

# OLD TREASURY BUILDING

# FUNCTION CENTRE GUIDE



OLD  
TREASURY  
BUILDING



## The Old Treasury Building

Considered one of Melbourne's most impressive buildings, the Old Treasury Building offers the perfect space for your event! This impressive sandstone building, constructed in the 1850s, offers an exciting and unique venue for your meeting, conference or event. Situated on the edge of the Hoddle Grid and Treasury Reserve, this historic site offers the best view in Melbourne- directly down Collins Street. The Old Treasury building is one of very few gold rush buildings still in use in the city. With grand high ceilings and natural light, this heritage-listed building will make any event special.

Discover unique spaces ideal for events and functions such as conferences, product launches and meetings.

## The JJ Clark Room

With high ceilings, natural lighting and city views, the elegant JJ Clark room is perfect for your product launch or conference.

Host a lecture with room for 70 attendees, surrounded by the rare and magnificent artworks on loan from the Roy Morgan Centre Collection.

Give staff a treat with offsite professional development seminars in a heritage atmosphere! The adjacent Meeting Rooms 3 & 4 offer perfect breakout rooms for your function.

With views of Parliament House, Gordon Reserve and Spring Street, the JJ Clark Room adds atmosphere to any function.

An optional purpose-built audio system, with either label or handheld microphone, ensures that even the softest-spoken presenter will be heard.

Features access to a wide-screen monitor equipped with VGA or HDMI connection- no wasted space for a data projector!

Catering and/or Wi-Fi available.

Cost: \$140/hr





## Meeting Room 1

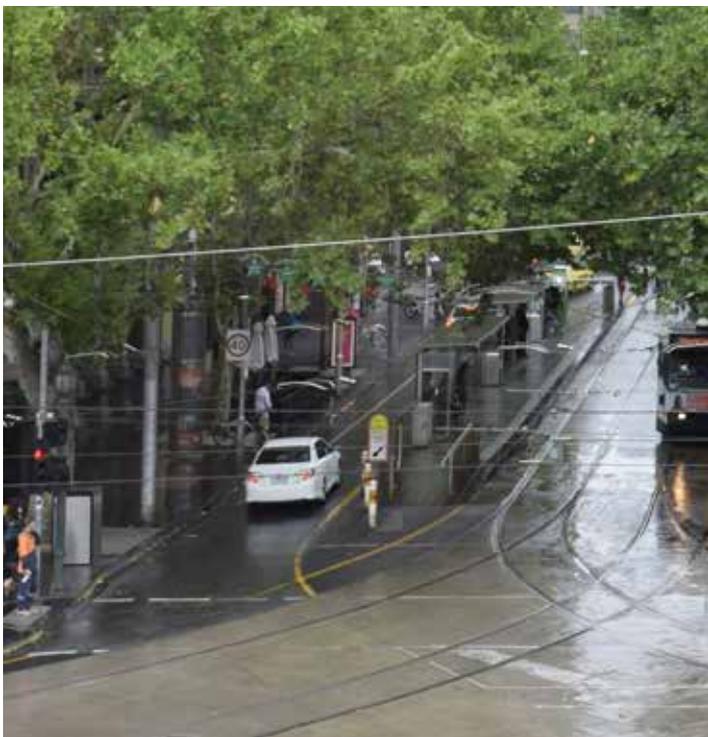
This historic room boasts the best view in Melbourne- directly down Collins Street from the Paris End.

The perfect offsite meeting room or space for private interviews, this room's fixed furniture includes a large table c.1875 and chairs to fit 8 guests comfortably.

Wi-Fi available.

Cost: \$130/hr

No food or drink (including catering) allowed in Meeting Room 1. Water exempted.



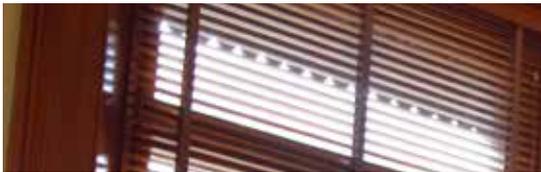


### Meeting Room 3

Featuring the Old Treasury Building's signature high ceilings, this intimate meeting room suits smaller meetings, or as breakout room for the JJ Clark Room.

Catering and/or Wi-Fi available.

Cost: \$110/hr



### Meeting Room 4

Overlooking Gordon Reserve and Parliament House, and featuring exceptional natural light, this meeting room is perfect for 12 in a boardroom or a smaller meeting setting. Specially equipped with conference call facilities, host interstate meetings without leaving Melbourne! Meeting Room 4 is also available as a breakout room for functions in the JJ Clark Room.

Catering and/or Wi-Fi available.

Cost: \$110/hr



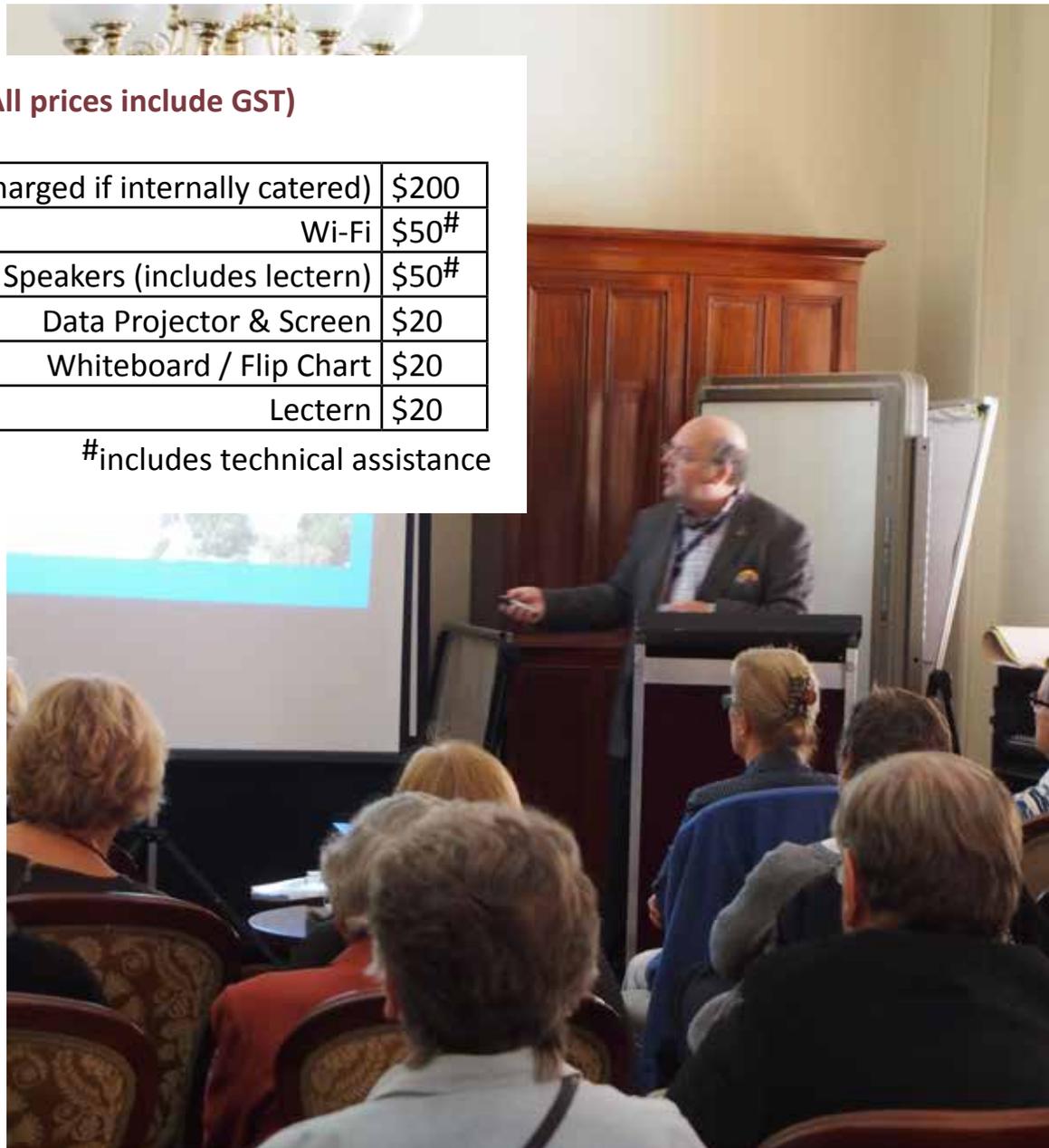
## Venue Hire and Capacities

	Table setup						Available Amenities*						
	Boardroom	U-Shape	Lecture	Cabaret	Informal Seating	Other (inc. Empty)	Catering	Wi-Fi	Data Projector & Screen	Microphone & Speakers	Whiteboard	Flip Chart	Lectern
<b>JJ Clark</b>	35	16	70	35	40								
<b>Meeting Room 1</b>	8												
<b>Meeting Room 3</b>	8				6								
<b>Meeting Room 4</b>	12	8			10								

### \*Amenities Charges (All prices include GST)

Kitchen access (not charged if internally catered)	\$200
Wi-Fi	\$50 <sup>#</sup>
Microphone & Speakers (includes lectern)	\$50 <sup>#</sup>
Data Projector & Screen	\$20
Whiteboard / Flip Chart	\$20
Lectern	\$20

<sup>#</sup>includes technical assistance





## Catering

Catering is provided by Hudson's Famous.

Upon request a menu can be supplied.

Hudson's Famous are one of Melbourne's leading catering companies, specialising in corporate and event catering. They use high quality, locally and sustainably sourced produce prepared fresh daily.

Hudson's Famous offering a vibrant, fresh, and nourishing catering service. Enjoy the highest-quality catering solutions to ensure that your next event is a resounding success.

If you would prefer to use your own caterer, please let us know. A \$200 fee applies to use the kitchen if self-catering or using an external caterer.

# HUDSON'S FAMOUS

CATERING • EVENT MANAGEMENT • WEDDINGS



## FRANCES KNORR THE 'BRUNSWICK BABY FARMER'

In late 1883 Frances Knorr was convicted of the murder of an infant in her care. She was sentenced to hang. The sentence followed a public outcry after the bodies of several infants were found buried in the back yards of houses she had rented. Two had obviously been murdered. There was widespread outrage that many so-called 'baby farmers' continued to ply their trade, despite attempts at regulation. But official refusal to establish a founding hospital meant that poor women had few alternatives.

## Private Exhibition Viewings & Tours

Why just visit the Old Treasury Building when you can experience it?

Your guests will gain an insight into early Melbourne, through architecture, art and artefacts, in an iconic gold rush building.

Discover the history of Melbourne and the Old Treasury Building with one of our qualified guides. Explore the historic gold vaults where the precious metal was stored during the 1860s, and the journey of gold from the fields to the basement and beyond.

Go behind the scenes to see the wonderful Paintings of Early Melbourne. This rare and exciting collection of paintings is kindly on loan from the Roy Morgan Centre collection. The collection provides an insider's glimpse of the beginnings of the Colony of Melbourne and offers an insight into the life of Melburnians from the 1840s to 1870s.

Interested in a specific area of history or aspect of the exhibitions? We can tailor our tours to impress your guests. Please contact us to discuss your needs.

After something a little less formal? Allow your guests to wander the exhibitions at their own pace. With 2 floors of displays, there's sure to be something to interest everyone!

## MARTHA NEEDLE (1864-1894)



Martha Needle was one of Australia's worst female killers. In 1894 she was hanged for the murder of her fiancé's brother, Louis Juncken. But before she was executed, she probably poisoned both her former husband and all three of her children.

### EARLY LIFE

Martha Needle's early life in South Australia was troubled. Her father died when she was young and she was raised in poverty. She was a very young mother and her husband was an alcoholic who beat her, and at the age of twelve, Martha was sexually assaulted by her stepfather.

### MARRIAGE AND TRAGEDY

Martha Needle was a beautiful woman. She married Henry Needle and they soon left for Melbourne. In the next decade - 1880, 1881 and 1882, the three children of her marriage were murdered. Police reports inspired an investigation, but the discovery of the bodies were a tragedy for Martha and Needle became a pathos and a mystery. Their family members began to die in 1880 and May in 1882. Her suspicion attached to Martha who was hanged in 1894.

### A NEW START

After May's death, Martha moved to St. James. She and Otto soon became engaged to be married. She was a very young mother and her husband was an alcoholic who beat her, and at the age of twelve, Martha was sexually assaulted by her stepfather.



## The Nitty Gritty

The Old Treasury Building is located at 20 Spring Street Melbourne VIC 3000

The building is easily accessible via public transport.

Train: Parliament Station

Tram: 11, 12, 35, 48, 109 (stop 8 or 10), 86, 96 (stop 9)

Car: There is no onsite visitor parking. However one (1) onsite carpark can be made available on the day(s) of your event by arrangement in advance.



### Audio & Visual

Our technicians will work with you to create a package to meet your needs. One technician will be available on the day for troubleshooting. You will be advised of the charge in your written quote.

### Security

Some events, including high-risk events may require one or more security guards. This is at the building's discretion. If this is deemed required, the minimum charge is \$200 (covers 4 hours).

### Cleaning

Some events, including catered events, may require additional cleaning services (including laundry). This will be included in your written quote.

### Accessibility

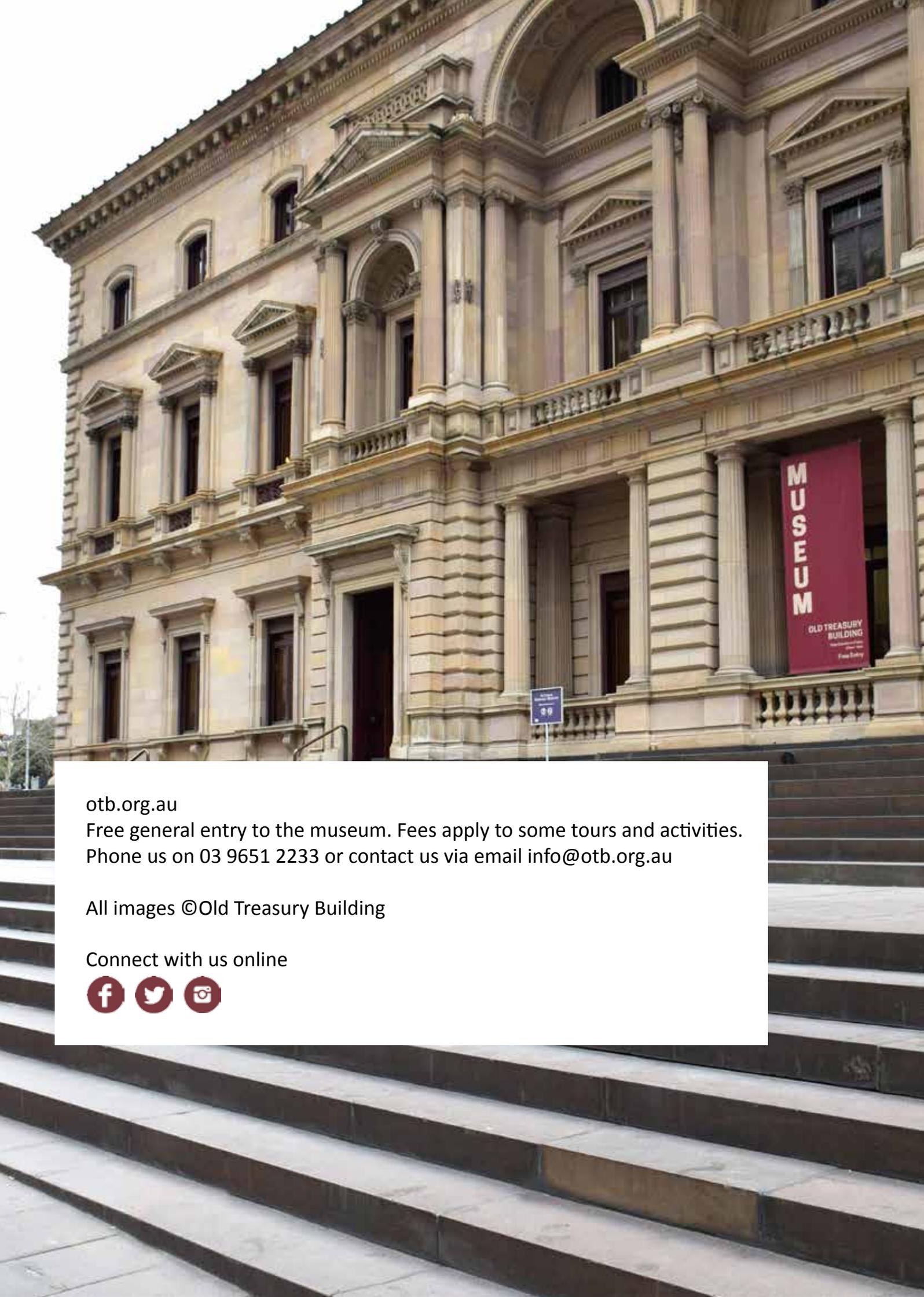
Step-free access to the building is via the rear entrance. Once inside, a lift enables access to all floors. For more information, see our Accessibility webpage: [otb.org.au/accessibility](http://otb.org.au/accessibility)

### Contact us

[functions@otb.org.au](mailto:functions@otb.org.au)  
03 9651 2233

## Information and Frequently Asked Questions

1. The function rooms are available Monday to Friday between 8:30am and 4:30pm. If the event is scheduled outside of these hours it will incur additional costs. You can discuss this with the Functions Manager [functions@otb.org.au](mailto:functions@otb.org.au)
2. A 50% deposit of the total function hire cost must be made five (5) days prior to the event.
3. Cancellations require three (3) business days notice or the full cost of your event will be incurred.
4. Visitors are not permitted to bring their food and beverages into the function rooms. If catering is requested this must be made five (5) days prior to the event. Catering prices are available on request.
5. Alcoholic beverage catering may be discussed on request. Minimum one (1) bar staff with Responsible Serving of Alcohol (RSA) certificate is required if serving alcohol. They are responsible for serving all alcohol.
6. Tentative bookings must be confirmed within two (2) weeks of initial contact. Failure to do so will result in cancellation of your event.
7. Any alterations to your function booking must be made three (3) days prior to the event.
8. All prices are subject to change without prior notice. However once a deposit is paid against an invoice no revision to fees will occur unless the conditions of hire are altered.
9. The Hirer agrees to comply with all requirements of the Local Government Act and any other relevant act, by-laws, rules or regulations, made hereunder and shall be liable for any breach of any such acts, by-laws, rules or regulations.
10. The Hirer shall be responsible for the cost of making good any damage or loss caused to the objects, buildings, furniture, fittings and equipment arising out of and/or in the course of the Hirer's function.
11. Smoke machines, naked flame, animals or helium balloons are not permitted within the Museum's buildings. Smoking is not permitted within the building or within 4 metres of the building perimeter.
12. Any goods, properties or materials brought in by or on behalf of the Hirer, are the responsibility of the client. The Old Treasury Building accepts no responsibility for damage or loss of goods or materials left at the building prior to, during, or after the event. All deliveries or collections for events must be arranged with and approved by the Functions Manager prior to delivery or collection.
12. Signs, banners and decorations connected with the event must be approved by the Old Treasury Building prior to the function. No nails, screws, adhesives or fastenings may be driven into or attached to the walls, doors, glass, floors, furniture, fittings and equipment.
13. A representative of the Museum will be on-site for the duration of the event. Any instructions given by the Museum's representative in relation to the conduct of the function must be followed immediately. The Museum's representative has the authority to terminate the event should any instructions or contract conditions not be observed.
14. The Hirer is liable for themselves, their employees and any contractors whom they may engage in relation to the event. It is the responsibility of the Hirer to obtain and keep current insurance against such liability during the term of this contract and ensure that all contractors under their direction are similarly insured. Current copies are required of all contractors' Public Liability insurance (\$20 million per occurrence) and Workers Compensation Certificate of Currency.



**MUSEUM**  
OLD TREASURY BUILDING  
Free Entry

[otb.org.au](http://otb.org.au)

Free general entry to the museum. Fees apply to some tours and activities.  
Phone us on 03 9651 2233 or contact us via email [info@otb.org.au](mailto:info@otb.org.au)

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Connect with us online

