



VENUE HIRE CONDITIONS for LYONS COTTAGE

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 of the cottage for the purpose of setting up etc will not generally be granted.
5. Unless otherwise agreed, all movements of trucks bringing tables, chairs, sound equipment etc will be restricted to after the cottage closes at 4.30pm on the day of the function. Movements of other vehicles will be restricted during opening hours, 10.00am – 4.30pm 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 premises are to be left in a safe condition so that normal operations of the cottage 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 no toilet facilities available at the cottage, therefore 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. No electrical power points are available on the external building however one 240-volt lead may be operated from a GPO from inside the cottage; this lead is to be supplied by the organisers.
10. The organisers are responsible for arranging / co-ordinating car parking. No vehicles are to be parked within the grounds of cottage.
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 at Museum Shop if you require this form.

12. The buildings at the cottage are not to be used as storage areas. Only the grassed area is available for hire, all other areas are unavailable.
13. MAGNT will not be responsible for provision of security or crowd control.
14. 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.
15. The organisers are required to accept all reasonable directions from the security officer/s at the event.
16. The cottage is to be vacated by 12 midnight on the evening of the event unless otherwise approved.