



**VENUE HIRE CONDITIONS for FANNIE BAY GAOL**

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. Approval to enter the site before closing time for the purpose of setting up etc is at the discretion of the Director, MAGNT.
5. Unless otherwise agreed, all movements of trucks bringing tables, chairs, sound equipment etc will be restricted to after the gaol closes at 3.00pm on the day of the function. Movements of other vehicles will be restricted during opening hours, 10.00am – 3.00pm on the day and be under the direction of the security officer/s on duty.
6. Music is restricted to 6.30pm – 11.00pm. Beyond 11.00pm, noise levels are to be kept to minimum because of the location in a residential district.
7. The facility must be cleaned and left in a safe condition prior to and after the function so that normal operations of the gaol are able to commence at 10.00am the following day. 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 10.00am the following day.
8. There are limited toilet facilities available at the gaol, therefore any portable toilets hired, are to meet health standards and incur no cost to the MAGNT. These toilets are to be removed by 10.00am the morning following the function.
9. There is limited power supply so it is recommended that a generator be hired on the evening.
10. The organisers are responsible for arranging / co-ordinating car parking. No vehicles are to be parked within the grounds of the gaol.

11. The organisers obtain and maintain a current liquor licence for the purpose of the sale and consumption of alcohol on the premises. Please enquire from the venue hire co-ordinator if an application is required.
12. MAGNT will not be responsible for provision of security or crowd control.
13. MAGNT is to be indemnified against any claims arising from public liability, loss or theft. This indemnification is to be sighted by MAGNT security or staff.
14. The organisers are required to accept all reasonable directions from the security officer/s at the event.
15. The gaol is to be vacated by 12 midnight on the evening of the event unless otherwise approved.