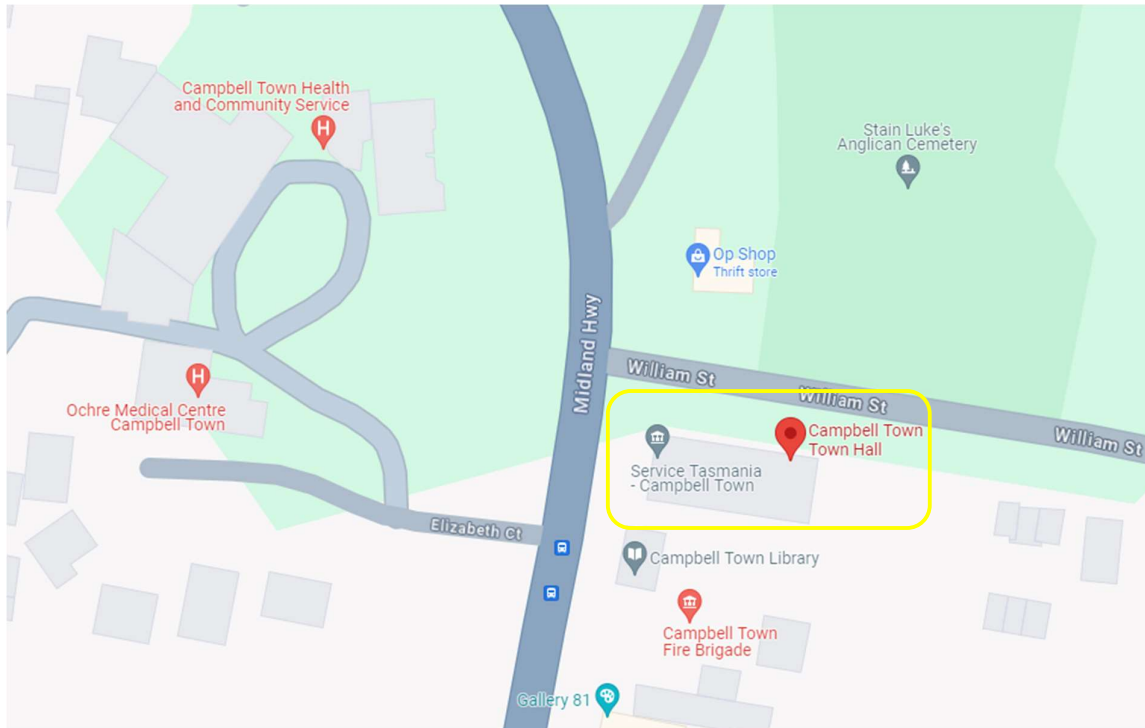


Campbell Town Town Hall Vaughn Room Guide

Getting here

The Campbell Town Town Hall is located at **75 High Street Campbell Town, Tasmania**

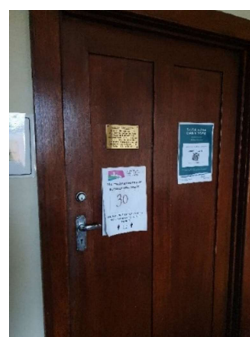
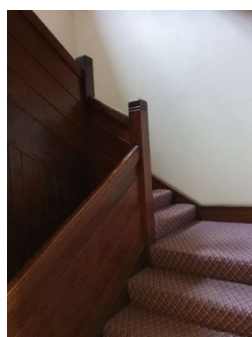
The Vaughn Room is located upstairs within the Town Hall.



Enter building via the main entry.

To get to meeting room turn to the left of the 'Ticket box', you will see an 'M' for the male toilets. The stairs are through this door.

Follow the stairs to the top. The meeting room is the second door.



Information for the Host

Facilities

- **Access** – Access is via a key. Key is to be picked up from the Campbell Town Recreational Complex (it is not located at the Town Hall). Please refer the access guide for more details.
- **Toilets** - are located at the entrance to the hall. Men's toilets to the left from the entry door. Women's to the right of the entry door.
- **AV Equipment and Wifi** – there is no AV equipment or WiFi available in this space.
- **Heat Pump** - the remote for the heat pump is located in the room. Please adjust as required.
- **Catering and table wear*** – is to be arranged by the host. (* Table wear includes cutlery, plates, napkins, etc.).



Emergency information

- In the event of an evacuation, please follow the advice from a warden or leave immediately through the nearest safe exit (follow the green exit signs). Go directly to the assembly area located outside of the Town Hall). Await further instructions from Emergency Services or the NMC Representative.

Venue requirements

- Please ensure all guests follow current COVID arrangements. For further details visit: <https://www.coronavirus.tas.gov.au/>
- Please leave the room as you found it. If there is excessive mess (e.g., food on the floor, etc.) there may be an additional charge incurred.
- Please be respectful of the other patrons and keep noise to a minimum when in shared areas (e.g., hallways, down stairs, etc.).
- Other areas (hall, supper room, etc.) will be locked, unless the space has been booked as part of your reservation.

Feedback

Do you have feedback, comments or suggestions? Please email council@nmc.tas.gov.au

Contact

Should you require any assistance, please to contact the **Facilities Officer** on **0456 996 809**. Please note, the Facilities Officer works part-time and may not be on site at all times. If you require urgent assistance and the Facilities Officer is not available, please contact Northern Midlands Council on (03) 6397 7303.

Information as at Dec 2023