

Venue: UNE Tamworth Campus

Venue Hire Information

Location	UNE Tamworth "Peel House", 24 Fitzroy Street Tamworth Google Maps Link	
Rooms available	"Campbell Howard" Lecture Theatre - Ground floor, Maximum capacity 60 Lower Ground Lecture Theatre - Lower ground floor, Maximum capacity 40	
	Potential uses include; <ul style="list-style-type: none"> • Meeting (in-person only, not suitable for online meeting) • Lecture • Workshop • Small art exhibition • Viewing video/other media • Round table discussion 	
Times/days available for hire	9am - 4pm, Monday to Friday <i>(plus half hour on each side to set-up, attendees to register and pack up)</i> Not available on Weekends or public holidays	
Hire costs and fees All prices exclude GST	Campbell Howard (Ground Floor) Lecture Theatre	Half day - \$250 Full day - \$350
	Lower Ground Floor Lecture Theatre	Half day - \$250 Full day - \$350
	After Hours Fee	\$55.00 per hour
	Tea and Coffee Facilitation Urn, mugs, teaspoons, filtered water jugs and glasses available in this fee. <i>*UNE Tamworth does not supply tea/coffee consumables</i>	\$55

Room setup and capacity

Classroom style (desks and chairs in rows facing the front of the room)

Campbell Howard capacity - 35 tables, 60 chairs
Lower Ground Lecture Theatre capacity - 20 tables, 40 chairs



Pictured: Lower Ground Lecture Theatre

Lecture style (chairs only in rows, facing front of room)

Campbell Howard capacity - 60 chairs
Lower Ground Lecture Theatre capacity - 40 chairs



Pictured: Campbell Howard Lecture Theatre

U shaped (desks and chair facing inwards in an open rectangle or U shape)
Campbell Howard capacity - 16 desks
Lower Ground Lecture Theatre capacity - 10 desks



Pictured: Campbell Howard Lecture Theatre

Board Room (desks and chairs in a row in the centre of the room)
Campbell Howard capacity - 14 desks
Lower Ground Lecture Theatre capacity - 10 desks



Pictured: Campbell Howard Lecture Theatre

Various other configurations available on request or by event organiser set up



Pictured: Lower Ground Lecture Theatre Art Gallery



Pictured: Campbell Howard Lecture Theatre discussion circle

Included in room hire fee

Built-in projector and large screen
Connectivity is limited to projecting onto screen and speakers, and does not include room cameras. Online meeting facilities are limited by this function.

Projector connection for laptop.
HDMI connector only, connector and adaptor for apple laptop needs to be organised by function organiser.

Guest Wifi access

Microphones: Lectern microphone, lapel microphone, handheld microphone

Whiteboard/whiteboard markers

Not included in room hire fee

Tea and coffee equipment (use of cups, plates, spoons, etc. incur an additional fee)

Catering consumables (including milk, tea, and coffee)

UNE Tamworth staff – staff attend the centre to ensure its usage for multiple uses including student support. While they are happy to assist in limited setup capacity when available, they are not event staff and not responsible for your event.

Free use of the entirety of UNE Tamworth – UNE Tamworth is primarily a study centre for students. Please respect this usage, and the space of our students, by restricting your usage to the spaces hired and common areas such as toilets and halls.

Access information

- UNE Tamworth has both ramp and stair access from the sidewalk to the forecourt and automatic entry doors into the building from the forecourt
- The Campbell Howard Lecture Room is on the Ground Floor, which is on street level
- Wheelchair accessible toilets are located on both the Ground Floor and the Lower Ground Floor
- Toilets are located on the Lower Ground Floor - accessed by stairs at both the front and rear of the Centre and an elevator
- The Centre opens at 8:30am, access to the Centre prior to this time must be arranged prior and may incur an additional fee
 - Please ensure delegates and presenters are aware of this entry time, staff will not be onsite prior to this time and the doors will not be open
 - Students and other users of the Centre are not permitted to allow access to anyone into the Centre when operational staff are not onsite, we ask the delegates and presenters do not approach anyone to request access outside of specified access hours for their function

Housekeeping

- A document outlining basic house-keeping for the venue will be made available to the function organiser/presenter on the first day of your booking
- We ask that the function organiser or presenter provide housekeeping information at the start of the first day of your function, providing information about the location of the Centre's facilities, smoking policy, mobile phone use and Centre user etiquette as well as the Emergency Evacuation procedure
- UNE Tamworth is predominately a learning, studying and teaching centre and the majority of our rooms are dedicated to these purposes, we therefore ask delegates not to enter rooms other than rooms booked for your function
- We ask delegates to respect other users of the Campus while moving around different areas, please keep noise to a minimum. Do not take/make phone calls in rooms other than those booked for your function or in the hallways. For short calls, please move to the foyer area, for longer calls please step outside. Please do not put your phone on speaker to take or make calls
- UNE Tamworth staff do not take responsibility for the personal belongings of visitors to the Campus. Please ensure your delegates take care with their belongings. If you have booked multiple days, we will lock the room after the function at the end of each day so you may leave equipment in the room. The room may be locked during meal breaks if requested

Parking

- There is no onsite parking at UNE Tamworth and we cannot offer free parking for function delegates and presenters
- Function attendees are not permitted to park in the UNE staff car parks
- To assist your delegates in locating appropriate parking, especially those travelling from out of town, we ask that you advise them of this and suggest parking options

- CBD parking options and current costs can be found [here](https://www.tamworth.nsw.gov.au/explore/getting-around/parking) (<https://www.tamworth.nsw.gov.au/explore/getting-around/parking>).
- There is a taxi rank directly out the front of the building

Smoking

- The UNE Tamworth building and forecourt are no smoking areas. Fitzroy Street is included in Tamworth Regional Council's CBD no smoking zone and smoking is not permitted inside or around the building and taxi rank

Equipment in function room

- Please ask presenters to arrive half an hour before the commencement of your booking to test the equipment prior to commencement of your function. A run through can be held on a day prior to your function if they cannot arrive early, please email tamworthsc@une.edu.au to organise
- Presenters must supply their own laptop. UNE has HDMI and VGA connectors only, if your presenter/s is using equipment without those ports please bring an adaptor to ensure it will connect to the Function Room equipment

Confirmation, cancellations or changes to your booking

- **After enquiry, the function organiser will be sent a Venue Hire Form. The booking will not be confirmed until the Venue Hire Form is completed in full and returned. Please provide the Purchase Order reference (if required) on this Form**
- The function coordinator will be invoiced by UNE after the function, UNE Tamworth does not have credit card facilities onsite
- If notification of cancellation of a booking is given more than 5 days in advance, no fee will be charged to the function organiser
- If notification of cancellation of a booking is given less than 5 days in advance, part or full hire fees may be charged to the function organiser
- Any changes to set up of room or number of attendees must be provided 2 days prior to the booking. Total attendees cannot exceed the capacity provided in the above table

Emergency Evacuation Procedure

- The function organiser is responsible for ensuring they have an accurate record of attendees and awareness of their location in case of an emergency
- In case of an emergency, please follow the direction of UNE Tamworth staff and move towards your closest emergency exit. Do not use elevator.
- Emergency exits can be found on the Ground Floor at the front and rear of the building. If you are on the Lower Ground Floor you will need to use the stairs at the front or rear of the building to the Ground Floor
- UNE Tamworth staff can provide assistance to anyone that might require support
- The UNE Tamworth evacuation meeting point is on the lawn in front of Tamworth Town Hall on Fitzroy Street