

# Canberra Museum and Gallery

## Venue Hire

### TERMS AND CONDITIONS

- A tentative booking will be held for a period of 14 days only, after which time the tentative booking will be cancelled. A tentative booking can be made by phoning/faxing 6207 2662 or emailing [cmag.venuehire@act.gov.au](mailto:cmag.venuehire@act.gov.au)
- After you have made a tentative booking, a booking form needs to be completed and returned to Canberra Museum and Gallery (CMaG).
- CMaG will confirm your booking once we have received a booking form. The booking will be confirmed by sending you back a confirmation quote.

#### **Attendance numbers**

Final attendance numbers are to be forwarded to CMaG in writing, 24 hours prior to the commencement of the event. Charges may apply for amendments to attendance numbers after that time.

#### **Terms of payment**

An invoice will be sent to you after the function. Full payment for your event is required seven days upon receiving your invoice from our Finance Department. This is payable by EFTPOS, credit card or cheque (cheques to be made out to Canberra Museum and Gallery).

#### **Cancellation**

We would be disappointed if your event was to be cancelled. However, we realise circumstances occasionally make this necessary. If the event is cancelled, the following conditions will apply:

- Notice of 7 days
  - A cancellation fee of 50% of the total value of the event will be charged.
  
- Notice of 24 hours or less
  - Full confirmation fees will be payable. A cancellation fee of 100% of the total value of the event will be charged.
  
- Change of date
  - We understand that you may need to change the date of your event. We will attempt to fit in with any changed of date where space is available. If the requested date/s are not within 30 days of the original dates booked, then the change will be treated as a cancellation (see cancellation terms and conditions).

### **Food and beverage policy**

Food and/or beverage catering for consumption at an event is permitted in Public Meeting Room, Boardroom and Foyer spaces. However, no food or beverages are allowed in the Theatrette.

### **Preventing damage**

The hirer (patron) is financially responsible and agrees to indemnify CMaG (CFC) for any damaged sustained to CMaG premises/property due the actions of guests/invitees attending the event.

### **Insurance**

CMaG (CFC) takes all care with the security and protection of property and guests. We are unable to accept any responsibility for damage or loss of property left on CMaG premises prior, during and after the event. CMaG maintains a public liability insurance policy, which covers ACT government departments. It is the responsibility of non-ACT government department clients to arrange their own public liability and property insurance to cover injury to their parties and damage or theft of person belongings and property during the event.

**General**

- No item or signage should be placed on any door, wall or any other part of the building without permission from CMaG.
- All venue hire areas are strictly non-smoking
- Any extra services such as photocopying will be charged to the client at cost price and added to the final invoice.

**After hours access**

The person/s organising the function should advise their participants to come to the Civic Square entrance.

**The client hereby agrees that they, their employees, agents, contractors and guests are bound by these terms and conditions and acknowledges that these comprise the entire agreement between CMaG (CFC) and the client to hire certain areas and facilities within the complex.**

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**Clients' signature**

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**Signed by (full name)**

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**For and on behalf of organisation/company**

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**Date**

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**Event date/s**