

LICENCE TERMS AND CONDITIONS FOR HIRE OF MACQUARIE LIGHTSTATION LAWN WITH THE SYDNEY HARBOUR FEDERATION TRUST (“THE TRUST”)

The Hirer acknowledges that no obligations in relation to the Macquarie Lightstation Lawn will arise unless and until licence documentation has been agreed and executed by all relevant parties and all fees are paid.

Licensed Area

The Licensed Area refers to the grounds only, access inside the Lightstation is not permitted. The licensed event must take place in the designated licensed area only (please refer to map). This licence is non-exclusive, i.e. the Hirer may not prevent public access to the licensed area through signage, fencing etc. The Hirer must be mindful both of other visitors to the site and visitors of adjacent properties and must ensure that disruption caused to visitors and neighbouring properties is minimised.

This venue is suitable for hire for low impact events such as ceremonies, organised group picnics and commercial filming and photography.

Capacity

Private functions or ceremonies at the Macquarie Lightstation Lawn may not exceed a total of 150 people.

Booking Times

Maximum booking length for ceremonies is two hours unless otherwise agreed. Filming may occur between 7am and 5pm. All events must start and finish within the times designated by the Licence Agreement and must take place during daylight hours for safety reasons. The Trust reserves the right to licence the Macquarie Lightstation Lawn more than once per day.

Food and Beverage

Food and beverage service is not permitted in the Licensed Area without prior written consent of the Trust.

Parking

Unreserved on-street parking is available at Macquarie Lightstation Lawn. Vehicle access is not permitted beyond the gate to the site.

Furniture and Equipment

Up to one table and ten chairs are permitted for ceremonies. One small weighted shade structure may be permitted with the express written permission of the Trust. No other structures or marquees are permitted without prior written consent and the payment of additional hire fees. All furniture must have broad-bases to minimise damage to grassed areas and must only be set up and removed during the licence period. The Trust accepts no liability for furniture or equipment brought to the site.

Music

Amplified music and public address systems are not permitted under any circumstances. Non-amplified music may be permitted with the prior written approval of the Trust.

Decorations

Bunting, flags, balloons, rice, confetti or other decorations may not be used. Rose petals are allowed but must be removed at the end of the event.

Signage

Temporary signage is not permitted. In particular signs indicating exclusive use of the licensed area are strictly prohibited.

Waste Removal

There are no waste collection facilities on site. The Macquarie Lightstation Lawn must be cleaned on departure and all rubbish must be removed and disposed of responsibly by the Hirer.

Site Care

The Hirer agrees to licence the Macquarie Lightstation Lawn in its prevailing condition at the time of hiring. Upon licence expiry an inspection of the Macquarie Lightstation Lawn will be carried out by a member of the Trust. The Hirer hereby accepts liability for any damage caused to the Macquarie Lightstation Lawn and/or surrounding areas and agrees to pay any costs incurred in the repair or replacement of damaged property.

Children must be supervised at all times. The Hirer is responsible for making guests aware of the potential dangers of the site.

The Hirer agrees to use the Macquarie Lightstation Lawn at their own risk and releases and waives any right to make any claim against the Trust for loss, theft, cost, expense or damage arising directly or indirectly from the use by the Hirer of the Macquarie Lightstation Lawn.

Insurance

For organisations a copy of Public Liability Insurance for \$20,000,000 must accompany the application.

Payment

To make a booking the Booking Fee must be paid and a completed hire agreement must be returned to the Licensing Officer. The remaining Hire Fee plus a Security Deposit must be received no later than fourteen days prior to the licence date. The Trust may use the Security Deposit to cover any loss due to the Hirer's breach of these terms and conditions.

Cancellations

Cancellations will be accepted up to 5pm on the last working day prior to the booking. All booking fees and hire fees paid are non refundable in the event of cancellation. Alternate dates can be arranged in the event of wet weather, subject to availability. The Trust reserves the right to cancel a booking without compensation by notice in writing; in this unlikely event all fees paid will be returned to the Hirer.

Public Transport

Guests should be encouraged to use public transport must be encouraged where possible (Please see www.131500.com.au for more details).

The nearest bus routes are;

324 / L24 ~ City to Watsons Bay

380 ~ City to Watsons Bay

386 ~ Bondi Junction to Vaucluse

387 ~ Bondi Junction to South Head Cemetery

Park Regulations

The Hirer and its guests must comply with all relevant laws including the *Sydney Harbour Federation Trust Act 2001* and *Sydney Harbour Federation Trust Regulations 2001*.

Other information

Days not available for hire include Christmas Day, Boxing Day and other days at the discretion of the Trust. The Trust reserves the right to take photos of any event for internal and marketing purposes.

LIST OF CHARGES

Ceremony Hire Fee	\$750+GST
Commercial Photography Hire Fee per day	\$1,000+GST
Commercial Filming Hire Fee per day	\$2,000+GST
Security Deposit (refundable upon satisfactory return of site)	\$1,000
Booking Fee (deductible from Hire fee) for ceremonies	\$250
Booking Fee for filming & photography (deductible from Hire fee) is 20% of total Venue Hire	

HIRE AGREEMENT FOR MACQUARIE LIGHTSTATION LAWN

- For enquiries please email or call the Licensing Officer on either Licensing@harbourtrust.gov.au or 8969 2100.
- To make a booking, please complete the Hire Agreement form and return along with the Booking Fee to:
The Licensing Officer, Sydney Harbour Trust Federation Trust, PO Box 607 Mosman 2088
- **The Booking is not confirmed until a Hire Agreement form is returned signed by a Trust signatory.**

APPLICANTS DETAILS

Full name		Contact number	
Company Name	<i>If applicable</i>	ABN	<i>If applicable</i>
Address			Postcode
Email address			
Contact on the day; name and mobile number			

EVENT DETAILS

Event date(s) requested		Start time	
Number of people on site		End time	
Brief description of event. If filming/photography, please include details of the product/purpose.			
Details of Equipment supplied by the Hirer			
Group transport details	<i>If applicable</i>		
Non amplified music or entertainment details	<i>If applicable</i>		
How did you hear about Macquarie Lightstation?			
Where is your Reception Venue?	<i>If applicable</i>		

I have read and agreed to the licence terms and conditions for Macquarie Lightstation Lawn

HIRER'S SIGNATURE and DATE: /...../.....	SYDNEY HARBOUR FEDERATION TRUST SIGNATURE and DATE /...../.....
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Sydney Harbour Federation Trust

METHOD OF PAYMENT FORM FOR MACQUARIE LIGHTSTATION LAWN

Direct Transfer
Account Name: Sydney Harbour Federation Trust
Bank: Reserve Bank of Australia
BSB: 092-002
Account: 110721

**Your payment must include
the following reference:** LML001 *(insert your surname)*

Cheque
Please attach to booking form

Credit Card

Name on Card: _____

Credit Card Type** : _____
** Please note a 3% surcharge applies to American Express Cards.
** Diners are not accepted

Credit Card Number: _____

Expiry Date: _____

Amount to charge now: _____

Do you authorise for full payment to be taken from your credit card fourteen days prior to the Booking Date:
YES NO please select

Card Holders Signature: _____

Date: _____