



Function Room – Yamba Museum

Port of Yamba Historical Society River Street Yamba
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 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 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 50 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, microwave, airfryer, 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.

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.