

OCCASION



Venue Hire Terms & Conditions

The National Trust has beautiful heritage properties available for hire in New South Wales. This document outlines the terms and conditions of hiring our venues during the COVID-19 pandemic. These terms and conditions are in place to keep you, your family and friends, our staff and volunteers and the community safe. The National Trust has developed these terms and conditions in line with federal and state Government regulations. Thank you in advance for your cooperation and understanding.

National Trust (NSW) Venue Hire

National Trust of Australia (NSW) venues are opening in a staged manner and in line with NSW Government COVID-19 requirements and [Public Health Orders](#).

Changes to how venues can host events have come into effect, in line with state and federal government requirements to help stop the spread of COVID-19 and for the safety of the community. The National Trust is committed to ensuring the health and safety of venue Hirers, guests, staff and volunteers. As we re-activate venues at our properties, we have implemented changes to our venue hire operations to ensure the safety of everyone with these principles in mind:

- Providing safe environments – including observing physical distancing measures, limiting the number of people within our spaces, helping to prevent contact, maintaining personal health and hygiene measures, and increasing the cleaning and monitoring of our facilities.
- Adhering to state and federal government instructions and guidelines, adapting our operations to maintain consistency with restrictions and advice changes.
- Providing information to support Hirers, guests, staff and volunteers to keep themselves and others safe by following health advice.



Dundullimal Homestead



Special Terms & Conditions

These Special Terms and Conditions are effective from 12 August 2020 and applicable to all existing and new venue hire bookings at National Trust properties in New South Wales with venues open during the COVID-19 pandemic.

1. RELATIONSHIP WITH OTHER CONDITIONS

If there is any inconsistency between any other part of the Venue Hire Agreement and these Special Terms and Conditions, then to the extent of the inconsistency these Special Terms and Conditions prevail.

2. COVID-19 SAFETY PLAN

2.1. In hiring a National Trust venue during the COVID-19 pandemic, the Hirer agrees to adhere to the COVID-19 Safety Plan registered by the National Trust applicable to the event type, that is:

- a Wedding ceremonies and receptions, or
- b Conferences, functions and corporate events

Note: corporate events are as defined in the Public Health Order. That is to say, corporate events include activity by Hirers that may not be a corporate company or group.

2.2. The National Trust's COVID-19 Safety Plans in place for museum operations and events are reviewed regularly to manage risks and maintain consistency with changing NSW Government Orders and related exemption orders. These COVID-19 Safety Plans may need to be updated in the future as restrictions and advice changes.

2.3. Under the COVID-19 Safety Plans for our venues, Hirers, patrons, guests and suppliers are asked to acknowledge the number of people permitted at events in our venues, the activities permitted at events and the requirements of the venue have been adjusted in the interests of community safety.

3. VENUE CAPACITIES

The National Trust sets the capacity for each venue at its properties. Venue capacity has been reduced to meet physical distancing requirements.

The maximum number of persons in each venue is the lesser of:

- a The number of persons that is equivalent to one person per four square metres of space in the area, or
- b 150 people,* or
- c 100 persons for wakes, or
- d An event seating layout that complies with the 1.5m physical distancing requirements.

*Note: for a wedding service the maximum number excludes the couple, the people involved conducting the service, and the photographer and the videographer.

4. EVENT CAPACITY

Hirers are responsible for ensuring the capacity of the venue for their event is not exceeded.

5. SITE AND SEATING PLANS

The Hirer is responsible for providing site and seating plans for the event to the National Trust at least 14 days prior to the event date. These plans must address NSW Health COVID-19 guidelines applicable to the event, including physical distancing measures.

6. ADHERENCE TO NSW HEALTH COVID-19 GUIDELINES

All Hirers and their guests attending the event must adhere to NSW Health COVID-19 guidelines, including the following safety measures:

6.1. Physical Distancing

- a Capacity must not exceed one person per four square metres of space (excluding staff). Corporate events cannot exceed 150 people. The National Trust sets the capacity for each venue at its sites.
- b Maintain a minimum 1.5 metre distance from others (unless from the same household) and comply with one person for every four square metres.
- c Hirers should allocate seating and ensure guests/patrons remain seated as much as possible, to minimise mingling between seated groups.
- d Ensure there are no more than 10 people per table.
- e All seating must be separated by 1.5 metres. Household or other close contacts do not need to physically distance,
- f Reduce crowding wherever possible.

6.2. Hygiene

- a All patrons are encouraged to adopt good hygiene practices.
- b Ensure your guests are aware they should only attend if they are feeling well and do not have any respiratory or COVID-19 symptoms. If they are feeling unwell, or, if in the last 14 days, they have experienced cold or flu symptoms, have returned from overseas or have been to or had contact with someone from a COVID hotspot, it's important they don't attend, and encourage them to get tested.
- c Where event arrangements include options for guests to make purchases, only credit/debit card will be accepted (no cash).

6.3. Food and Beverage

- a Self-serve or buffet style food service and/or grazing tables and shared platters are not permitted.
- b For weddings, any wedding cake for the traditional cutting element must be a separate cake to the cake plated and served to guests.
- c Alcohol can only be served to and be consumed by seated patrons.

6.4. Activities

- a Group singing or chanting, including by choirs, is particularly high risk and is to be avoided.
- b Solo singing and wind instruments (such as flute, oboe or clarinet) are only permitted if protections are in place for guests, including at least 3 metres

distance from performers.

- c Dancefloors are not permitted (except for the wedding couple at a wedding).
- d For weddings, Hirers are encouraged to consider having photos before the ceremony to decrease the amount of time between the ceremony and reception, this supports minimising crowding or mingling.
- e Avoid all activities which may involve sharing items, e.g. signing a guest register.

6.5. Record keeping

- a The Hirer is responsible for providing a digital copy of the name and contact details of all event attendees including guests and suppliers (including but not limited to musicians, photographer, catering staff) at least 24 hours prior to the commencement of the event.
- b The National Trust reserves the right to confirm name and contact details of guests/patrons, suppliers and staff upon entry to the venue.

7. VENUE HIRE FEES

Venue hire fees remain as advertised, except (i) where venues can no longer provide items previously stated as included (e.g. chairs for wedding ceremonies at Dundullimal and Everglades), or (ii) the National Trust Centre.

8. CANCELLATION BY HIRER

Given the nature of the COVID-19 pandemic, in the event of a change of date or cancellation by the Hirer, venue hire fees will be refunded.

9. CANCELLATION BY THE NATIONAL TRUST

Given the nature of the COVID-19 pandemic, the National Trust will accept bookings in line with NSW Government COVID-19 requirements and Public Health Orders applicable on that date. However, if those Government requirements change in the lead up to the actual date of the booking the National Trust will require these updated government requirements to be complied with. If this results in cancellation by the National Trust, venue hire fees will be refunded.

10. COOPERATION AND COMPLIANCE

Without limiting the other provisions of this document, the Hirer in connection with the Event must at all times act reasonably and use their best endeavours to cooperate with the National Trust and comply with directions from the National Trust or any relevant Government Agency.



Agreement

The National Trust (NSW) requests Hirers to agree to the Event Details and Special Terms & Conditions outlined in this document.

Event name _____

Event day and date _____

Event time _____

Site occupation period (if applicable) _____

Venue and property name _____

Maximum capacity of the venue _____

Number of people attending _____

Name of Hirer _____

Email _____

Mobile number _____

- ☐ I agree to the above Special Terms and Conditions of hire applicable to events held at National Trust venues during the COVID-19 pandemic. I have and/or will inform both staff and suppliers I engage for this event and my guests of the NSW Health COVID-19 guidelines which apply to ensure a safe environment for everyone during the COVID-19 pandemic.

Name of Hirer _____

Signature of Hirer _____

Date of signature _____

“Remember to celebrate
milestones as you prepare
for the road ahead.” – Nelson Mandela



Saumarez Homestead



Venue Capacities

For National Trust (NSW) properties that have reopened, the following maximum capacities apply:

VENUE	MAXIMUM CAPACITY	EVENT STYLE
National Trust Centre, Millers Point		
Annie Wyatt Room	18	Lecture style
Annie Wyatt Room	12	Conference style
Board Room	12	Lecture style
Board Room	8	Conference style
Lindesay House, Darling Point		
Garden	30	Wedding ceremony
External marquee	30	Seated wedding/function
Dundullimal Homestead, Dubbo		
The Shed Function Centre	34	Function
Timbrebongie Church	8	Wedding ceremony
Garden	100	Wedding ceremony
Everglades House & Gardens, Leura		
Gardens & Grounds	<i>See below</i>	<i>See below</i>
Cherry Terrace	70	Wedding ceremony
Studio Terrace	60	Wedding ceremony
Theatre Terrace	13	Wedding ceremony
Saumarez Homestead, Armidale		
Gardens & Grounds	150	Wedding ceremony
Jackson Centre	57	Function
Saumarez Centre	34	Function
North Tennis Court	150	Marquee site
South Tennis Court	150	Marquee site

Only the venues listed above are currently in use for events at National Trust (NSW) properties. All other venues remain closed to bookings at this time.



Further information

Thank you for your interest in celebrating your special moments and planning your event with the National Trust (NSW).

We will continue to adapt and provide updates as Government and Health advice changes and will ensure we continue to provide a quality experience for our visitors and guests. Please note COVID-19 Safety Plans may need to be updated in the future as restrictions and advice changes.

Please stay safe during this time, and keep up to date with key information on COVID-19 in NSW, including outbreaks, by visiting:

- [NSW Health COVID-19](#) information online or
- [NSW Government's COVID-19 Community Advice](#) website or
- Phone the Service NSW 24/7 hotline on 13 77 88

To keep up to date with our latest news, we welcome you to [subscribe to our eNews](#) – distributed monthly to your inbox.

CONTACT US

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Everglades