The Old Kirk – Yamba Museum

Port of Yamba Historical Society River Street Yamba

www.pyhsmuseum.org.au

Wedding Booking Guidelines

Our unique space is available for hire for weddings.

HIRE FEES

- Wedding: $500
- Wedding back-up in case of inclement weather: $250

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 to the Port of Yamba Historical Society, or cash paid at Yamba Museum. **The balance must be paid on or before the hire date, or by prior arrangement.** For events where additional cleaning is required or there is damage during the hire period, a 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/ENQUIRIES can be made by contacting the Venue Hire Coordinator by email:yambamuseumnsw@gmail.com.

The Old Kirk is listed for heritage value and has been lovingly restored by members of the Port of Yamba Historical Society, with assistance from the Federal Government and Clarence Valley Council. It is managed and maintained by Society volunteers. Please respect its significant history and unique character by "treading lightly" so that others may continue to enjoy this community asset for many years to come.

INCLUSIONS

The Old Kirk has:

- Large floor space of 48 sq metres, plenty of wall space equipped with gallery hanging rails and lighting
- Space for 70 chairs and 6 rectangular folding tables
- Air conditioning
- A large projection screen and data projector
- A lectern
- Plinths for flowers/decoration
- Easy, level access to toilets, including disabled toilet
- Access to a small area suitable for light catering with basic tea/coffee making facilities, including crockery and microwave. Hirers need to bring their own supplies and must wash up crockery and return to cupboards. No refrigeration is available.

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.
- **Only biodegradable confetti to be used.**
- **Nails or Screws.** Nothing is to be nailed or screwed to the walls. Please use only the gallery hanging system. Balloons, streamers, banners etc. may be suspended from the crossbars. Do not hang heavy objects from these bars.
- **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 building must be left as found.

RISK

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

EMERGENCY CONTACT

A contact phone number will be provided at the time of the event.