

Geelong Gallery
Venue hire



About Geelong Gallery

Geelong Gallery was established in 1896

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

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.

Event hire fees include the costs of our staff unless otherwise stated.

Catering

Catering packages are available upon request. Please contact the Gallery's Events and Functions coordinator.

Equipment requirements

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

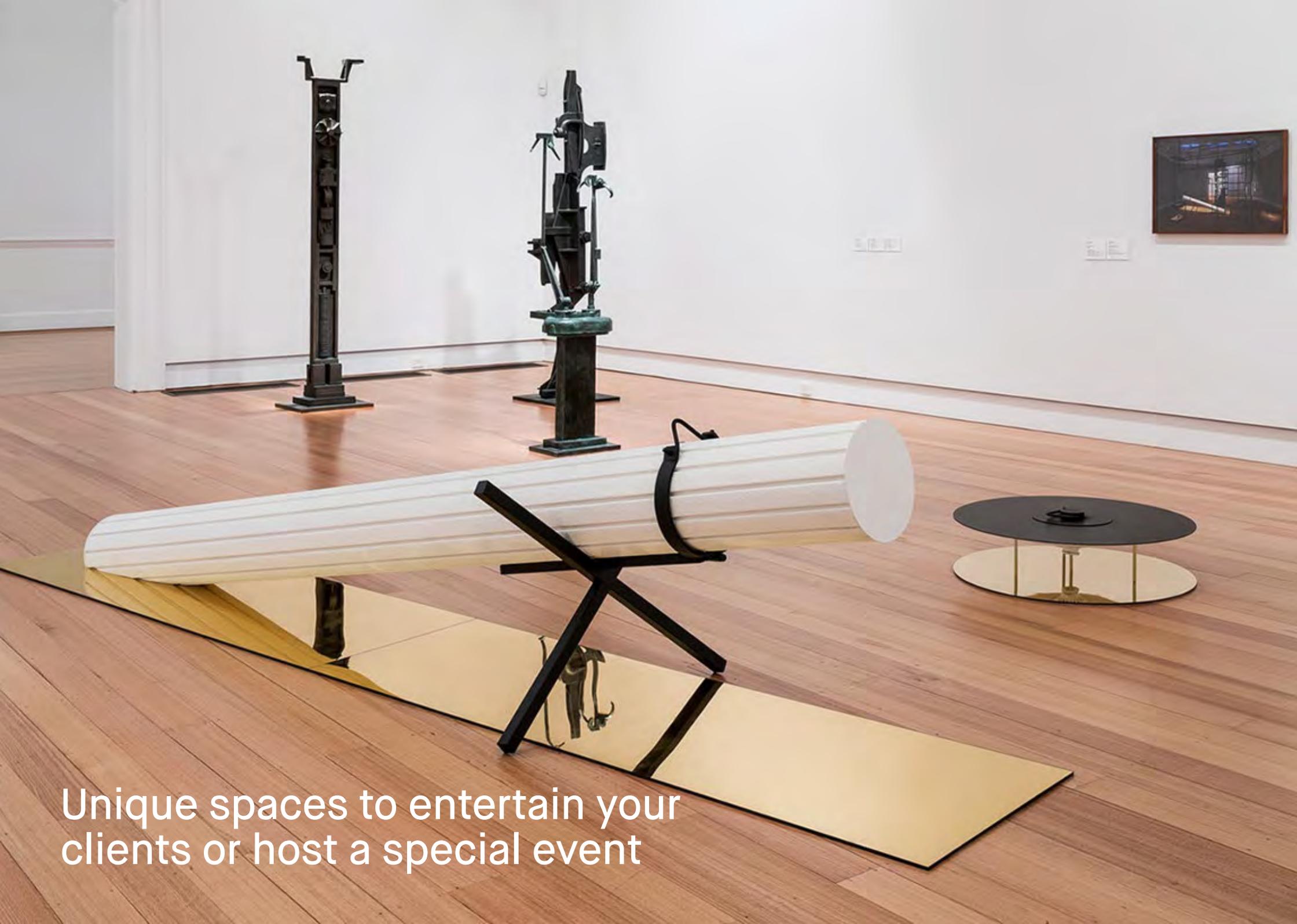
Limited audio equipment and cocktail furniture is also available. Ensure you tick the boxes of any equipment required when hiring a Gallery space, our Events and Functions coordinator will let you know if there is anything that needs to be hired at your own cost.

Opening hours

The Gallery is open daily 10am–5pm, 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.



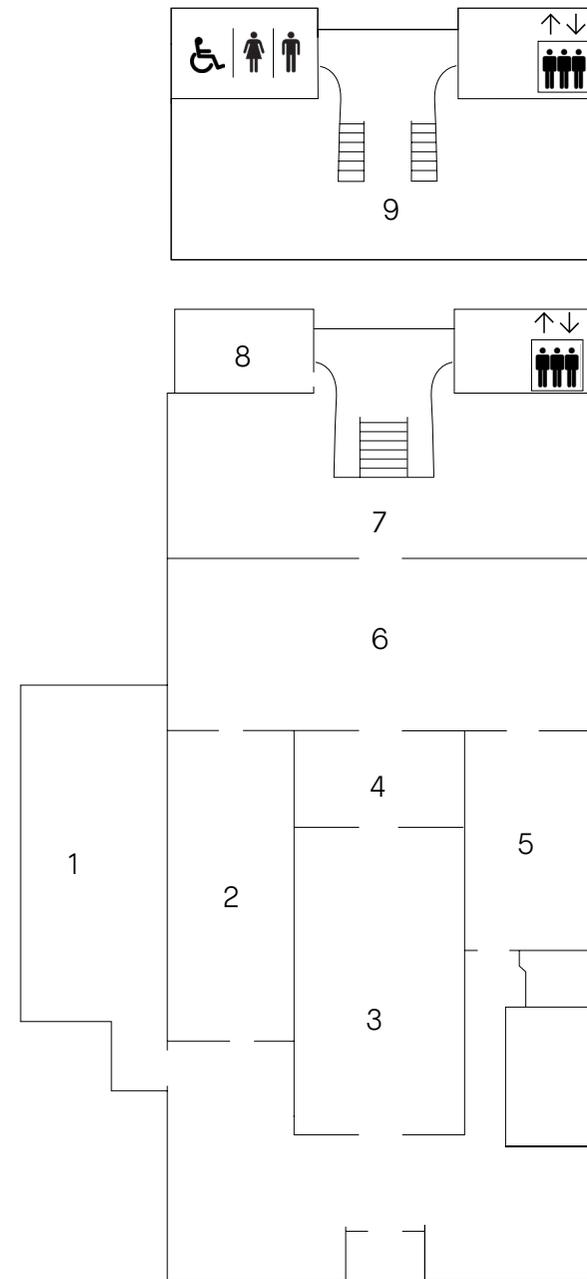
Douglass Gallery—a revolving display of significant mid-century works from the Gallery's collection collection, creates the perfect venue for cocktail, presentations or sit-down events.



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, spaces and costs of hire

Venue hire only—no catering included

Temporary exhibition space (178 sqm)

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

Rate—\$1,800 (excl. GST)

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

Myer Gallery (85 sqm)

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

Rate—\$1,800 (excl. GST)

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

Rate—\$1,800 (excl. GST)
(foyer hire for additional bar service inc.)

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

Rate—\$2,200 (excl. GST)
(foyer hire for additional bar service inc.)

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

Douglass Gallery (240 sqm)

Capacity:
Reception: 250 pax
Seminar: 110 pax
Dinner: 60–140 pax

Rate—\$2,400 (excl. GST)

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

Rate—\$2,400 (excl. GST)

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

This Gallery is our recommended space for Wedding ceremony hire.

Douglass Gallery and Hitchcock

Combined capacity:
Reception: 300 pax

Rate—\$3,500 (excl. GST)

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

Rate—\$1,000 (excl. GST)

Ideal space for a private meeting.

Decorative Arts Gallery (26 sqm)

Capacity:
Seminar: 12 pax

Rate—\$1,000 (excl. GST)

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



Terms and conditions

Geelong Gallery event proposal and Gallery hire applications

Please complete your application using the application form provided.

Geelong Gallery Booking process

In order to confirm your booking the Gallery Hire Application form must be signed to indicate you have accepted our terms and conditions and returned to: jennifer@geelonggallery.org.au

The hiring period must include setting up and dismantling periods.

All applications to hire Geelong Gallery are subject to the Director's discretion.

Photography and promotions

Due to accepted museum practice and copyright considerations, please discuss any photography needs you may have at the time of bookings.

The placement of any corporate banners is at the Gallery's discretion.

Smoking

Smoking is not permitted in the Gallery.

Catering

Catering is to be organised directly with the Events and Functions Coordinator.

Serving of food and drink 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.

Geelong Gallery staff

Geelong Gallery staff are required to be present for the protection of the collection and to ensure you and your guests have the best possible experience.

Daytime hire limitations

It is a condition of venue hire during daytime opening hours that all spaces are accessible to the public. The Gallery can permit audio during daytime venue hire, however no AV or staging equipment is permitted. This is to ensure that the Gallery's artworks are visible to the public at all times.

Other

Should the Gallery be changing exhibitions at your preferred hire date, the Gallery will not be available for hire.

Payment terms

Confirmation of your function is required no later than three weeks prior to the date of the event.

A 50% non-redeemable deposit is required upon confirmation.

Full payment is required 7 days prior to the 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
Jennifer Hilditch
Events and Functions Coordinator
jennifer@geelonggallery.org.au
03 5229 3645

