

Host your next event at
Geelong Gallery



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Geelong Gallery was established in 1896 and is one of Australia's leading and oldest regional art galleries. From corporate cocktail events to lecture style seminars, Geelong Gallery offers a distinctive venue option for your next occasion.

Located in the heart of the Geelong cultural precinct, Geelong Gallery hosts an ever-changing program of exhibitions for exclusive viewing. Private Gallery led tours by curatorial staff can be arranged as part of your event, and is an ideal way to entertain your clients and create memorable experiences.



About Geelong Gallery

Geelong Gallery was established in 1896

Located in the heart of Geelong's arts precinct, alongside the Geelong Library & Heritage Centre and opposite Geelong Art Centre.

Attracts over 120,000 visitors per annum

Hosts approximately 12 major exhibitions per annum

An after hours function at Geelong Gallery offers exclusive use of the Gallery for your guests

Private Director led tours of current exhibitions can also be arranged as part of your event adding an experience to remember

Gallery spaces & hire

Geelong Gallery provides a variety of spaces suitable for functions accommodating small and intimate events to larger celebrations.

Geelong Gallery events can accommodate groups from 12 to 300 people. Configuration of spaces range from stand up reception cocktail functions, seated events with catered meals, intimate gatherings for special celebrations, meetings or the presentation of lectures to a seated audience.

Staffing

Gallery staff will be on duty during events to ensure the best experience for your guests, and to maintain security of the artworks and the Gallery facility.

Catering

Geelong Gallery partners with local caterers to supply an elegant and contemporary catering offer.

Equipment requirements

The Gallery has a selection of furniture suitable for seated seminars and presentations.

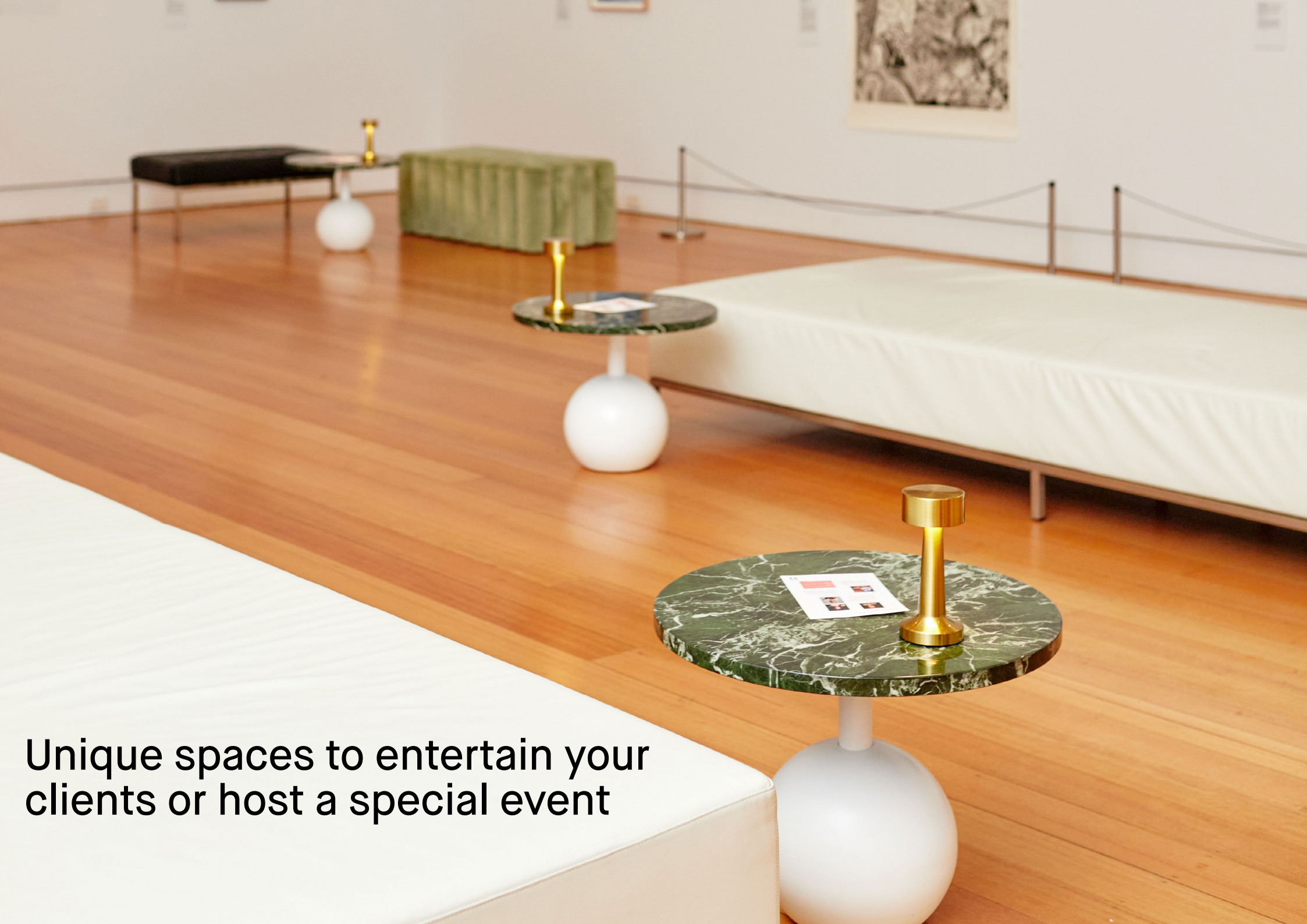
Limited audio equipment and cocktail furniture is also available. Ensure you tick the boxes of any equipment required when hiring a Gallery space, our Events and Bookings Coordinator will let you know if there is anything that needs to be hired at your own cost.

Opening hours

The Gallery is open daily 10.00am–5.00pm, and is closed on major public holidays including Christmas Eve, Christmas Day, Boxing Day, New Year's Day and Good Friday.

Private hire is subject to availability and is limited during opening hours.

Note: During exhibition changeovers some Gallery spaces will not be available for hire.



Unique spaces to entertain your clients or host a special event



Max Bell Gallery—an intimate venue space showcasing contemporary artists. A drop down screen is also available in this space.



McPhillimy Gallery—bold exhibitions of late 19th and early 20th century works from the collection provide a perfect space for cocktail functions.



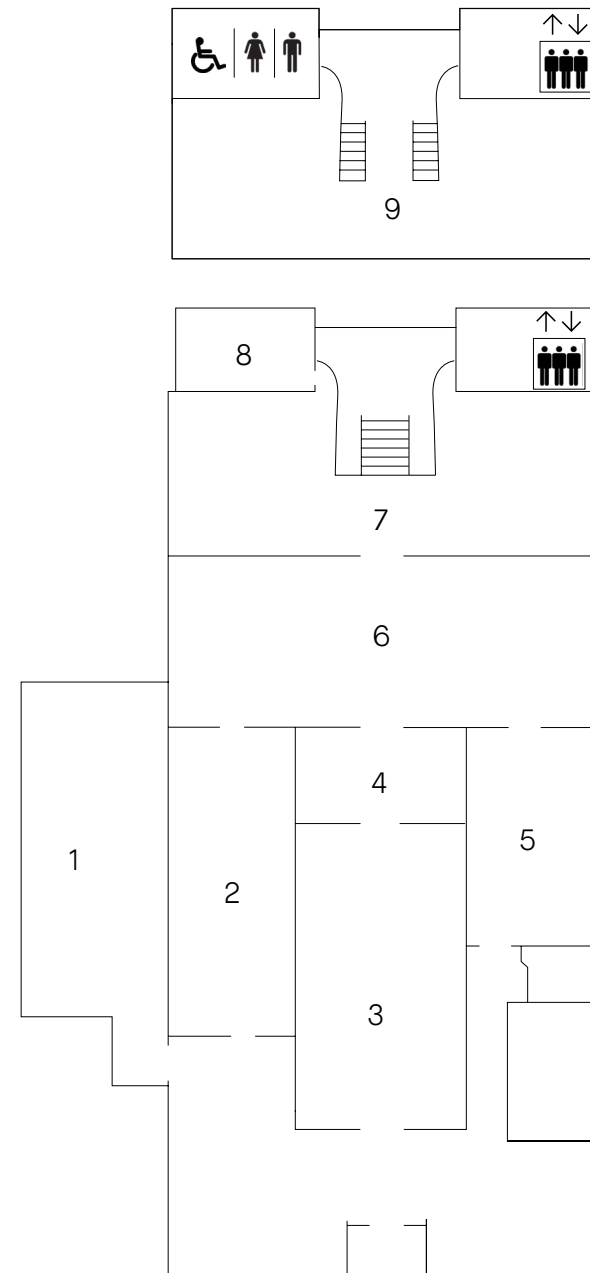
Douglass Gallery—a revolving display of significant mid-century works from the Gallery's collection collection, creates the perfect venue for cocktail, presentations or sit-down events.



Hitchcock Gallery—iconic 18th and early 19th century works are displayed in this space, suitable for cocktail events and receptions.

Navigating the Gallery

- 1 Temporary exhibition space
- 2 Myer Gallery
- 3 McPhillimy Gallery
- 4 Richardson Gallery
- 5 Max Bell Gallery
- 6 Douglass Gallery
- 7 Hitchcock Gallery
- 8 Learn Space
- 9 Decorative Arts



Facilities and spaces

Temporary exhibition space (178 sqm)

Capacity:
Reception: 80–150 pax
Seminar: 50 pax

The Gallery's most recently created, contemporary Gallery space.

Myer Gallery (85 sqm)

Capacity:
Reception: 50–80 pax
Seminar: 35–40 pax

Displaying contemporary exhibitions this space provides an ideal venue for a seated seminar or lecture.

Max Bell Gallery (105 sqm)

Capacity:
Reception 20–80 pax
Seminar 60 pax

An ideal venue for a seated seminar or lecture with its ceiling mounted projection screen.

McPhillimy Gallery (135 sqm)

Capacity:
Reception: 50–150 pax
Seminar: 70 pax

A gracious space with long sight lines through the Gallery spaces.

Douglass Gallery (240 sqm)

Capacity:
Reception: 250 pax
Seminar: 80 pax
Dinner: 60–140 pax

Showcasing the Gallery's permanent collection, this inspiring light-filled space is ideal for larger events.

Hitchcock Gallery (182 sqm)

Capacity:
Reception: 40–80 pax
Seminar: 20–40 pax
Dinner: 40 pax

Enjoy the Gallery's permanent collection in the original Gallery building, constructed in 1915.

Douglass Gallery and Hitchcock

Combined capacity:
Reception: 300 pax

Combining these two inspiring heritage Galleries provides an ideal venue for hosting large functions. There is ample room for a lectern or panel stage.

Learn Space (24 sqm)

Capacity:
Seminar: 20–25 pax

Ideal space for a private meeting.

Decorative Arts Gallery (26 sqm)

Capacity:
Seminar: 12 pax

This is a quiet, reflective space and is complemented by exhibitions of works behind illuminated glazed cases.



Catering packages

Geelong Gallery has partnered with local caterers, offering canapé options using native ingredients to create a unique catering experience.

Option 1— Limited canapes	Option 2— Standard cocktail package	Option 3— Cheese & antipasto platter	Option 4— Morning or afternoon tea	Drinks package	Conditions
Open bagel with beetroot, cured salmon and goat curd. Polenta, mushroom parfait, truffle aioli. Pumpkin & davidson spiced arancini, burnt honey mustard. BBQ duck, wattle seed crepes, pickled cucumber, iceberg. Minimum of 25 people.	Open bagel with beetroot, cured salmon and goat curd. Polenta, mushroom parfait, truffle aioli. Pumpkin & davidson spiced arancini, burnt honey mustard. BBQ duck, wattle seed crepes, pickled cucumber, iceberg. Chicken liver parfait, rhubarb, wild aniseed, apple on brioche. Persian falafel, sesame dressing, wattle za'atar. Minimum of 15 people.	Cheese & antipasto platter consisting of grilled and marinated vegetables, cured meats, cheese, bread and crackers. Can be vegetarian, vegan and gluten free. One board serves 10. For groups 10 and under.	A choice of scones with jam and cream or a selection of sweet slices. Served with tea and coffee	A selection of Leura Park Estate wines, light and heavy beer, sparkling water, and flavoured sparkling drinks.	Catering packages are based on a 1.5 hour bar service and catering. The venue is available for your use for 2 hours to ensure a seamless exit of guests after service concludes. Extended bar service and catering is available and can be quoted per hour. The packages include the cost of Gallery hire and catering staff to set-up and support your event. There is no additional cost for venue hire.
Cost— \$35 per person	Cost— \$45 per person	Cost— \$100 per board	Cost— \$15 per person	Cost— \$40 per person	All prices are GST inclusive.
				*Note—for events that do not require catering there a will be a surcharge of \$12.00 per person for drinks package only.	

Venue hire

If it is just the space you are after, Geelong Gallery can offer a number of Gallery spaces for hire based on the size and suitability of your event.

Please note, all rates are based on a 2-hour event, with an extra 50% charge for every hour thereafter.

Artworks are subject to change without notice. Movement or removal of furniture and artworks for event purposes is not permissible under any circumstances.

Temporary Exhibition Space (178 sqm) A contemporary Gallery space hosting a dynamic program of temporary exhibitions. Capacity— Reception: 80–150 pax Seminar: 50 pax Rate— \$1,800 (excl. GST)	Myer Gallery (85 sqm) Displaying contemporary exhibitions this space provides an ideal venue for a seated seminar or lecture. Capacity— Reception: 50–80 pax Seminar: 35–40 pax Rate— \$1,800 (excl. GST)	Max Bell Gallery (105 sqm) An ideal venue for a seated seminar or lecture with its ceiling mounted projection screen. Capacity— Reception 20–80 pax Seminar 60 pax Rate— \$1,800 (excl. GST)	McPhillimy Gallery (135 sqm) A gracious space with long sight lines through the Gallery spaces. Capacity— Reception: 50–150 pax Seminar: 70 pax Rate— \$2,200 (excl. GST) (foyer hire for additional bar service inc.)	Douglass Gallery (178 sqm) Showcasing the Gallery's permanent collection, this inspiring light-filled space is ideal for larger events. Capacity— Reception: 250 pax Seminar: 80 pax Dinner: 60–140 pax Rate— \$2,400 (excl. GST)	Hitchcock Gallery (182 sqm) Enjoy the Gallery's permanent collection in the original Gallery building, constructed in 1915. Capacity— Reception: 40–80 pax (standing) Seminar: 20–40 pax Dinner: 40 pax Rate— \$2,400 (excl. GST)
Douglass Gallery and Hitchcock Gallery Combined (360 sqm) Combining these two inspiring heritage Galleries provides an ideal venue for hosting large functions. There is ample room for a lectern or panel stage. Capacity— Reception: 300 pax Rate— \$3,500 (excl. GST)	Learn Space (24 sqm) Ideal space for a private meeting. Capacity— Seminar: 20–25pax Rate— \$1,000 (excl. GST)	Decorative Arts Gallery (26 sqm) This is a quiet, reflective space and is complemented by exhibitions of works behind illuminated glazed cases. Capacity— Seminar 12 pax Rate— \$1,000 (excl. GST)			

Booking form

<div>Client details</div> <div>Contact name</div>	<div>Booking details</div> <div>Event name</div>			<div>Event requirements</div> <div>Please note— Branded banners, live music and professional photographers require permission to be secured by the Events and Bookings Coordinator.</div> <div><input type="checkbox"/>Cocktail style seating</div> <div><input type="checkbox"/>Café tables and chairs</div> <div><input type="checkbox"/>Theatre/lecture style seating</div> <div><input type="checkbox"/>Dinner style seating</div> <div><input type="checkbox"/>Exhibition tour hosted by a Geelong Gallery representative</div> <div><input type="checkbox"/>Bar and/or food service tables</div> <div><input type="checkbox"/>Registration table/s</div> <div><input type="checkbox"/>Audio Visual equipment</div> <div><input type="checkbox"/>Lectern</div> <div>Other (please detail)</div> <div></div>
<div>Organisation</div>	<div>Event date</div>	<div>Start time</div>	<div>End time (2 hours max)</div>	
<div>Address</div>	<div>Number of guests</div>			
<div>Email</div>	<div>Gallery space/s</div> <div>Subject to availability. Room hire fees may apply.</div> <div><input type="checkbox"/>Temporary Exhibition Space</div> <div><input type="checkbox"/>Douglass Gallery</div> <div><input type="checkbox"/>Myer Gallery</div> <div><input type="checkbox"/>Hitchcock Gallery</div> <div><input type="checkbox"/>Max Bell Gallery</div> <div><input type="checkbox"/>Learn Space</div> <div><input type="checkbox"/>McPhillimy Gallery</div> <div><input type="checkbox"/>Decorative Arts Gallery</div>			
<div>Phone</div>	<div>Catering package/s</div> <div><input type="checkbox"/>Morning or afternoon tea (\$15.00pp)</div> <div><input type="checkbox"/>Drinks package (\$40.00pp)</div> <div><input type="checkbox"/>Standard cocktail package (\$45.00pp)</div> <div><input type="checkbox"/>Limited canapes (\$35.00pp)</div> <div><input type="checkbox"/>Cheese & antipasto platter (\$100 per board) <small>Suitable for groups of 10 or under. One board feeds 10.</small></div> <div><input type="checkbox"/>Exhibition tour only (\$11.50pp) <small>Maximum one hour tour.</small></div> <div><input type="checkbox"/>Drinks package without catering (\$12.00pp)</div>			

Terms and conditions

Bookings

Tentative bookings are held for a period of 7 days

Bookings are not confirmed until the booking form has been completed, signed and returned, and the agreed deposit has been received.

All musicians, photographers or other third parties participating in the event must be approved by Geelong Gallery Events and Bookings Coordinator prior to the event.

After-hours private exhibition viewings or tours for corporate groups without catering are arranged for a cost of \$11.50 per head, for 30–60 minutes. This charge does not apply for catered events. During ticketed exhibition times, an additional fee per person will be applied for entry to the exhibition.

For room hire during opening hours, standard Venue Hire charges will apply.

All Gallery spaces will remain open to the public between the hours of 10am and 5pm.

All applications to hire or host an event within the Gallery are subject to the Director's discretion.

Confirmation and deposit

Final confirmation of numbers is required 7 days in advance with a 50% deposit.

No refunds are available should there be a reduction in final numbers less than 7 days prior to the event.

Payment

Geelong Gallery will issue an invoice at the conclusion of the event, which must be paid in full within 7 days.

Cancellations

If an Event is cancelled the following terms apply:

- the deposit is non-refundable
- catering costs will apply if the Event is cancelled with less than 7 days' notice

Catering

All catering is to be organised directly with the Events and Bookings Coordinator.

Serving of food and beverages in certain Galleries is subject to restrictions associated with exhibition conditions. Our exhibitions change frequently and you will be advised of the current gallery status upon application.

Minimum catering requirements:

- A minimum of 25 people for Canape Option 1.
- A minimum of 15 people for Canape Option 2.
- Events 15 people and under must opt for a cheese and antipasto platter.

Catering packages are based on a 1.5 hour bar service and catering. Extended bar service and catering is available and is paid at a cost per hour.

Responsible service of alcohol

Please note, by signing this document you agree to the responsible service of alcohol, governed by Geelong Art Gallery Inc. Liquor License as outlined in the Responsible Service of Alcohol guidelines of the Victorian Commission for Gambling and Liquor Regulation.

Geelong Gallery reserves the right to refuse service of alcoholic beverages at our discretion.

Note: any last minute additions to guest attendance will be charged at the catering and drinks package rates, per head.

Loss or damage

Any loss or damage caused at Geelong Gallery shall be chargeable to the client based on the value of the item/s damaged or destroyed.

Clients may be liable for additional cleaning fees should the space be left in a less than satisfactory condition.

Decorations

The use of promotional upright banners is prohibited, unless discussion prior to the event with the Events and Bookings Coordinator.

The use of confetti, streamers or similar articles of decoration is prohibited.

No open flame: including candles and incense, kerosene or spirit type lamps shall be used in any part of the building.

No fireworks, pyrotechnic devices or any like material is permitted in the building.

Any other decorations are subject to the approval of the Events and Bookings Coordinator.

Behavior

In any exhibition space, the work on display is to be treated with respect at all times.

Under no circumstances are artworks to be touched, all guests are asked to remain 1.5m away from art work.

The Hirer must observe any directions or instructions given by authorised staff.

Occupational Health & Safety

Hirers must comply with Geelong Gallery's OHS requirements including:

1. No standing on chairs
2. No running in the Gallery
3. Comply with the no smoking policy
4. Ensure walkways are clear of obstructions
5. No use of open flame is permitted within the building
6. Know the location of Emergency Exits

Continued over page.

Terms and conditions (continued)

Animals

No animals shall be allowed inside Geelong Gallery without prior consent from authorised staff, which may impose such conditions as they see fit.

This condition does not apply to accredited guide dogs or assistant dogs under the control of a person(s) or trainers.

Emergency Alarm and Evacuation

All Hirers must evacuate the building on alarm sounding

In the event of an emergency evacuation Geelong Gallery staff will act as Fire Wardens and assist with the evacuation procedure. Fire Warden will support the hirer and guests in exiting the building in a safe manner to the **emergency assembly area** and ensure that the group stays together. **Do not re-enter the building for any reason unless instructed to do so by Emergency Services.**

In the case that a group member is unable to evacuate, a member of the group should stay with them, if safe to do so and be left with a mobile phone while the **Nominated Member** evacuates all other occupants from the room.

The **Nominated Member** should have knowledge of how many members are in attendance and should ensure they verbally account for the number of members once the evacuation is complete.

Should any person from your group wish to leave the evacuation assembly point, the Fire Warden must be notified, so that all members

are accounted for.

Insurance

Corporate hirers shall at the time of making a booking provide appropriate Public Liability Insurance Cover. A copy of the Certificate of Currency must be provided with the Booking Form. Applicants that Hire a Geelong Gallery space must:

- Provide evidence that they have current Public Liability Insurance cover for not less than \$10 million, for Death or Personal Injury, Loss or Damage to Property. A Certificate of Currency of the applicants' policy stating the level of cover and any exclusion must be proved to Geelong Gallery as part of their application to Hire.

Private hirers do not need to provide public liability insurance and will fall under the Gallery's insurance policy.

First Aid

Geelong Gallery staff are trained in First Aid and can locate First Aid Kits. Geelong Gallery has a defibrillator on-site.

If further medical assistance is required dial **000** and remain with the injured person. Where applicable, **notify the Gallery staff immediately.**

Communicate all appropriate information to **Geelong Gallery Staff** and **Emergency Services Staff**

Commercial Filming

Any commercial filming is by prior written approval only. Commercial filming means recording images by film, video, digital or other technology intended for broadcast or public exhibition for commercial purposes. Commercial filming will incur an additional fee.

Terms and conditions

- The client agrees to begin the Event and vacate the Event space at the scheduled and agreed time. A late conclusion fee of 10% of the total fee may be applied if the event exceeds the agreed start or end time, and will be included in the final bill.
- The client agrees to comply with all directions given by Geelong Gallery Management, Events and Bookings Coordinator and staff.
- Movement or removal of furniture and artworks for event purposes is not permissible under any circumstances.
- Under no circumstances may guests touch works of art, or approach works too closely. A 1.5 metre exclusion zone from artwork must be maintained at all times.
- Gallery staff are required to be present for the protection of the collection and to ensure that you and your guests have the best possible experience. Geelong Gallery staff are available to officiate events.
- Geelong Gallery staff reserve the right to ask any guest to leave the venue, should they exhibit any indecent behaviour or

pose a significant risk to artworks, staff or other patrons.

- During daytime events (which occur during the Gallery's opening hours of 10am–5pm), all Gallery spaces must be open to the public. The Gallery can permit audio during day time events, however no AV or staging equipment is permitted. This is to ensure the Gallery's works of art are visible to the public at all times.
- The placement of any corporate banners or other equipment is at the Gallery's discretion.
- Both guests and professional photographers must adhere to the Photography in the Gallery policy: geelonggallery.org.au/terms/photography-in-the-gallery-policy
- In the event of an emergency or evacuation, clients and guests are to follow the direction of Gallery staff and evacuate the building in safe manner. The Geelong Gallery's emergency assembly area is in Johnstone Park.
- In the event of a First Aid Emergency, notify Geelong Gallery staff immediately.
- Geelong Gallery is not responsible for any theft, damage or loss of the client's property.
- Geelong Gallery is a non-smoking building.

Terms and conditions

In signing this form I understand and
respect the above terms and conditions.

Signed by

Signature

Full name

Title

Organisation

Date

Geelong Gallery events

We look forward to working with you on your next event.



Thank you

Thank you for taking the time to read this Gallery hire information document. For more information or to arrange a visit, please contact us.

Contact
Anna Debenham
Visitor Services Officer—
Events and Bookings
anna@geelonggallery.org.au
03 5229 3645

