

UPPER HUNTER



THE UNIVERSITY OF
NEWCASTLE
AUSTRALIA

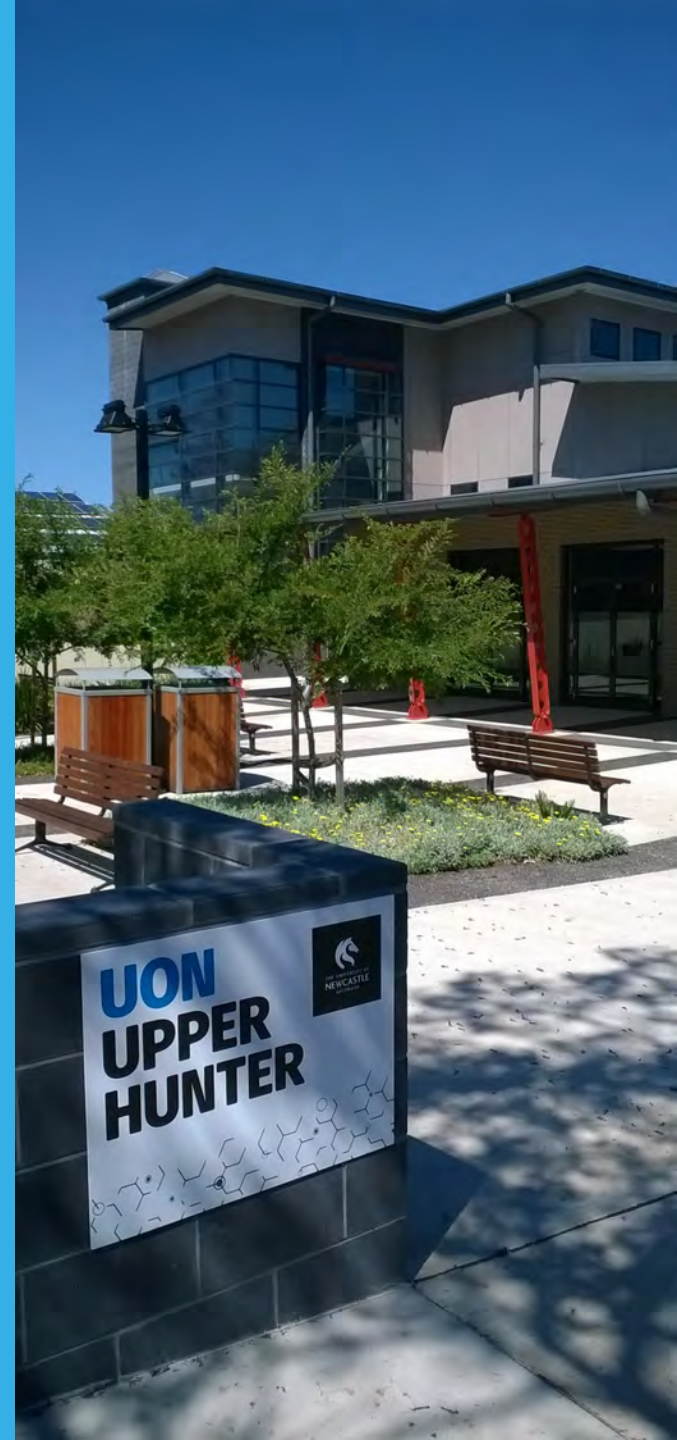
Venue Hire Guide

THE UPPER HUNTER

In partnership with Muswellbrook Shire Council, the University has established a research and education facility in the Hunter called the Upper Hunter, located within the Tertiary Education Centre (TEC) in what is known as the Hunter Region Innovation Precinct – a precinct which also houses TAFE NSW and the Library. The Upper Hunter is facilitated by the Newcastle Institute for Energy & Resources (NIER) and focuses on the delivery of regionally relevant research and engagement activities that help shape the future of the region.

The Upper Hunter supports the area's diversification goals of becoming an innovation-intensive region. It provides a flexible framework for undergraduate and postgraduate students to access opportunities to develop applied research skills and enhance employment opportunities across a wide range of industries, whilst providing a supporting platform for existing research excellence and innovation and enabling the expansion of critical research to benefit the region.

The facility also provides a space for the University staff and students to work with local industry and community to create, develop and produce ideas and products which generate ongoing social and economic benefits.



FACILITIES

The Upper Hunter is located within Muswellbrook's Tertiary Education Centre (TEC), alongside TAFE NSW and Muswellbrook Library.

The university currently occupies two distinct areas within the TEC:

First Floor - Training Room.

The large room is designed to function as a multifunction room, to be utilised by University staff and students, research groups, government and visiting industry partners, and community groups.

Second Floor - Office Space and Meeting Rooms.

The level 2 space is designed to function as an office workspace and collaborative research space. This area consists of a conference room, two small meeting rooms and a shared workspace with 10 workstations, suitable for short and medium-term accommodation of University researchers and partners.



ROOM HIRE

UPPER HUNTER

Are you looking for a venue to host your next meeting, event, training or workshop?

If so, we are here to assist with your requirements and contribute to the success of your events, with a number of different venues and available configurations, professional facilities and user-friendly service.

The Upper Hunter is a fully air-conditioned multipurpose facility that has spaces for administration, teaching, events and workshops. From a small business meeting to a community workshop; we have a space to fit your needs.

The following pages provide information on available rooms at the Upper Hunter for hire for both small and large groups.



UPPER HUNTER TRAINING ROOM LEVEL 1



Upper Hunter Training Room, Level 1		
Specification	Approximate size = 123.3m ² (15.3m L x 7.2m W)	
Venue Hire Rates	<ul style="list-style-type: none"> \$60/hr, weekday, 8:30am to 4:30pm \$360/day, 8hrs, weekday, 8:30am to 4:30pm <p>All rates are exclusive of GST</p>	
AV	<ul style="list-style-type: none"> Interactive projector Projector screen (whiteboard 1.8m L x 1.23m W) Set of small speakers PC and multiple input selector panel to access the projector VGA and HDMI input presentation functionality for laptop and mobile 	
Furniture	<ul style="list-style-type: none"> 1 x Whiteboard (2.4m L x 1.23m W) 10 x Laminated Desk 1.8m L x 0.75m W x 0.75H 80 x stackable chair All furniture can be removed. Furniture hire is allowed. 	
Note	<ul style="list-style-type: none"> Bookings are not available on public holidays, the last two weeks of December or the first week of January. Set up and pack up of rooms is to be organised by the Hirer. The Upper Hunter Coordinator, if available, may be able to help. 	
Set Up & Style of Event		
Event Types	Capacity	Additional Information
Theatre	80 pax	Suitable for seating only. Often being used for forums, conferences, lectures.
Collaborative	42 pax	Providing a collaborative training environment. Making of multiple square or rectangle table placements.
Boardroom	26 pax	A traditional set up with a square or rectangle table.
Conference	24 pax	Suitable for facilitating discussion and is ideal for group meetings and discussion sessions.
U-Shape (Horseshoe Style)	20 pax	Regularly being used as the alternative to Board Room. Exhibiting AV presentations and/or narrators.
Classroom	20 pax	Ideal for teaching events, testing, or other meetings where participants will be writing.

UPPER HUNTER CONFERENCE ROOM LEVEL 2



Upper Hunter Conference Room, Level 2		
Specification	Approximate size = 38.6m ² (7.25m L x 5.3m W)	
Venue Hire Rates	<ul style="list-style-type: none"> \$50/hr, weekday, 8:30am to 4:30pm \$300/day, 8hrs, weekday, 8:30am to 4:30pm <p>All rates are exclusive of GST</p>	
AV	<ul style="list-style-type: none"> Interactive projector Projector screen (whiteboard 2.4m L x 1.23m W) Set of small speakers Videoconference & Teleconference facility (via Zoom) Wireless input presentation functionality for laptop and mobile 	
Furniture	<ul style="list-style-type: none"> 1 x Whiteboard 2.4m L x 1.2m W 6 x Laminated Desk 1.2m L x 0.75m W x 0.75H 16 x stackable chair All furniture can be removed. Furniture hire is allowed. 	
Note	<ul style="list-style-type: none"> Bookings are not available on public holidays, the last two weeks of December or the first week of January. Set up and pack up of rooms is to be organised by the Hirer. The Upper Hunter Coordinator, if available, may be able to help. 	
Set Up & Style of Event		
Event Types	Capacity	Additional Information
Theatre	30 pax	Suitable for seating only. Often being used for forums, conferences, lectures.
Collaborative	16 pax	Providing a collaborative training environment. Making of multiple square or rectangle table placements.
Boardroom	16 pax	A traditional set up with a square or rectangle table.
Conference	16 pax	Suitable for facilitating discussion and is ideal for group meetings and discussion sessions.
U-Shape (Horseshoe Style)	14 pax	Regularly being used as the alternative to Board Room. Exhibiting AV presentations and/or narrators.
Classroom	12 pax	Ideal for teaching events, testing, or other meetings where participants will be writing.

UPPER HUNTER MEETING ROOM 1 & 2 LEVEL 2



Upper Hunter Meeting Room 1, Level 2	
Specification	Approximate size = 12 m2 (3.5m L x 3.3m W)
Venue Hire Rates	<ul style="list-style-type: none"> \$15/hr for the first three hours, weekday, 8:30am to 4:30pm \$60/day (applied for any booking longer than 3 hours), 8hrs, weekday, 8:30am to 4:30pm <p>All rates are exclusive of GST</p>
AV	N/A
Furniture	<ul style="list-style-type: none"> 1 x Whiteboard 1.2m L x 1.2m W 1 x Laminated Round Desk 1.2m Diameter x 0.72H 5 x stackable chair All furniture can be removed. Furniture hire is allowed.
Note	<ul style="list-style-type: none"> Bookings are not available on public holidays, last two weeks of December or first week of January. Set up and pack up of rooms is to be organised by the Hirer. The Upper Hunter Coordinator, if available, may be able to help.

Upper Hunter Meeting Room 2, Level 2	
Specification	Approximate size = 12 m2 (3.5m L x 3.3m W)
Venue Hire Rates	<ul style="list-style-type: none"> \$15/hr for the first three hours, weekday, 8:30am to 4:30pm \$60/day (applied for any booking longer than 3 hours), 8hrs, weekday, 8:30am to 4:30pm <p>All rates are exclusive of GST</p>
AV	N/A
Furniture	<ul style="list-style-type: none"> 1 x Whiteboard 1.2m L x 1.2m W 1 x Laminated Round Desk 1.2m Diameter x 0.72H 5 x stackable chair All furniture can be removed. Furniture hire is allowed.
Note	<ul style="list-style-type: none"> Bookings are not available on public holidays, the last two weeks of December or the first week of January. Set up and pack up of rooms is to be organised by the Hirer. The Upper Hunter Coordinator, if available, may be able to help.

BOOKING AND APPLICATION PROCESS

1. CONTACT US TO DISCUSS YOUR PROPOSED EVENT

We can provide advice and assistance about your event proposal, including information about locations, timeframes, event application, assessment and licensing processes, public safety requirements, fees and charges and opportunities for University support.

2. BOOK YOUR EVENT SPACE

We can coordinate a tentative booking for your event. Once the tentative booking has been made, you will be asked to complete the Upper Hunter Venue Hire Request Form.

After an initial enquiry progresses, the potential hirer will then be provided with the Upper Hunter Venue Hire Agreement relating to their particular style of the event along with a written quotation.

3. PREPARE YOUR APPLICATION

The amount of information and supporting documentation you may need to submit with your application form will vary depending on the size and complexity of your event. Requested details may include:

- Name and type of event
- Public liability insurance
- Organisation status
- Hours of operation
- Estimated number of attendees
- Electrical or water access requirements
- Noise/sound Management Plan
- Food or Alcohol Management Plan
- Waste Management Plan
- Proposed event infrastructure/ structures/set up
- Traffic impacts or road closures
- Vehicle access requirements
- Risk assessment and emergency management details

PAYMENT TERMS

In general, the Hirer must pay the Deposit (if applicable) to the University within 30 days after the Hirer receives the Venue Hire Agreement from the University. The Hirer's booking is confirmed once the University receives the Deposit. At least 10 business days before the Function Date, the Hirer must pay to the University the Hire Fee less the Deposit. Cancellation fees may apply.

Please note that the Upper Hunter charges the full hourly rate for additional time beyond a designated booking. Pro-rata rates for part of an hour do not apply.

The preferred payment method is Credit Card via the Upper Hunter Online Shop.

PUBLIC LIABILITY INSURANCE

It is critical you have the right insurance for your event. The Hirer must hold public liability insurance of no less than \$20,000,000. All hirers must provide a certificate of currency as proof of cover before an event can proceed. A copy of this document must be returned to the Upper Hunter together with a signed copy of the Venue Hire Agreement.

Please note that Muswellbrook Shire Council may be able to provide insurance cover for some community groups. Hirers should contact Council directly for more information.

BOOKINGS OUTSIDE OF NORMAL OFFICE HOURS

Hirers must appreciate that the Upper Hunter is an educational and research facility, and priority will be given to the needs of the University staff, students and researchers during normal operating hours (Mon - Fri, 8.30am - 4.30pm).

Please contact us for further information should you wish to schedule your event outside of normal office hours. If your after-hours event is approved to proceed, please note that an additional site attendant fee of \$50/hr will be applied to your event as a designated university staff member must be in attendance unless otherwise negotiated with the Upper Hunter Coordinator in advance of the booking.

PRIVATE AND CORPORATE HIRING

All private and corporate hirers will be charged the Standard Rate for all rooms at the Upper Hunter.

COMMUNITY HIRING

Concessions may apply for not-for-profit (NFP), charitable, or community organisations. A Certificate of Charity or Not for Profit status and/or a letter of authority to fundraise may be required in your application as supporting documentation.

CATERING

The Upper Hunter does not have a commercial kitchen on site. All catering arrangements must be made by the hosting group, unless otherwise negotiated. We may be able to assist with basic serving equipment. Please contact us for further information.

CLEANING

A cleaning fee may be included in your quotation. Any additional cleaning required will be charged accordingly at the discretion of the Upper Hunter Coordinator.

A photograph of a modern building at night. The building has a prominent glass facade on the left side, illuminated from within. To the right, there is a covered walkway with a brick wall and large windows. The walkway is supported by orange-colored pillars. The sky is dark blue, and the overall scene is lit by streetlights and building lights.

CONTACT DETAILS

Please do not hesitate to contact the Upper Hunter Coordinator if you require advice or assistance with booking for your event:

T: 02 4055 1895

M: 0418 529 765

E: upperhunter@newcastle.edu.au

W: newcastle.edu.au/upperhunter