

Terms and conditions of general use of venue hire facilities

1. Basis of agreement

This is an agreement between National Museum of Australia (ABN 70 592 297 967) (the Museum) and you as the hirer of the Museum's venue hire facilities.

2. Advertising

All advertising and promotional material associated with the proposed event that refers to the Museum must be approved by the Museum prior to its release. The Museum logo or name is not to be used without the approval of the Museum. No commercial advertising signs, hoarding, banners or the like are permitted to be erected in a public area within the Museum premises or its precinct without prior approval.

3. Conduct of events

You must:

- a) only access those parts of the building approved for the event
- b) conduct the event in an orderly manner in compliance with any instructions issued by the Museum
- c) nominate a person who will be responsible for the conduct of those attending the event
- d) remove all persons, goods and materials promptly on completion of the event
- e) leave the Museum premises in a clean and tidy state unless prior arrangements have been made
- f) comply with any special precautions as requested by the Museum for the protection of objects and the building fabric.

4. Smoking and vaping

Smoking and vaping are prohibited throughout the Museum including entrances to the building and immediate surrounds. A designated smoking area is provided.

5. Collection of monies

Cash transactions and fund raising activities, including ticket sales, registration fees, membership fees, donations and raffles are not permitted at events at the Museum without the prior approval of the Museum.

6. Private viewings

A private viewing of the Museum permanent galleries or temporary exhibition/s must be arranged two (2) weeks prior to the event date. A private viewing is generally for one (1) hour. You must pay to the Museum all private viewing costs and any additional exhibition entry fees. Private viewings on public holidays will incur a 25% surcharge.

7. Catered events

Catering is restricted in gallery spaces. You are required to use the services provided by the Museum's contracted caterer and will be invoiced by the caterer for the hospitality component of the event.

8. Security and cleaning

All events outside of the Museum's operating hours will require security and cleaning staff. Security and cleaning staff are allocated on a ratio basis to the number of attendees, which increases incrementally on an additional 50-person basis once 100 guests have been booked. Security and cleaning staff for events in excess of 100 guests will incur an additional charge and you will be invoiced accordingly.

9. Exhibitions and other events

For all exhibitions and stage set-ups produced by external contractors, plans and logistical requirements must be approved by the Museum fourteen (14) days prior to the event. The Museum does not permit anything to be attached or fixed to any part of the building fabric.

10. Audiovisual requirements

You may engage the Museum to provide additional audiovisual requirements for a fee. You may not bring in your own equipment or use the Museum's power sources without prior permission. All audiovisual requirements are to be confirmed seven (7) days prior to the event or additional fees may apply.

The provision of additional audiovisual equipment and any technical personnel above the base provision will incur an additional fee and you will be invoiced accordingly.

11. Rigging and staging

Events involving the construction of rigging or staging not provided by the Museum must be coordinated through a reputable staging/lighting contractor approved by the Museum. Rigging must be approved by the Museum fourteen (14) days prior to the event.

12. Theming and decorations

Events involving theming and decoration must be coordinated through a reputable event contractor approved by the Museum. All decorations must be approved by the Museum fourteen (14) days prior to the event.

13. Force majeure

Performance of these terms and conditions is contingent upon the Museum not being wholly or partially prevented, restrained, obstructed or delayed from making arrangements associated with the event due to factors beyond its control, including but not limited to industrial action, accidents, government (federal, territory or local) requisitions, or restrictions on travel, transport, food and beverage supply. In no event shall the Museum be liable for the loss of profit or for consequential damages whether based on breach of contract, warranty or otherwise.

14. Responsibility for loss and/or damage

You are liable for and indemnify the Museum from and against all actions, claims, demands, losses, damages and expenses for which the Museum shall or may become liable or suffer in respect of:

- a) damage to objects or other property of the Museum arising out of or in the course of the event except to the extent that such damage arises from the negligence or fault of the Museum
- b) injury to or death of any person arising out of or in the course of the event except to the extent that it arises from the negligence or fault of the Museum
- c) the breach of any law arising out of or in the course of the event
- d) any infringement or breach by you of copyright, performing rights or other protected rights in relation to the event
- e) any breach of these terms and conditions by you.

15. Parking

Onsite parking is available at the Museum. It is paid on an hourly or daily basis and is free after hours and on weekends and public holidays. Revenue is collected by the National Capital Authority on behalf of the Australian Government. The Museum is not responsible for any infringement notices incurred as a result of lack of observance of parking regulations.

16. Confirmation

To secure a booking, a deposit is required within fourteen (14) days of the nominal confirmation of the event. If the deposit is not received within this timeframe, the Museum may release the booking.

17. Changes to event bookings

You acknowledge that your event is subject to the Museum's operational requirements and that the Museum reserves the right to change the event booking location, capacity and set-up (including object displays) at its discretion. In the event of any such changes, the Museum will notify you at the earliest opportunity.

Signed: _____

Date: _____