



GOVERNMENT HOUSE
SYDNEY

NON VICE REGAL FUNCTION POLICY

1. The objective of the policy is to:

- 1.1 Promote the appreciation and use of Government House Sydney and its grounds by permitting their use for functions.
- 1.2 Ensure that the financial viability, security and dignity of Government House as the official residence of the Governor of New South Wales is maintained.

2. Types of Functions

Applications for functions will be considered on receipt of a detailed application by the interested party. The categories of functions generally allowed, subject to final approval of the Governor (or Official Secretary) are:

- 2.1 Those hosted by an organisation where the Governor is a patron.
- 2.2 Those hosted by a charitable organisation (where the Governor is not a patron).
 - 2.2.1 Those charitable organisations who seek permission for the Governor-General of the Commonwealth of Australia or State/Territory Vice-Regal Representative to host or officiate an event at Government House will be excluded. Precedence must always be given to the Governor of New South Wales.
- 2.3 Those hosted by the Prime Minister, Premier, Federal or State Minister where the event, award ceremony or commemoration recognises citizens of New South Wales or is of predominant benefit to the State of New South Wales.
 - 2.3.1 This excludes those events of a party political nature or the launch of a policy.
- 2.4 Commercial filming and photography (or limited other commercial activity) which does not diminish the dignity of Government House as the official residence of the Governor of New South Wales and where there is an identifiable benefit to Government House or the State of New South Wales.

For clarity, as a general rule, filming or photography for weddings, advertisements, product promotions, etc. will not be considered.

3. Permitted Use of the site

- 3.1 All functions must respect the dignity, special character and public image of Government House Sydney.
- 3.2 Government House Sydney is listed on the State Heritage Register and it is critical that when events are held, there must be no damage or alterations to the site (including grounds and lawns) in any way and events must be staged in a manner that is consistent with the presentation of the property.
- 3.3 Noise must be restricted to ensure no disturbance to others on site.
- 3.4 No display or advertising material will be permitted without prior approval from Government House Sydney and only a minimal amount of promotional material will be allowed at the absolute discretion of Government House Sydney.



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- 3.5 There is to be no selling of goods or other financial transactions undertaken as part of any function or event.
- 3.6 Where an event is to be held for fundraising purposes, no direct fundraising activities (e.g. auctions, raffles, collections and so on) are permitted to be held whilst at Government House Sydney. All tickets and other activities must be pre-sold.

4. Areas of use

- 4.1 Approved functions are restricted to the following areas of Government House Sydney:

- Outer Hall
- Main Hall
- Ante Drawing Room
- Drawing Room
- Ballroom
- Arcade
- The Eastern Terrace Garden
- The Parade Ground

5. Application to hold an event

- 5.1 Requests to hold an event at Government House Sydney must be submitted via a detailed application (see form) at least 8 weeks prior to the proposed date of the event. All applications must be accompanied by a cover letter on authorised company letterhead indicating company contact details.
- 5.2 Government House remains available for official use if required, in most circumstances; approval for use of the House by others will not be approved earlier than 3 months prior to the proposed event date.
- 5.3 Upon receipt of the application, the decision process will take approximately 2 weeks. The applicant will be notified as soon as a decision is made or 3 months prior to proposed event date, whichever is the later.
- 5.4 Applicants will be required to attend a site inspection where details of the proposed function will be finalised.
- 5.5 The decision made in respect of accepting or declining an application to hold a function at Government House is final. Government House Sydney will not enter into any dispute or be liable for further action in regard to the final decision or decision making process. Government House Sydney will not be responsible for any actions taken by applicants prior to approval. Applicants are advised not to advertise, print invitations or make any arrangements, etc. that could result in an inconvenience or financial loss should their application be declined.



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6. Fees

- 6.1 When approval has been granted and a site inspection is held to determine the nature of the event, a detailed quote will be supplied to the organisation. The fee structure is as follows:

Use of Government House Sydney	Additional Hours	Food, Beverage, Wait Staff	Surcharges payable to Government House Sydney	Additional Services
\$6000	\$550 / hour	Direct to approved suppliers	20% Food Surcharge 20% Beverage Surcharge 10% Wait Staff Surcharge	By negotiation

- 6.2 Venue Hire for functions (i.e. excluding filming and photography) is classified as a period of 1.5 hours, from commencement of function until last guest has departed (plus event setup and pack down). Pre-event administration plus supervision by two Government House staff are included.
- 6.3 Surcharges of 20% of Food and Beverage costs and 10% of Wait Staff costs are applied to all functions and this cost is payable direct to Government House Sydney.
- 6.4 Additional services for which the applicant may be liable include additional security costs, piano removal and tuning, furniture removal, etc.
- 6.5 A deposit of \$1000 will be required to be paid by the organisation at least 6 weeks prior to the function being held or Government House Sydney reserves the right to cancel the booking.
- 6.6 All other fees / final balance will be due within 10 days of the Tax Invoice issued by Government House Sydney following the function. The deposit of \$1000 will be deducted from the final balance due.
- 6.7 All fees are inclusive of Goods and Services Tax.
- 6.8 Depending on the nature of the event, a bond may be required. The amount of the bond will be determined by Government House Sydney and will be recoverable subject to all conditions of hire being met.



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7. Cancellation

- 7.1 If a function is cancelled by the applicant more than 6 weeks prior, the total deposit will be refunded.
- 7.2 If a function is cancelled by the applicant between 3 weeks and 6 weeks prior, 50% of the deposit will be refunded.
- 7.3 If a function is cancelled by the applicant less than 3 weeks prior, the total amount of the deposit will be retained by Government House Sydney.
- 7.4 If a function is cancelled by Government House Sydney, the total deposit will be refunded.
- 7.5 Government House Sydney reserves the right to cancel any booking if the house is required by the Governor of New South Wales for official purposes. No compensation will be payable by Government House Sydney for any termination made under this clause. Where cancellation of the booking occurs under this clause, any deposit paid will be refunded in full in accordance with clause 7.4.

8. Insurances and Indemnity

- 8.1 Those wishing to hold an event at Government House Sydney will be required to produce evidence of Public Liability Insurance cover of no less than \$20 million on any single claim.
- 8.2 The applicant must indemnify Government House Sydney against all claims for which Government House Sydney can become liable in respect of loss, damage, accident or injury to the property or person caused or contributed to by the function or any act or failure to comply with its obligations.

9. Conditions of hire

All successful applicants will be required to sign an agreement indicating an understanding of the following conditions of hire:

9.1 Catering

All applicants requiring food and beverage and the service thereof shall use one of the accredited caterers and service personnel as approved by Government House Sydney.

Service of food and beverage is permitted in the Ballroom, Main Hall, Arcade and Gardens only. No service will be permitted in the Drawing Room or Ante-Drawing Room to ensure the conservation of the collection in these spaces.

9.2 Smoking

Smoking is not permitted in any part of the property.

9.3 Prohibited drinks

Due to the unique nature of the site and its conservation, the serving of red wine and cola products (or other item which may cause staining) is not permitted.



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9.4 Alterations & restrictions to areas of use

Government House Sydney does not permit alterations to any part of the property. This includes attaching any material by any means to any surface, floors, walls, etc.

Government House Sydney reserves the right to restrict access to any part of the property and all barriers in place shall be complied with.

9.5 Use of dangerous articles

Explosives, fuel, firearms, flammable liquid or fireworks must not be brought onto the property.

9.6 Hire of Equipment

All hire equipment used within the grounds of Government House Sydney (i.e. chairs, fete stalls, tables, lecterns and P.A. systems) shall be subject to final approval by Government House Sydney. A list of all items required must be provided to the nominated Government House personnel prior to the event.

9.7 Guest Lists

For security reasons, applicants must provide Government House Sydney with full guest lists (including addresses) upon request.

9.8 Invitations and Entrée Cards

All proposed invitations and entrée cards must be submitted to Government House Sydney for approval, prior to being dispatched for printing and distribution.

Government House Sydney will not accept any responsibility for costs resulting from changes caused by any condition not being complied with.

9.9 Invitations extended to the Governor and spouse

It is customary to invite the Governor and spouse to functions held at Government House. However, the Governor's own official schedule may preclude attendance.

9.10 Promotional material and signage

The Governor may permit the use of Government House for patronage or other organisations for the promotion of their work or events. Government House Sydney understands the challenges which those organisations face in securing meaningful sponsors and partners in the current competitive environment. Recognising those partners at Government House will always be considered within the context of protecting the dignity of the office of Governor at Government House. The display of any promotional material is limited to the Outer Hall and to a lectern within the Ballroom. The acknowledgement of any sponsor must be kept to a minimum.

- Dimension for Outer Hall signage = 600mm x 600mm (to fit on easel) or a standard sized pull-up banner.
- Dimension for Lectern in Ballroom = 600mm x 600mm.



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- Approval from Government House Sydney is required prior to the production of any signage associated with the event.
- All items proposed as Take Away Items from events at Government House Sydney must be approved in writing in advance by Government House Sydney.
- Samples of those items are to be submitted for approval.
- On balance, the vast majority of Take Away Items must be marked with the logo/insignia or other device of the organisation being supported by the Governor through use of Government House. This may include co-branding with event/organisation's sponsors and partners.
- Government House Sydney reserves the right to refuse distribution of Take Away Items if they have not been submitted for approval.

9.11 Media, photography and filming

Unobtrusive official photography for the purposes of the hirer's organisational reporting and archives is permitted as part of the approved venue hire.

Government House Sydney requires notification of all media releases or other publicity activity related to the function and must be advised prior if any working media are to be invited. If any working media attend, the organiser of the event must supervise and attend to any media personnel at all times under the direction of Government House Sydney staff.

Prior consent must also be obtained from Government House Sydney if professional and/or commercial photographic images are to be taken during the course of a function where any set-up or infrastructure is required. A separate application form may be required to be submitted prior to the function.

The hirer licenses Government House Sydney to use any images produced of Government House and gardens.

9.12 Parking

Parking is permitted on site during the agreed times the event is being held. All guests attending who require a car park on site must be in possession of an entrée card or invitation.

9.13 Staffing Ratios

All functions requiring the service of food and beverages shall adhere to the staffing ratio as set by Government House Sydney as per below:

Morning or Afternoon Tea	1 waiter per 16 guests
Cocktail Reception	1 waiter per 16 guests
Lunch/Dinner table service	1 waiter per 10 guests

In addition to these ratios will be a minimum of one floor supervisor.



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9.14 Numbers of Guests

All indoor functions shall be limited to a maximum of 200 guests. For those events taking place within the gardens and grounds, a maximum of 500 guests is permitted.

For those events being staged outdoors, an acceptable wet weather plan must be established and agreed to by Government House Sydney prior to the event. If the number of guests exceeds 200, the movement of guests from an outdoor event to inside the house is not an acceptable plan as those numbers exceed capacity of interior spaces.

The maximum room layout for capacity is as follows:

	Banquet	Cocktail	Theatre/ Presentation
Ballroom	100	150	150 seated
Drawing Room	N/A	50	N/A
Main Hall	N/A	100	N/A
Arcade	60	200*	N/A

*Note – the maximum for an indoor cocktail function is 200, being 150 in Ballroom and 50 in Drawing Room. The Arcade can accommodate 200 with the use of surrounding outdoor space.