

## **Terms and conditions**

### **Bookings**

To book your ceremony at MAMA, you will need to complete and sign the confirmation form provided to you with these Terms and Conditions and pay the Initial Deposit.

### **Deposit**

Upon making a booking for a Function, you must pay an initial, non-refundable deposit of \$300.

### **Final payment**

Final payment must be made to MAMA 2 weeks prior to date of booking. Payments can be made via Eftpos or cash.

### **Cancellation**

All cancellations must be in writing to MAMA to the following email address:  
MAMAEvents@alburycity.nsw.gov.au

Cancellations within 24hrs of the deposit payment will be refunded in full. All cancellations thereafter will forfeit their deposit.

Postponements of dates may be requested if due to border restrictions or the ongoing Covid-19 pandemic. Confirmation of date change must be requested in writing to [MAMAEvents@alburycity.nsw.gov.au](mailto:MAMAEvents@alburycity.nsw.gov.au)  
Postponement of a date is pending availability within the museum. If there is no availability for postponement, a refund will be issued.

### **Exhibits and installations**

All installations, works and exhibits within the space at the time of the booking are not to be removed, moved, changed, touched, or replaced under any circumstances. The hired space will either be as is upon the date of viewing, or staff will provide information on the layout and art works installed in the space at the time of the event.

MAMA reserves the right to place or change works as per the public program and at their own discretion.

### **Staffing**

Number of staff and duration required is at the discretion of MAMA. Number of staff required will vary depending on the chosen ceremony options.

### **Ceremony duration and times**

The specific duration for the selected package is the total and final time allowed by MAMA.

Ceremony start times, including arrival of guests must be no earlier than 5.30pm for Fridays and no earlier than 4.30pm on weekends and public holidays.

### **Decorations and signage**

Nothing is to be nailed, screwed, stapled, or adhered to any surface or part of the building. Signage throughout the MAMA public area is to be kept to a minimum.

Confetti, rice or glitter is not permitted, (however fresh flower petals are acceptable with prior notice). No flames/candles, smoke machines or animals are permitted. Service animals excepted\*

32 White chairs and signing table included. All other hire items must be approved by MAMA and obtained at hirers own request and expense.

All externally hired, additional items must be removed on the date of event booking to avoid a surcharge for afterhours access.

Hired spaces must be left in the same condition as when entered. Please ensure removal of all rubbish and personal items.

### **Photography**

Photography within the booking time of a ceremony is permitted (before and during the ceremony). Staged photos thereafter and the continued use of the museum spaces will require the ceremony add on fee of photography.

Photography must only be taken of the couple and their guests. Art works can be in the background of personal photos, but not as the sole or only focus of the shot.

Photographer and photographers fees are incurred at the expense of the hirer and not provided by MAMA.

### **Acceptance**

By making payment of the initial deposit under these Terms and Conditions, you are deemed to have accepted the Terms and Conditions.

### **Public Liability and Insurance**

#### **Limits of protection**

#### **Public Liability**

(excluding Products) any on occurrence - \$600,000,000

#### **Products Liability**

any one occurrence and in the aggregate any one period of protection - \$600,000,000

#### **Professional Indemnity**

Any one claim and in the aggregate any one period of protection - \$600,000,000

Covers Council Certifiers Professional Indemnity for 'statutory liability' as defined in the *Building Professionals Regulation 2007 (NSW)*