

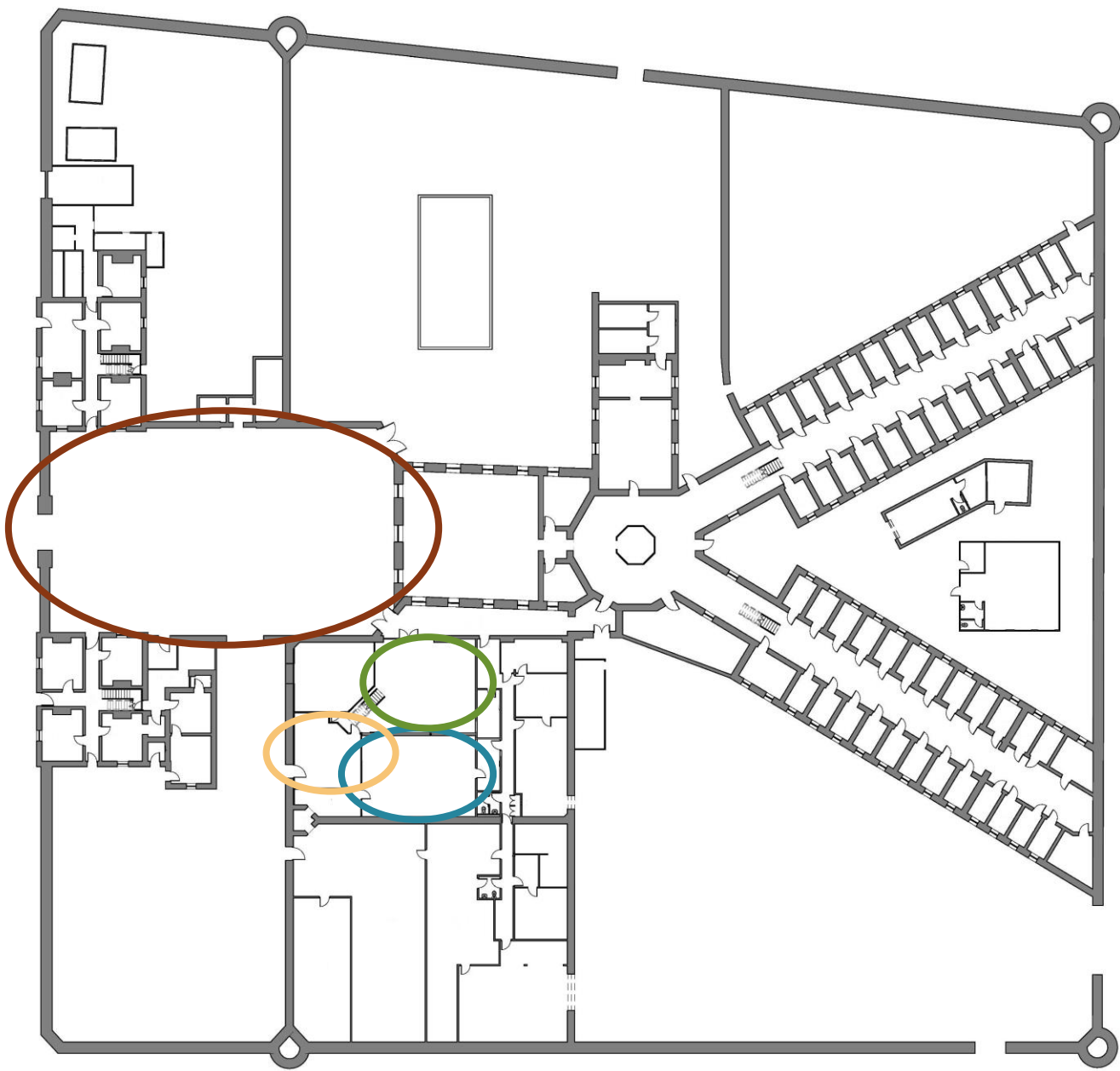
Venue Hire  
Boardroom  
Information Pack  
2022

# THE OLD BEECHWORTH GAOL

# The Old Beechworth Gaol Site Map - Venue Hire locations

-  Main Courtyard
-  The Workshop
-  Training Centre
-  The Boardroom *(upstairs)*

Big Gates – Main Entrance



# The Boardroom



## About

The Boardroom is a functional meeting space for 10 people with great natural light. It overlooks our larger workshop space, the training Centre.

## Features

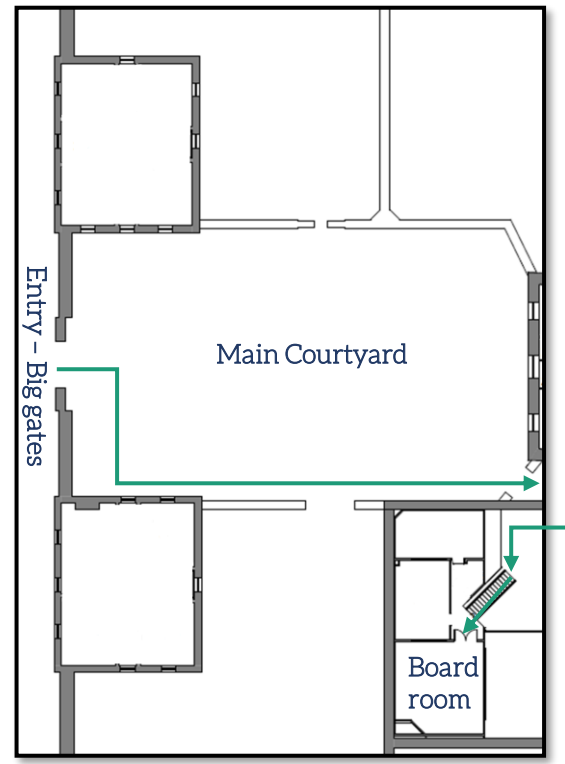
Tables set up in horseshoe, 10 x boardroom chairs, internet access, water, tea & coffee station, access to power, heating and cooling, large TV screen for presenting.

## Accessibility

This meeting room is situated on a mezzanine level and access is via a stairwell, no lift. A gender shared toilet is located down the stairs and underneath.



# The Boardroom: access and floor plan



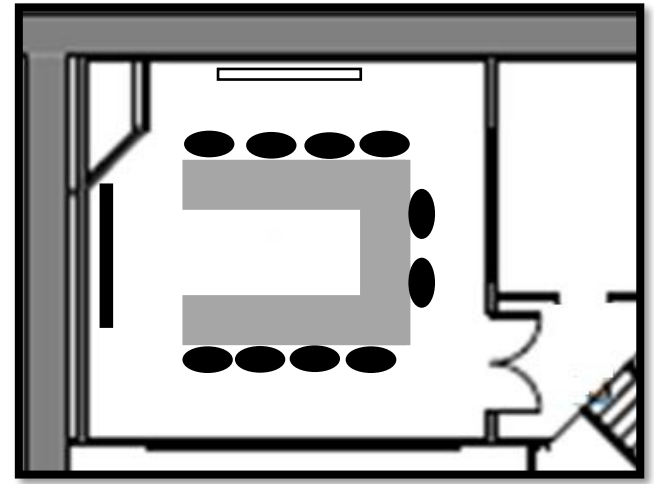
### Access

The Boardroom is located across the Main Courtyard and entry through the 'Big gates'.

Black and white signage is displayed to help with your way finding.

### Floor Plan

- Whiteboard location
- Large Screen location



Boardroom	Theatre	Standing
U-Shape table	Using screen	
10 pax	25 pax	35 pax



# Hire Terms and Conditions

- All bookings are subject to availability and are not confirmed until confirmation has been received.
- **ACCESS TIMES**  
Normal hours for Venue hire is between business hours 9am – 5pm, Monday to Friday. Should your event require access outside these hours this will need to be included in your booking time/s and prior approval will need to be made in writing.
- **BOOKING AND CONFIRMATION**  
Your booking will be confirmed once you receive written confirmation from Old Beechworth Gaol and paid your invoice in full.
- **CATERING**  
Refer to Hire Contract
- **CANCELLATION**  
Refer to Hire Contract
- **CLEANING**  
The hirer is required to leave the venue clean and tidy with all rubbish placed in bins provided in the venue or on site. A general cleaning fee of \$90 is charged on top of your booking in each location but additional cleaning fees may be charged if the hirer has created cleaning requirements above and beyond normal cleaning.
- **CONDUCT**  
The hirer is responsible to conduct the meeting/event in an orderly manner. We reserve the right to intervene if activities associated with a booking are considered illegal, excessively noisy or offensive. We reserve the right to remove patrons attending functions from the premises for unruly behaviour or showing signs of intoxication as deemed at Management's discretion. We do not permit events that promote nudity and/or explicit, discriminatory or offensive practices or teachings.
- **DAMAGES**  
The hirer remains responsible for any loss or damages caused by them or any of their guests, invitees or other people attending the event. The hirer will be liable for the cost of any damages incurred as a result of their booking, including any relevant fees associated with emergency services attending any avoidable alarms (as determined by the emergency service provider) with costs charged to the hirer on a final invoice. While taking reasonable care to prevent accidents, we will accept no responsibility for any damage to or loss of property brought in by patrons before, during or after the booking.
- **DECORATION AND SIGNAGE**  
Any decorations, posters etc may only be attached in a location and manner that will not cause damage. Please no thumbtacks, nails or sticky tape may be used. Blu-Tac is ok. Directional signage may be placed using non-permanent methods around the site but must be removed at the end of the event.
- **DISPOSABLE MATERIALS**  
The hirer is required to provide their own writing materials. Some whiteboard markers are supplied but we encourage you to bring your own if you require them. The use of disposable cutlery, cups, and supply of single use water bottles for catering purposes is strongly discouraged.
- **BOND**  
A BOND payment is required for all large events. This will be fully refunded after your event has concluded and site inspection has been concluded. You are welcome to join in on this inspections should you wish.
- **FIRST AID & EMERGENCY EVACUATION**  
The Old Beechworth Gaol front gates is the designated First Aid point on site. In the event of an emergency evacuation, the hirer will be notified and is expected to follow the evacuation procedure posted in the relevant venue space.
- **OPEN FLAMES & CANDLES**  
No open flames and candles are allowed inside the hire venues at any time. This includes candles, gas cookers and lanterns.
- **FURNITURE & EQUIPMENT**  
No items are to be removed from any hire space or taken outside at any time without prior approval of the venue hire team. Furniture should be lifted not dragged across any surface. If items are moved, they are required to be replaced upon bump out.
- **LIQUOR LICENCE**  
Any service of alcohol will require prior approval. The server must hold a current Responsible Service of Alcohol (RSA) certificate. If the hirer wishes to sell alcohol within the venue, they must a) apply to The Old Beechworth Gaol for approval to have this onsite and b) apply to the relevant authorities for their own liquor licence. A copy must be provided to us prior to the event. The Old Beechworth Gaol does not have a Liquor Licence.
- **NOISE**  
Many hire spaces at the Old Beechworth Gaol have adjoining rooms or are in close proximity to other businesses. Consideration of other users is expected at all times. All hirers (other than those organising a special high impact event) must agree to keep noise to a level that is imperceptible to others at all times. As per Residential Zoning rules, all noise needs to cease between 10pm – 7am.
- **PUBLIC LIABILITY INSURANCE**  
Room hirers and their guests, customers and participants are not covered by Old Beechworth Gaol's Public Liability Insurance. All bookings onsite at the Old Beechworth Gaol require their own and as a condition of hire, we require a copy for our records. This includes all external contractors you engage with – bands, caterers, stall holders etc.
- **STORAGE**  
Limited storage is only available by prior arrangement and is not guaranteed. Old Beechworth Gaol takes no responsibility for items stored on site.
- **UNFORESEEN CIRCUMSTANCES**  
In the event of inability to comply with any of the provisions of this contract by any unforeseen contingency or accident, Old Beechworth Gaol reserves the right to cancel any booking or refund any deposit without notice. Should the venue reserved be unavailable, due to unforeseen circumstances, we reserve the right to substitute similar venues. Every effort will be taken by us to notify you of such issues as far in advance as possible.
- **WEATHER**  
Outdoor spaces are subject to varying weather conditions. No refund will be issued on venue hire or associated costs for events cancelled or with reduced attendance due to inclement weather.
- **EXTRA STAFF**  
Venue hire does not include additional staffing during your function, should you need extra staffing for your event, this will incur an extra charge. need to be applied prior to your event, no guarantees can be made as it depends on availability.