



SECTION A

National Railway Museum
PO Box 3153
Port Adelaide SA 5015

Please complete Section A and return to the museum within 14 days

Please retain Section B

Conditions of Hire of the Cafeteria Car for Parties - (during museum open hours)

- Hiring fee of **\$120** plus a **\$30** cleaning bond is to be paid on booking (The Hiring Fee and Cleaning Bond are refundable up to two weeks prior to the party date if a cancelation should become necessary).
- The cleaning bond will be refundable at the end of the party after the Museum Duty Manager agrees that the Cafeteria Car has been returned to the condition it was at the beginning of the day and all monies have been paid for extra people attending the party.
- The hiring fee provides **admission up to 30 people** – more than 30 would attract a fee of \$10/adult and \$5/child
- Party hours between **10am to 4pm.**
- No alcohol is permitted on the premises and the Museum site is strictly non-smoking.
- No sticky tape is to be used on Cafeteria Car surfaces. If balloons etc are tied in place all string to be removed by hirer. Before applying any adhesives or spray materials to surfaces consult the Museum Duty Manager.
- All guests and people delivering guests to check in at the Bookshop on entry.
- Hirer will clean all tables, counters and floor on completion of the party, cleaning cloths and cleaning liquids are provided by the Museum (A broom is provided, mop, bucket and floor liquid cleaner and all other cleaning liquids and cleaning cloths are stored in the Cafe Car – Cleaning Cupboard, see the Duty Manager for unlocking the cupboard). All rubbish to be placed in outside bins.
- Children must be supervised by an adult at all times.
- Train rides - Children must be accompanied by an adult. One responsible adult (from your party) must occupy each carriage for the duration of the journey.
- The hirer agrees to take full responsibility for any food that is brought onto the premises and that the venue cannot be held liable for any fault or injury to guests as result of such products including but not limited to health, safety and quality standards of such items and allergic reactions.
- For safety reasons the workshops and loco sheds are not open to visitors.
- Persons over 15 years are deemed to be adults.
- Anyone between the ages of 5 years and 15 years is deemed to be a child.
- The hirer is responsible for ensuring that all electrical appliances brought into the Museum including power boards and extension cords, have a current electrical tag conforming to the requirements of the Welfare, Health and Safety regulations 2012.
- BBQs are not permitted.

I,
Name

of
Address

.....
Contact Phone Number

agree to the above conditions of hire.

...../...../.....
Date of Party

Given name/names of guest/guests of honour. (1).....Sex M or F

(2) Sex M or F

.....
Signature

Date/...../.....

National Railway Museum

Please retain this section

SECTION B

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