

OUTBACK
ARTS



OUTBACK ARTS

CREATIVE ARTS CENTRE

// AN IDEAL SPACE TO
RUN YOUR NEXT EVENT

Located on the main street of Coonamble, Outback Arts Creative Arts Centre offer a Board room for hire. It is a modern space that facilitates productive and creative learning experiences! From team meetings to training days and small events or workshops, our space is well equipped to make your events a success.

Our Board room will enable you and your attendees, team or clients to focus completely on the task at hand. All hires include key features for a smooth event including Wi-fi, whiteboard, projector & screen and the all important coffee & tea.

We look forward to welcoming you at Outback Arts, so just give us a call, send us an email or drop into the centre to book your preferred date.



OUR SPACE

The Outback Arts Board room has all the necessary elements for a productive and creative session.

- * Meeting space for up to 20 people seated at table/s
- * Projector & screen available
- * Whiteboard and markers
- * Tea & coffee facilities
- * Biscuits provided

Note: Our space is approx. 6m x 7m in an L shape

WHAT YOUR BOOKING INCLUDES

Outback Arts offers an all inclusive price which covers:

- * The boardroom - exclusively for the duration of your booking
- * Tables & chairs according to your booking requirements
- * Audio Visual equipment:
 - Wi-Fi
 - Whiteboard inc markers
 - Projector and screen (if noted on booking)
 - Coffee/tea/water & biscuits for the day

BOOKINGS

If you have any questions, get in touch on:

Phone: (02) 6822 2484

Email: admin@outbackarts.com.au

Address: 26 Castlereagh St, Coonamble

To make a booking at Outback Arts, please check in with us on date availability and then complete the booking form.

Once received, we will confirm the booking including an invoice for the respective hire fees.

HIRE OPTIONS AND PRICING

The Outback Arts Board room is available for hire as follows and is subject to availability.

FULL DAY \$50 inc GST
(or part thereof)

This can include up to 20 people seated comfortably around tables.

Optional Extras

Projector & Screen hire - nominate use on booking form - charge included in hire fee above.

If you have other AV requirements, please get in touch to discuss options with us.

CATERING

Options in Coonamble include:

CJ's Country Kitchen
27 Castlereagh Street
02 6822 1937

The Gumnut Cafe
36 Castlereagh Street
02 6822 2013

Global Village Restaurant
53 Castlereagh Street
02 6822 2288

RSL Club Chinese Restaurant
18 Castlereagh Street
0488 398 474

Tong Fong Oriental Restaurant
44 Aberford Street
02 6822 1196

Self Catering:

If you wish to self cater for your attendees, you are more than welcome to. However, you will need to bring your own crockery/cutlery and will need to clean up any mess or excess.

BOOKING TERMS

Booking

- Outback Arts Board room is available for hire on a per day basis (or part thereof).
- To secure your booking with Outback Arts you must complete our booking form which includes agreeing to these Terms and Conditions and pay the invoice for hiring fees on or before the due date.
- If you are booking on behalf of your company/organisation, you acknowledge and agree that you have the authority to make the booking on their behalf.

Payment and Confirmation

- Once your booking is confirmed you will be issued with an invoice for the hiring fees, this is due 7 days prior to your booking OR within 48 hours of booking (if booked less than 7 days in advance).
- Payments are to be made either via direct deposit (as outlined on your invoice) or in Cash at the venue.
- If there is any damage or loss noted at the completion of your booking, we will issue you a further invoice for the costs to repair or replace, (as the case may be), which will be payable within 7 days.

Cancellation

- The following fees are applicable in the event you need to cancel your booking with Outback Arts:
 - * 14 days prior - NO CHARGE
 - * Less than 7 days prior - 20% of invoiced room hire
- If you need to cancel your booking and payment has already been made, you agree that Outback Arts is authorised to retain the relevant portion of the amount you have paid to cover the applicable cancellation fees as set out above.
- Rescheduling your booking is subject to availability – if revised dates are not available the above cancellation policy will be implemented.

Booking Inclusions

- Fees include GST
- For a full list of inclusions please review the inclusions page in our application
- For clarity, the following is NOT included:
 - Any additional AV equipment e.g. laptop
 - Food and/or drinks aside from tea, coffee & water.
 - Staff, office equipment, photocopies, printing or other office services

Your general obligations

When hiring the Outback Arts Board room, you are responsible to:

- Keep all equipment belonging to Outback Arts in the premises and in good condition
- Ensure that your attendees take responsible care to ensure health and safety
- Ensure that no fixtures are added to the walls including but not limited to bluetac, postits, tape, nails or other
- Ensure there is no smoking ANYWHERE in the venue
- You are financially liable for any damages or loss sustained by Outback Arts and/or it's property whether through your own action or the action of your contractors, sub-contractors, guests or clients attending any event booked by you. For example, if you stain the carpet and we need to have them professionally cleaned to remedy this, we will invoice you for the cost of the cleaning.

General rights

- Outback Arts Inc, can refuse to agree to hire the venue to anyone, without the need to divulge a reason.
- This agreement can be terminated by Outback Arts Inc at any time, by giving notice in writing, any fees paid in advance will be refunded within 3 working days.
- Nothing in this agreement confers on you any rights as a tenant.