

Toilets

Toilets facilities may be available at Browns Mart Arts (located on Smith Street opposite the Old Town Hall Ruins). Browns Mart Arts can be contacted on telephone 8981 5522 to request the use of these facilities. A cleaning fee is charged by Browns Mart Arts.


Irrigation


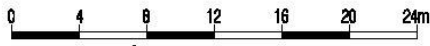
The site contains an irrigation system which is set to start at 1.00 am and run for several hours. The permit holder must ensure that all materials and equipment have been removed from the site by this time. The Department takes no responsibility for any water damage that may occur to materials or equipment left on the site. Arrangements to modify the irrigation pattern for events of multiple days may be possible upon written request by the permit holder at least 14 days prior to the event.





**FIGURE 2
OLD TOWN HALL RUINS SITE PLAN**


Northern Territory Government
 Department of Lands and Planning



 Scale 1: 400

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