



*Upper Hunter Conservatorium of
Music Hiring Information 2019*

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Welcome



The Upper Hunter Conservatorium of Music (UHCM) is the largest cultural organisation in the Upper Hunter. Founded in 1997, we have more than 20 staff teaching right across the region. The Conservatorium has helped children and adults reach their musical goals for almost 20 years.

Our new purpose-built facility is the first newly designed performing arts facility in the Upper Hunter. This venue, in the heart of Muswellbrook and the Upper Hunter region, has spaces for administration, teaching and performances.

The Upper Hunter Conservatorium is also a major events centre. Our premier function rooms are now available for hire for both small and large groups.

Hiring Information

This hiring information pack provides a broad range of information for all potential hirers. A variety of rooms and spaces are available.

Once an initial enquiry progresses, the potential hirer will be provided with the Terms and Conditions of Hire relating to their particular style of event.

If you require further information before progression of your enquiry, please contact the Administration Manager.

Contact Details

Upper Hunter Conservatorium of Music

Address *Campbell's Corner, First Floor*
80 Bridge Street
MUSWELLBROOK NSW 2333
(Entrance via Brook Street)

Telephone 02 6541 4888
Facsimile 02 6541 4999
Website www.uhcm.com.au
Email bookings@uhcm.com.au



Rooms and Spaces Available for Hire

Room	Event Types	Capacity	Additional info
Atherstone Room	Performances Presentations Conferences/meetings	Auditorium seating 140 Cocktail style (no seats) 200	Includes use of Bridge St Foyer & chair set-up Reverse cycle air conditioning Dimmable lighting
Colvin Room	Small performances Lectures Presentations	Theatre style seating (fixed) 58	Dimmable lighting Reverse cycle air conditioning
Function Room 2	Small meetings Classes Receptions	10 - 12	Reverse cycle air conditioning
Studio 4	Small meetings Rehearsals Piano practice	8	Reverse cycle air conditioning

Booking and Payment Terms

Please direct your enquiry to the UHCM Administration Manager. You will be asked to complete a Room Hire Enquiry Form and you will be provided with a written quotation.

A deposit of 50% of the cost of the room hire quotation will be payable and you will be required to return a signed copy of the Hire Agreement. The balance of the fee must be received by the UHCM no later than 3 days prior to the event taking place.

The deposit will be refunded only if a cancellation is received in writing 14 days prior to the booking date less a Cancellation Fee.



Community Hiring

A low-cost Not-for-profit Rate is available for community organisations. Please see Fees and Charges below or contact us for more information.

Private and Corporate Hiring

All private and corporate hirers will be charged the Standard Rate for all rooms at UHCM. Bookings outside of usual office hours will be a minimum of 2 hours and the hourly rate will be charged for extra time thereafter. Please note that UHCM charges the full hourly rate for additional time beyond a designated booking. Pro-rata rates for part of an hour do not apply.

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

The full list of room and staffing rates can be found in the Fees and Charges section below.

Catering

The Upper Hunter Conservatorium does not have a commercial kitchen on site. We have glassware, crockery, tables and urns available for hire. Please contact us for further information.

Staffing Requirements

Hirers must appreciate that we are an educational facility, and priority will be given to the needs of students and teachers during usual teaching hours.

For bookings outside of usual office hours (Mon-Fri 9am -5pm), a designated UHCM Site Attendant or Staff Member must be on-site. (Please see Fees and Charges below.)

Insurance

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 is allowed to proceed. A copy of this document must be returned to UHCM together with a signed copy of the Hire Agreement.

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



Upper Hunter Conservatorium of Music

2019 Fees and Charges

Room	Standard Rate	Not-for-profit Rate
Atherstone Room (Includes use of Bridge St Foyer & chair set-up)	\$90/hr \$600/day (8hrs)	\$45/hr \$300 (8hrs)
Colvin Room	\$60/hr \$400/day (8hrs)	\$30/hr \$200/day (8hrs)
Function Room 2	\$50/hr \$350/day (8hrs)	\$25/hr \$165/day (8hrs)
Studio 4	\$50/hr	\$25/hr
Deposit	50%of room hire	50%of room hire

Muswellbrook Shire Council approved not-for-profit organisations may be eligible for an exemption of the room hire rates.

(Excl GST)	Amount
Piano Fee	\$100
Public Address System	\$50
Projector & Screen	\$50
Site Attendant*	\$30/hr
Technician	\$30/hr
Liquor Licence attendant	\$60/hr
Cancellation Fee [^]	\$25
Cleaning Charge ^{^^}	\$100

*Booking outside of office hours (Mon-Fri 9am-5pm) will require a UHCM appointed Site Attendant.

[^]The deposit will be refunded only if a cancellation is received in writing 14 days prior to the booking less the cancellation fee.

^{^^}A cleaning fee will be charged for events at the discretion of the UHCM Director.