

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 are in place, 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. Cover image: Lindesay



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 & marquee	30	Wedding ceremony/Function
Dundullimal Homestead, Dubbo		
The Shed Function Centre	68	Function
Timbregongie Church	25	Wedding ceremony
Garden	200	Wedding ceremony
Everglades House & Gardens, Leura		
Gardens & Grounds	<i>See below</i>	Wedding ceremony
Cherry Terrace	70	
Studio Terrace	70	
Theatre Terrace	26	
Saumarez Homestead, Armidale		
Gardens & Grounds	150	Wedding ceremony
Norman Lindsay Gallery, Faulconbridge		
Formal Lawn	80	Wedding Ceremony
North Hedge	100	Wedding Ceremony/Function/Marquee Site
The Dell	50	Wedding Ceremony/Function
Old Government House, Parramatta		
Grand Entrance	140	Wedding Ceremony
Old Government House & Grounds	160	Wedding Ceremony
Front Porch	10	Photography – Bridal party
Front Lawn	160	Function
Central Courtyard	140	Function
Front Lawn & Central Courtyard	300	Function
Dining Room	6	Seated function
Upstairs Education Room	7	Workshop/Meeting
Harper's Mansion, Berrima		
Maze	30	Children's parties/ Function
Main Lawn	60	Wedding Ceremony/ Function
Kitchenette	60	Function

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.



Special Terms & Conditions

These Special Terms and Conditions are effective from 21 December 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.

4. EVENT CAPACITY

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

5. 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 safety measures relating to:

- Well-being of staff and attendees
- Physical distancing
- Hygiene and cleaning
- Record keeping
- Permitted activities, incl. food and beverage.

6. 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.

7. 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.

8. 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.

9. 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.

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 House & Gardens