



VENUE HIRE CONDITIONS for COLIN JACK-HINTON MARITIME UNDERCROFT

THIS FORM IS FOR INFORMATION ONLY.
ONCE A BOOKING IS MADE, THE VENUE HIRE CO-ORDINATOR
WILL SUPPLY THE CORRECT FORM FOR SIGNATURE AND APPROVAL.

1. This booking cannot be confirmed until the following conditions are acknowledged and accepted by the hirer and approved by the Director, Museum & Art Gallery of the Northern Territory (MAGNT).
2. The hirer supply within one month of lodging the booking, details of the function, including copies of any promotional material, details of any proposed temporary constructions (eg scaffolding, marquees, stages, platforms, etc) and/or any other relevant material.
3. MAGNT reserves the right to accept or decline the booking, dependent on the hirer providing the above details and will advise its decision in writing within one month following receipt of details.
4. The facility must be cleaned and left in a safe condition prior to and after the function. The premises are to be left in a safe condition so that normal operations of the museum are able to commence the following day either at 9.00am, Monday – Friday or 10.00am on Saturday and Sunday. Any additional cleaning costs incurred will be charged to the organisers and deducted from the deposit. All tables, chairs, sound equipment etc are to be removed from the premises by the above mentioned times.
5. Please note for weddings – paper confetti is not permitted on the grounds although rice and/or flowers is acceptable.
6. MAGNT is to be indemnified against any claims arising from public liability, loss or theft.
7. The organisers obtain and maintain a current liquor licence for the purposes of the sale and consumption of alcohol on the premises. Please enquire from the venue hire co-ordinator if an application is required.
8. If required, additional portable toilet facilities are to meet health standards and are to be provided at no cost to the MAGNT. Toilets are to be removed before 9.00am on week days and 10.00am on weekends.
9. The organisers are responsible for arranging / co-ordinating car parking.
10. The organisers are required to accept all reasonable directions from security officer/s at the event.
11. The museum grounds are to be vacated by 12 midnight on the evening of the event unless otherwise approved.