



## INFORMATION FOR VENUE HIRERS

The Armidale Teachers' College is managed and maintained by the NSW Department of Education. Room booking and venue coordination services are provided by the New England Conservatorium of Music who are resident in the College.

All requests for venue hire should be made via the New England Conservatorium of Music. The Conservatorium will respond in writing to advise availability and to confirm the booking.

All venue hire enquiries should be made via email: [admin@necom.org.au](mailto:admin@necom.org.au)

The Armidale Teachers' College is a large and publicly accessible building. Facilities booked through the Conservatorium are provided on a "room only" basis. The hiring of a room is for a specific area and does not give the hirer exclusive use of, or access to the whole venue.

The New England Conservatorium of Music facilitates community access and utilisation of the building and cannot assume a duty of care to those involved in community use of the building. It follows that venue hirers will need to have their own insurance and risk management plan in place to safely deliver their activities.

To comply with occupational health and safety requirements, there is a minimum staffing requirement that will be determined by the New England Conservatorium of Music on the basis of your booking details.

In general, room bookings between 9:00am and 5:00pm Monday – Friday during school terms will not require staff, so long as room keys are collected and returned to the office of the New England Conservatorium of Music during business hours.

Additional staff will be required when:

- Your event is open to the public
- Your booking will have more than 50 people in attendance
- Your booking is outside business hours or during school holidays.

All bookings in the auditorium will require a venue custodian to be in attendance. Venue custodians are charged at \$45 per hour. On weekends there is a minimum call time for a venue custodian of 2 hours.

Venue custodians can assist with bump-in / out, room setup and basic lighting and audio operations.

Hirers presenting public events should provide their own ushers and ticketing staff, though the Conservatorium can arrange additional custodians on your behalf to assist, charged at \$45 per hour per person. The New England Conservatorium of Music is unable to provide box office services for hirers.

The Armidale Teachers' College is not a licenced premises. Hirers must apply for their own event liquor licencing and provide appropriate staff to oversee any supply and / or sale of alcohol.

Hirers are expected to leave the venue clean, tidy and in good order. Excepting fair wear and tear, the hirer will be liable for any damage to the premises, or any fittings, equipment, furniture, carpets or other property which occurs during the hiring period.

Any additional cleaning costs or damage resulting from a booking will be on-charged to the hirer.

Neither the New England Conservatorium of Music, nor the NSW Department of Education can accept responsibility for damage or loss of items before, during or after an event, and recommend that hirers arrange additional appropriate insurance cover.