



# Function Room – Yamba Museum

Port of Yamba Historical Society River Street Yamba  
[www.pyhsmuseum.org.au](http://www.pyhsmuseum.org.au)



## Booking Guidelines



This venue is available for hire to community groups and individuals for:

- Openings of art/cultural exhibitions
- Drinks/canapes following wedding in The Old Kirk
- Special occasions
- Training/Workshop programs
- Meetings

### HIRE FEE

- ◆ Hourly rate: \$50

A deposit of 50% of the fee is required to secure the booking and must be paid within 2 weeks otherwise the booking will not be held. Payment can be made by direct debit or by cash or cheque to the Port of Yamba Historical Society. **The balance must be paid on or before the hire date, or by prior arrangement.** At the time of booking, the Society will take credit card details to cover any potential damage to the Function Room or Museum precinct during the hire period of hire. At the end of the hire period, if there is no damage, credit card details will be destroyed. For events where additional cleaning is required, a \$60 fee is to be paid.

### CANCELLATIONS

In the event that you wish to cancel the hire of the venue, 30 days' notice is required to receive a refund of the deposit, otherwise the deposit will be forfeited.

**BOOKINGS** can be made by phoning the Bookings Coordinator on 0417051937. If unavailable, email: [yambamuseumnsw@gmail.com](mailto:yambamuseumnsw@gmail.com).

The Function Room was newly completed in 2020 as part of a grant from the NSW State Government to enhance Yamba Museum precinct. It is managed and maintained by volunteers of the Port of Yamba Historical Society. This space may be used in conjunction with the hire of The Old Kirk.

## INCLUSIONS

The Function Room has:

- Significant floor space for 40 chairs and 6 rectangular folding tables
- Attached break-out space for 20 guests in the breezeway entrance
- Louvred windows overlooking Yamba Golf Club course, giving natural light
- Ceiling fans with centred lighting
- A servery with double sink, dishwasher, fridge, special drinks fridge, movable island bench, crockery and glassware
- Easy, level access to toilets, including disabled toilet
- Direct access from the front of the museum up ramp
- Rear access from the museum's parking area along concrete footpath.

## RESTRICTIONS

- Ⓢ **Alcohol.** Due to liquor licensing laws, alcohol **must not be sold** at your function.
- Ⓢ **Smoking.** There is absolutely **No Smoking** on Yamba Museum premises.
- Ⓢ **Heavy objects** must not be dragged across the floorboards, and sharp objects must not come in contact with the floor or walls.
- Ⓢ **Decorations.** All decorations must be removed.
- Ⓢ **Nails or Screws.** Nothing is to be nailed or screwed to the walls.
- Ⓢ **Flames.** No flames, including candles/incense are allowed inside the building or on the walkway.
- Ⓢ **All chairs and tables** must be stacked after use.

**The venue must be left as found.**

**NOTE:** All damage must be paid for. If additional cleaning is required after your function, you will be charged.

## RISK

Please note that any items left in the building are at the Hirer's own risk.

## EMERGENCY CONTACT

If a problem arises, please contact Margaret Lawrence on 0417051937,  
OR Lesley Pickering on 0417698262.