

Host a bespoke wedding ceremony at  
**Geelong Gallery**



# Weddings at Geelong Gallery

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Host a bespoke wedding ceremony at Geelong Gallery.

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Select from two unique spaces, surrounded by contemporary and historical Australian art.

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Both our Douglass and Hitchcock galleries showcase high ceilings, natural light and ornate details, with our Hitchcock Gallery overlooking the thriving landscape of Johnstone Park.

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Geelong Gallery would be happy to provide a signing table, guest chairs, and AV equipment.

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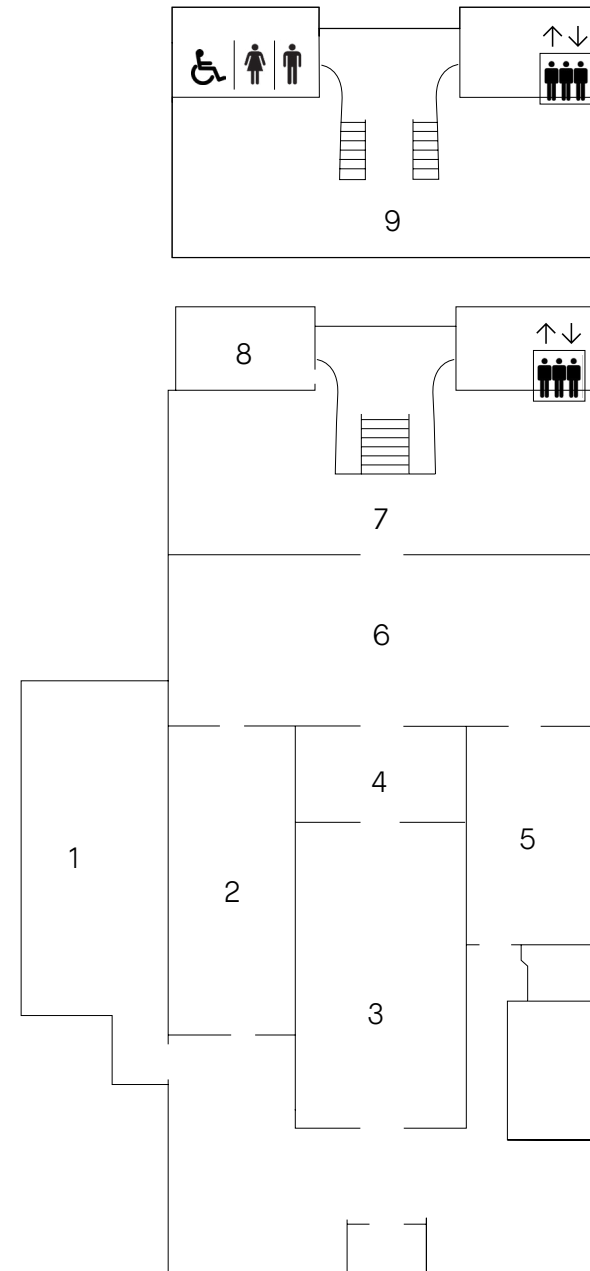
Douglass Gallery—a revolving display of significant mid-century works from the Gallery’s collection collection.



Hitchcock Gallery—iconic 18th and early 19th century works are displayed in this space.

# 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





Unique spaces to  
host a special event

# Information

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## Capacity

### Douglass Gallery (240 sqm)

Standing: 200 pax

Seated: 60 pax

### Hitchcock Gallery (182 sqm)

Standing: 80 pax

Seated: 50 pax

Note: capacities may change depending on artwork installations.

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## Pricing

\$2800 (excluding GST)

To host your wedding ceremony at Geelong Gallery for up to 2 hours.

This includes a glass of sparkling wine for guests to toast after the ceremony.

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## Additional

To book in a photoshoot in the Gallery for up to 1 hour after your ceremony, this will be an additional **\$200** (excluding GST).

# Booking form

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## Client details

Contact name

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Email

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Address

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Phone

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Ceremony name

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Ceremony date

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Start time

End time (2 hours max, from 5:30 onwards)

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## Gallery space

Subject to availability.

Douglass Gallery

Hitchcock Gallery

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## Event requirements

Please note—

Branded banners, live music and professional photographers require permission to be secured by the Events and Bookings coordinator, along with any other additional requirements\*

Lecture style seating

Registration table/s

Audio Visual equipment

Lectern

Handheld microphone

\*Dressing rooms are not available, please ensure all members of the wedding party are aware that aerosol sprays and loose powders cannot be used in the gallery.

\*Bouquets and floral decorations subject to approval and must be professionally sprayed for insects.

# Terms and conditions

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## Bookings

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.

The Gallery cannot supply a dressing room for the wedding party and/or guests.

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.

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

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.

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

Our exhibitions change frequently and you will be advised of the current gallery status upon application.

The client agrees to comply with all directions given by Geelong Gallery Management, Events and Bookings Coordinator and staff.

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 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.

Both guests and professional photographers must adhere to the Photography in the

Gallery policy: [geelonggallery.org.au/terms/photography-in-the-gallery-policy](https://geelonggallery.org.au/terms/photography-in-the-gallery-policy)

Geelong Gallery is a non-smoking building.

## Conservation

Geelong Gallery has the responsibility of preserving all artwork for future generations of Gallery visitors, therefore -

- Bouquets are permitted but must be sprayed for pesticides.

- Additional decorative items are not permitted, to ensure there is no obstruction to the artwork.

- The placement of any corporate banners or other equipment is at the Gallery's discretion.

- Aerosol spray cans, including hairspray, deodorant and perfume, or loose powders are not permitted.

- 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.

## Payment

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. Additional fees may apply if more than the confirmed number of guests attend the event. This will be applied to your final bill.

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

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.

## Cancellations

If an Event is cancelled the following terms apply:

- the deposit is non-refundable

## 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.



# Terms and conditions

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

Signed by

Signature

Full name

Title

Date

# Geelong Gallery bespoke events

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We look forward to working with you to plan your perfect ceremony.



# 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  
Eileen Sims  
Events Coordinator  
[eileen@geelonggallery.org.au](mailto:eileen@geelonggallery.org.au)  
03 5229 3645

