

VENUE HIRE INFORMATION PACK



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ABOUT US

The Lock-Up is a unique cultural destination located in the heart of Newcastle's heritage precinct. The building was originally Newcastle's Police Station and lock-up from 1861 to 1982 and is an important example of colonial government architecture.

Now operating as a contemporary art space and inner-city creative hub, the heritage-listed building includes a purpose-built gallery space, rare holding cells, an event and installation space in what was the former exercise yard and an onsite apartment for multi-disciplinary residencies.

The Lock-Up spaces are also utilised for public and private events and functions. The primary space available for hire is The Yard. Other spaces may be available for hire on enquiry.

The Lock-Up is the public face and cultural arm of Newcastle Historic Reserve Land Manager, entrusted with the care of several significant heritage-listed buildings in the Newcastle East precinct on behalf of NSW Crown Lands. Commercial tenancies, venue hire and fundraising activities help preserve and maintain the buildings, while The Lock-Up – through cultural programming that is relevant and inspiring for contemporary audiences – ensures that these spaces remain accessible to the public.

OUR VENUE: THE YARD



The former men's exercise yard, now known simply as 'The Yard', has been sympathetically renovated to create a striking one-of-a-kind venue. Impressions of the old exercise yard still linger with traces of etched graffiti, overhead bars and a solid iron doorway acting as reminders of its history.

Modern additions such as the automatic weather-sensitive louvered roof, new raised floor and wooden stage ensure The Yard is a character-filled yet functional space.

The Yard is perfect for small to medium-size events including intimate wedding ceremonies and receptions, private parties, cocktail functions, long-table lunches, formal dinner parties, corporate events, meetings, small seminars and product launches. The great acoustics and size of the space also make it suitable for intimate live music and theatre performances.

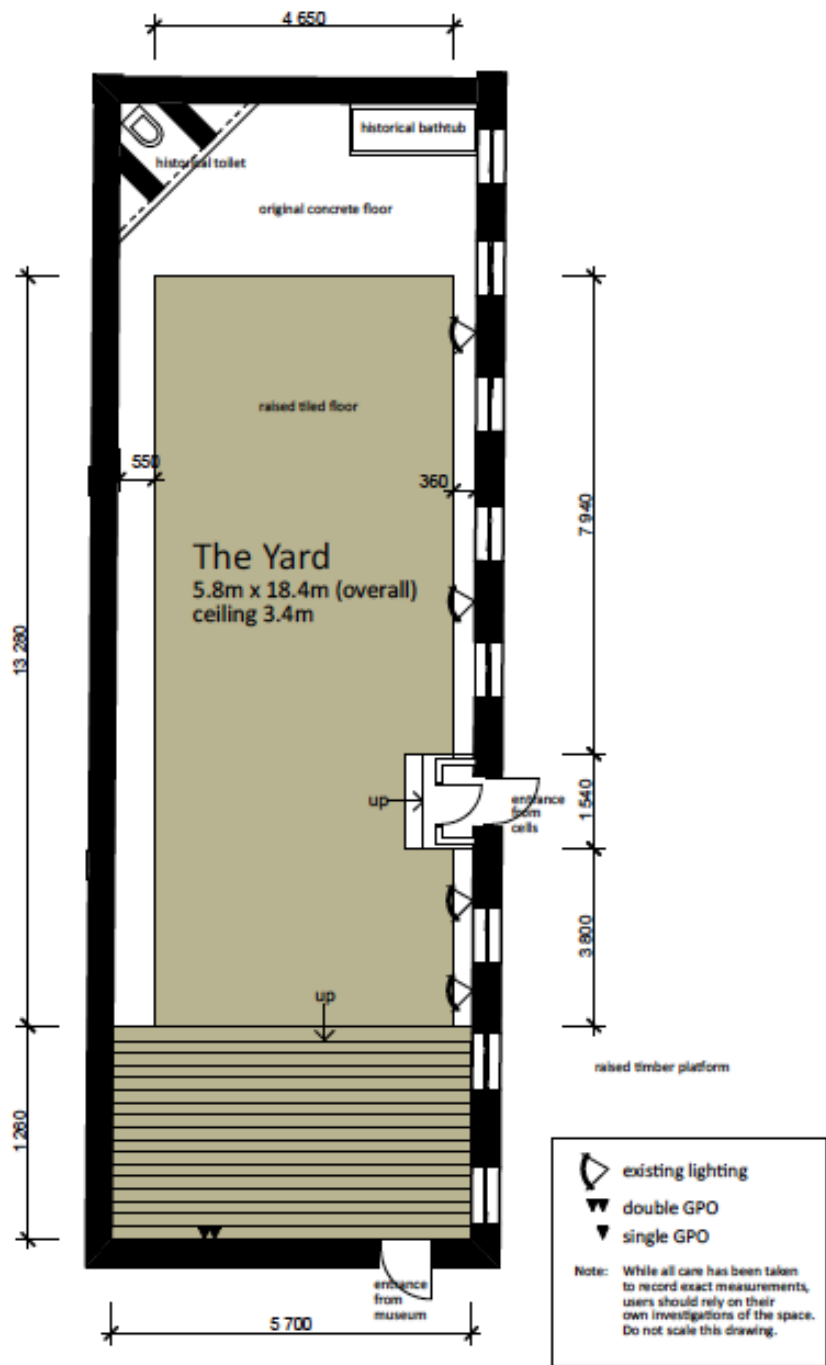
Hire of The Yard also includes use of The Lock-Up's entry foyer, bathrooms and kitchenette. The foyer can be utilised for event registration, cocktails or general overflow space.

CAPACITY OF THE YARD

TYPE OF EVENT	VENUE CAPACITY (CLIENTS + GUESTS)	EXAMPLE IMAGES
<p>Cocktail / Standing</p> <p>100 people</p> <p>Examples:</p> <ul style="list-style-type: none"> • Wedding receptions with grazing tables • Concerts or performances • Corporate launch parties, milestone celebrations or seasonal events 		
<p>Banquet</p> <p>70 people</p> <p>Examples:</p> <ul style="list-style-type: none"> • Wedding banquets • Formal Christmas or birthday parties • Dinners for clients 		
<p>Theatre / Lecture</p> <p>80 people</p> <p>Examples:</p> <ul style="list-style-type: none"> • Wedding ceremonies • Panel discussions • Symposiums • Presentations • Training 		
<p>Classroom / Workshop</p> <p>40 people</p> <p>Examples:</p> <ul style="list-style-type: none"> • Product launches • Group work • Hands-on activities 		

DIMENSIONS OF THE YARD

FLOOR AREA	CEILING HEIGHT
75m ² usable space	3.4m



VENUE HIRE PACKAGES & FEES

Our Venue Hire Packages include the use of designated spaces within The Lock-Up, a staff member to oversee the venue, all basic utilities, administration and cleaning.

WHAT WE PROVIDE

- ✓ The Yard (plus foyer and corridor)
- ✓ Toilets: two female, and one male/unisex/ambulant
- ✓ Kitchenette: benches, sink, glass washer
- ✓ Additional area for catering preparation
- ✓ Basic table and seat options
- ✓ Equipment hire options (additional cost)
- ✓ Event Supervisor during hire period
- ✓ Pre- and post-event general cleaning and garbage disposal
- ✓ House lights, power and water
- ✓ Wi-fi (corporate events only on request)
- ✓ Run sheet and planning advice
- ✓ Recommended vendors

A Venue Hire Package must be selected at the time of booking from the list below:

Private Events

PACKAGE	MINIMUM FEE	NOTES
6hr Package	\$1,400	e.g. cocktail, Christmas or end-of-year parties, dinners etc.
10hr Package	\$2,200	e.g. engagements, wedding reception
14hr Package	\$2,900	e.g. wedding reception and ceremony

Public and Corporate Events

PACKAGE	MINIMUM FEE	NOTES
4hr Package, one-off	\$950	e.g. launches, performances
Event series, 3 or more	\$180 per hour	e.g. series of presentations, workshops, meetings

Note: All rates exclude GST. The hire period includes bump-in/out and event time.

WHAT YOU WILL NEED TO ARRANGE

- Event planning
- Catering and drinks service
- Food and drink cooling and heating
- Decoration
- Entertainment
- Photography
- Weddings: a venue for ceremony or reception (unless you hold both with us!)

See our list of **Recommended Vendors** for ideas. Also download the **Bridal and Formal Guide (PDF, 544 KB)** prepared by Newcastle Now.

VENUE HIRE EXAMPLES

6hr Package

A perfect package for short celebrations or events requiring minimal decoration. An event of this nature could potentially be bumped in and out on the same day. Your schedule might look like this:

ACTIVITY	START	FINISH	DURATION
Bump-in	5.30pm	7pm	1.5 hours
Event	7pm	10.30pm	3.5 hours
Bump-out	10.30pm	11.30pm	1 hour

10hr Package

Ten hours is a suitable amount of time for most weddings. This will allow for either a detailed reception set-up or a basic ceremony-reception combo.

ACTIVITY	START	FINISH	DURATION
Bump-in	2pm	5pm	3 hours
Event	6pm	11pm	5 hours
Bump-out, catering/bar	11pm	12am	1 hour
Bump-out, decoration	8am (next day)	9am (next day)	1 hour

14hr Package

A 14-hour package is ideal for clients holding both their wedding ceremony and reception at The Lock-Up or for events requiring an elaborate set-up or decoration. A possible schedule might be an eight-hour event with 3.5 hours of bump-in and 2.5 hours of bump-out, as below:

ACTIVITY	START	FINISH	DURATION
Bump-in	11.30am	3pm	3.5 hours
Event	3pm	1pm	8 hours
Bump-out, catering/bar	11pm	12am	1 hour
Bump-out, decoration	8am (next day)	9.30am (next day)	1.5 hours

PHOTO SHOTS & FILM PRODUCTION SHOTS

The Yard can be also booked for photo shoots or for film production. The cost is \$300 for photo shoots and \$500 for film shoots for access to the space for up to two hours. This includes a staff member to supervise the site. Bookings must be made in advance. Additional hours are charged at \$80 per hour.

ADDITIONAL FEES

Additional fees will be incurred if the hire period is exceeded including the bump in/out time.

Our Venue Hire Package fees include only one Event Supervisor. Events that pose an elevated risk to the venue, art works, guests, etc. may require an additional Event Supervisor. This includes, but is not limited to, events of 80 people or more (including clients, family members and guests).

ITEM	FEE
Additional hire hours	\$230 per hour
Additional event supervisor (min. 3-hour call time)	\$80 per hour

EQUIPMENT HIRE

The following equipment items are available for hire:

ITEM	FEE	IMAGE/COMMENTS
Chairs (80 available)	FREE	
Trestle tables (180cm x 75cm, 8 available)	FREE	
Data projector (with VGA and HDMI cable)	\$100	Specs available on enquiry
Projector screen	\$50	
Slide clicker	\$10	Free with hire of data projector
Portable PA (with wireless microphones)	\$150	Specs available on enquiry
Stage lighting (programmable)	\$150	Specs available on enquiry
Hot-water urn	\$50	

ADDITIONAL INFORMATION

HERITAGE REQUIREMENTS & EVENT RESTRICTIONS

- Amplified sound must be turned off at 11pm.
- The venue must be vacated by 12am (midnight).
- Smoking is strictly not permitted within The Lock-Up.
- All flames (heating, candles, etc.) must be covered and previously approved.
- The Lock-Up cannot be hired for 18th or 21st birthday celebrations.

The Lock-Up is a significant heritage building protected under NSW Heritage. As such no items can be affixed to walls including adhesive tape or tack, nails or hooks, etc. How the space is to be used during the event must be approved by The Lock-Up as part of the Venue Hire Agreement. The addition of decorations and installation of equipment must be overseen by the Event Supervisor.

The walls in The Yard, cells and cell corridor are fragile heritage-listed surfaces. During event guests are requested to refrain from leaning on walls and may be asked by the event supervisor to move.

CATERING & ALCOHOL

The Lock-Up allows flexible catering options. Venue hire clients can use the catering company of their choice or choose from our **Recommended Vendors**. We can make space available for caterers to prepare and plate food. Self-catering is only allowed at The Lock-Up's discretion.

Special considerations regarding catering:

- Deep-frying and gas flames are not permitted inside the building however a covered outdoor area can be arranged with notice.
- It is the responsibility of the client to brief external suppliers on the limitations of the venue. Suppliers who are unfamiliar with the site must attend a meeting with The Lock-Up's venue hire officer prior to booking.
- Catering equipment, left-overs and rubbish must be bumped-out immediately after the event finishes, i.e. cannot be left till the next day.

Special considerations regarding alcohol:

- Alcohol must be served by RSA-certified serving staff who are formally employed (friends, family or work colleagues not permitted).
- A minimum of one RSA-certified bar person is required for every 70 people, or part thereof, i.e. events of 71+ people will require at least two serving staff.
- BYO is only allowed at the discretion of The Lock-Up. Contact us for more detail.
- All events where both money is exchanged (e.g. ticketed event, fundraiser, auction or raffle) and alcohol served must be catered for by a licensed caterer and covered by their off-site liquor licence.

BUMP-IN/OUT & DELIVERIES

Bump-in (and the hire period) begins when first event delivery is made and/or event organisers arrive on site.

Start time for bump in of The Yard is negotiable, however during gallery opening hours (Wed–Sat 10am–4pm; Sun 11am–3pm) clients must minimise impact on public use of the other spaces. The foyer is only available out of gallery opening hours.

Supervising staff members are required to protect the venue’s heritage and artworks during private events. Supervising staff must be present on site during all visits by clients and guests including additional bump-in/out hours.

The Lock-Up can only accept deliveries on the client’s behalf with prior consent from The Lock-Up.

ACCESSIBILITY

The Lock-Up’s venue hire spaces are accessible by wheelchair. A permanent ramp provides entry access to the foyer from Hunter Street. The main gallery is permanently wheelchair accessible and The Yard’s main floor area is accessible by wheelchair via a portable ramp made available to visitors on request. The Lock-Up has accessible unisex toilet facilities.

Due to their heritage nature the original cells and some entryways are narrow, limiting wheelchair access to these spaces. The cells also have uneven floor surfaces and low lighting.

PARKING

There is no on-site parking at The Lock-Up. On-street parking is available in surrounding streets:

- Timed and paid Mon–Fri, 9am–5pm
- Free 2 hours Sat, 9am–12pm
- Unrestricted all other times

Download a parking app to your phone by visiting the **EasyPark website**.

There are also many off-street parking options nearby. Check out **Newcastle Now’s parking guides**.

HOW TO MAKE A BOOKING

Get started:

1. Come in and get to know us and the venue. Or check out our **online virtual walkthrough**.
2. Fill out a **booking form**. Get in touch with us about any doubts beforehand. We can work with you to calculate what the best Venue Hire Package is best for you.

Secure your booking by:

3. Signing and returning the Venue Hire Agreement.
4. Paying the tax invoice that we issue you for a 50% booking fee. This is paid via direct deposit to Newcastle Historic Reserve Trust.

As the date gets closer:

5. Help us create a run sheet for the event, including name and contact for all your vendors.
6. Coordinate with your vendors and us to arrange site inspections and supply of RSA certificates (when applicable).

After the event, you:

7. Pay the tax invoice that we issue you for the remaining 50% of the booking fee (plus any additional costs incurred). This is paid via direct deposit to Newcastle Historic Reserve Trust.
8. Give us feedback or a testimonial (and share a photo or two!).

CANCELLATION POLICY

Notification of cancellations must be provided in writing to info@thelockup.org.au.

0–30 days:	Forfeiture of full venue hire deposit
31–90 days:	50% refund of venue hire deposit
91 days or more:	100% refund of venue hire deposit, minus \$150 administration fee

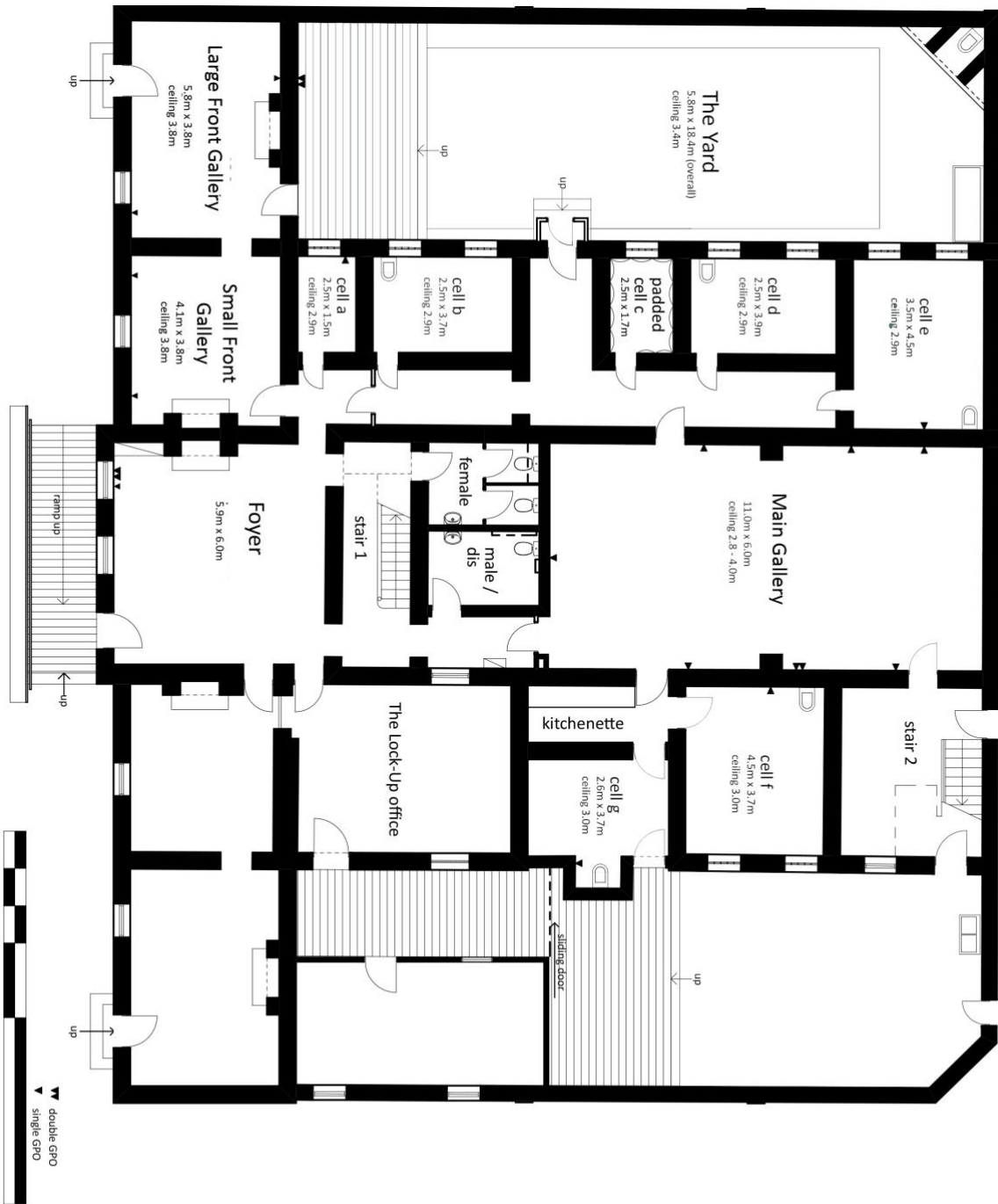
WET WEATHER

Sympathetic conversion of The Yard has resulted in a space that is weather resistant not weather proof. Venue hire clients accept this risk in hiring the site. On the occasion that an event needs to be cancelled due to severe weather, The Lock-Up will retain the full deposit and a new date will be rescheduled as negotiated with the Director of The Lock-Up.

BOND

The Lock-Up reserves the right to charge a bond of up to \$1000. The bond is fully refundable subject to a site inspection by the Director on completion of your event.

APPENDIX 1: FLOORPLAN



<p>The Lock - up 90 Hunter Street Newcastle NSW 2300</p>	<p>Drawing Title: Exhibition Space Drawing No.: - Scale: not to scale Date: July 2013</p>		
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APPENDIX 2: RECOMMENDED VENDORS

The Lock-Up can recommend a range of providers who are familiar with the space and provide outstanding products and services to make your event as stunning, smooth running and fun as possible.

CATERING / DRINKS

We recommend the following caterers who have experience supplying events at The Lock-Up:

Sprout Catering

www.sproutcatering.com.au
info@sproutcatering.com.au
(02) 4926 3983

We can tailor events to suit the overall experience you want for your guests, from menu design and food presentation to service style. Whether you are looking for quirky food stations or classy cocktail events, we are here to assist. Our food is made fresh with a large range of GF & Vegetarian options.



Relish Kitchen

www.relishkitchen.com.au
catering@relishkitchen.com.au
0400 215 712 / 0408 418 730

Relish Kitchen takes the stress out of corporate or private catering. We create a variety of sensational food using only the freshest ingredients, so our food tastes as beautiful as it looks. Exquisite produce and expert cooking techniques create food with love that will stimulate and excite. Locally sourced produce and the freshest ingredients means food that is exceptional in taste.



Williams & Co.

www.wcent.com.au
info@wcent.com.au
0423 858 618 | 0401 864 286

Hiring Williams & Co. goes beyond having someone just opening bottles and pouring drinks. Covering a wide range of services including bar staff, mobile bars, beverage catering, and much more. We provide packaged solutions that are stylish, professional and affordable. A professional bartender will ensure quality, availability, functionality, fluidity, safety and security.



Harvest & Soul Catering and Events

www.harvestandsoul.com.au
 hello@harvestandsoul.com.au
 0425 775 885



Our food philosophy is a simple one – we believe in using the freshest, seasonal and locally sourced ingredients to create beautiful food that will leave a lasting impression. We enjoy working closely with the best local suppliers and artisans to create stand-out menus that cater to a diverse range of tastes.

HIRE & STYLING

Crab Apple Vintage

hire.crabapplevintage.com.au
 hire@crabapplevintage.com.au
 (02) 4962 2992



Boasting a mix of quirky personal style and functional design with a focus on recycling and up-cycling, we feature authentic vintage and industrial pieces, everything we offer is either lovingly restored or crafted to tell a story and make a statement.

The Wedding Designer

http://www.theweddingdesigner.com.au/
 design@theweddingdesigner.com.au
 (02) 4960 8095



Our philosophy is simple: If you haven't the time or creativity, our team will source and create all of those unique touches to transform your day from special, to truly personal – and memorable. Not only this, we're passionate about making your planning experience a fun, relaxed and enjoyable one.

PHOTOGRAPHY

Jessie Jane

jessiejane.com.au
 mail@jessiejane.com.au
 0411 886 277

Jessie Jane

I'm Jessie Henderson, a lifestyle and event photographer. I love working with natural light and capturing candid moments between people that care about each other. I also love fading into the background to document events!

APPENDIX 3: BOOKING FORM

1: THE LICENSEE

Licensee's name	
Venue usage contact name	
Organisation / Business	
Postal address	
Business hrs ph	
Mobile	
Email	

2: THE PREMISES (answer yes/no; hire typically incl. Yard, foyer, cell corridor, kitchen, bathrooms)

Foyer	
The Yard	
Main gallery (pending approval)	
Front galleries (pending approval)	
Cells (pending approval)	
Other	

3: PERMITTED VENUE USE

Event / Event series name	
Date of event	
Nature of event/s	
Approx. number of attendees per event	
Caterer	
Will alcohol be served? If so, is Caterer licensed or have event details been provided to add to The Lock-Up's multi-function limited licence (partnered events only).	

RSA staff name(s) & certificate no(s).	
Describe any other activities	
Furniture required, e.g. 50 chairs, 2 trestle tables	
Additional equipment hire, e.g. PA, projector	

4: USAGE PERIOD

EVENT NAME	DATE	BUMP-IN STARTS	EVENT STARTS	EVENT FINISHES	BUMP-OUT FINISHES
Delivery & Pick-Up dates and times (if different to above event schedule).					