

WOLLONGONG  
ART GALLERY

# FUNCTIONS







Wollongong Art Gallery's impressive historic and modern spaces are ideal for both large and small events. The perfect setting for weddings, ceremonies, cocktail celebrations, galas, dinners and conferences.

The BlueScope Gallery will simply impress you with its elegant and grand architecture. Formerly the Council Chambers, its rich history, impressive architecture and great acoustics have made it the perfect venue for notable performers such as violinist Richard Tognetti, The Song Company, Kingpins and many more. This grand room has polished parquet floors, soaring ceilings and three elegant, award-winning modernist chandeliers.

The Foyer is just right for either a casual gathering or a cocktail celebration, offering guests space to socialise while viewing a diverse selection of art.

The Conference room is suitable for small meetings and is equipped with a large LED conference screen and tea and coffee facilities.

The Gallery event team are available to advise on caterers and suppliers to ensure that your event is successful and runs smoothly.

# CONDITIONS OF HIRE

Requests for hire of rooms in the Gallery are to be made by email to [functionsatthegallery@wollongong.nsw.gov.au](mailto:functionsatthegallery@wollongong.nsw.gov.au), the Hirer must be 21 years of age or over. The Hirer must be in attendance at all times during the period of the function.

All Hirers must complete and sign a Function Agreement Form thus acknowledging acceptance of hire outlined in this document. Hiring times are to include time required for setting up, dismantling and cleaning which is the responsibility of the Hirer unless otherwise specified in writing by the Gallery. No bookings are allowed on Public Holidays and for birthday celebrations.

The Hirer must ensure that the use of the gallery is restricted to the purpose stated on the Agreement form.

## Artworks

To safeguard the artworks on display, it is the responsibility of the Hirer to ensure all guests and contractors, including minors are advised of and adhere to the following points:

Artworks are not to be touched or moved. If an artwork is damaged in any way, as a result of the Hirer or guest not taking due care, the Hirer will be required to pay the uninsured portion (the excess) relating to each insurance claim made.

All items arranged in the gallery space, for the purpose of an event or function must allow sufficient area for a person to move about the space without coming into physical contact with artworks on display.

Gallery Staff are required to approach and inform any person in breach of the expected standards in conduct.

## Payment

The Hirer shall pay the amount specified for hire of the space and any other fees and charges arising from the hire by the agreed dates.

## Cancellations

All cancellations must be notified by email to the Visitor Services Officer: [kgillam@wollongong.nsw.gov.au](mailto:kgillam@wollongong.nsw.gov.au)

All cancellations will incur a minimum 50% cancellation fee based on the total function cost. Cancellations made within 14 days prior to the function date will incur a charge of the full cost of the function.

## Additional costs

The hirer will be responsible for any cost that may be incurred by the use of the rooms. Additional costs include but are not limited to:

- Cleaning and removal fees (based on current salary/contract rates)
- Tablecloth hire
- Unauthorised use of fire equipment (cost of repairs/replacement)
- Reset Fire panel (rates set by the Fire Brigade)
- Emergency Services call out fee (rates set by the Fire Brigade)

## Parquetry and timber floors

The Gallery rooms have sealed timber floors allowing multipurpose use, the Hirer is responsible for any damage to the parquetry and timber floors as results of inappropriate use.

The use of masking, electrical tape, powder or any other substance to change the floor finish is strictly prohibited.

All chairs, tables and stages brought into the Gallery by the hirer must have suitable protective stoppers on their legs to prevent damage to the floor.

Extreme care must be taken with all function equipment brought into the Gallery to ensure the gallery floors are not marked and damaged in any way.



## Catering / kitchen

The preparation of food and beverages shall be confined to the kitchen. Grease and food scraps are not to be washed down the sink and should be wrapped and placed in the garbage bins supplied by the Gallery. Hirers must leave the kitchen in a thoroughly clean condition as it was prior to hire.

## Furniture set up by the hirer

The Hirer is responsible for arranging setup/pack up of the furniture as required. At the end of the hire period the hirer is to return furniture to the original position as it was found.

## Cleaning

The Hirer must clean the Gallery space adequately prior leaving the space and leave it in the condition that it was in when the gallery space was first hired: including but not limited to:

- All tables and chairs to be cleaned and packed away neatly in the storeroom
- Any mess and spills are to be swept and mopped
- Fridges must be empty and clean
- All rubbish is to be collected and placed in tied rubbish bags and left in a neat pile in the kitchen for the gallery staff to collect
- No additional time, outside the hire period, as stated on the Agreement Form, will be given to the Hirer to clean the Gallery space. The Hirer must factor in cleaning of the Gallery space within the hire period. Failure to clean the gallery space adequately will result in an additional charge.

## Building decorations

The Hirer is allowed to display signs and banners connected to the event, table decorations and decorations that do not require attachment or affixing to the walls and ceilings. No nails, adhesives or fastenings or similar products may be driven into or attached to the doors, glass, floors furniture fitting and equipment. The Hirer must remove any decorations at the conclusion of the event. Failure to remove any decorations by the hirer will result in an additional charge.



## Fire and safety

The Hirer must familiarise themselves with the gallery's displayed Evacuation Plan, including the location of the exit doors prior to commencing the use of the space.

In case of an emergency, the Hirer is responsible for arranging for all those attending the function to leave the building and to go to the nearest designated assembly area.

The hirer will not bring or permit any open flame (including lit candles and lamps), explosives, ammunition, firearm or flammable liquid or substance or any dangerous weapon to be brought into or used in the Gallery.

Smoke machines and/or any other machine or equipment that may cause activation of the gallery smoke alarm are not permitted to be brought to or used at the Gallery. Non-compliance will result in the Hirer being liable for the Fire Brigade fees, should they attend the Gallery.

The Hirer and any attendees are not permitted to smoke at the gallery or surround grounds.

Fire extinguishers are provided at the gallery as a requirement by law and must not be removed or misused. Misuse of this equipment will result in a fee charged to the Hirer.

The Gallery reserves the right to have the Hirer undertake a Risk Assessment for any activity to be held during the period of hire and for the Hirer to identify and implement procedures/methods that ensure the safety of all persons attending the activity and that there is no damage to the Gallery.

## Exits aisles and passageways

All exits aisles and passageways shall be kept clear with no obstructions to ensure public safety. Covering or putting any item in front of illuminated exit signs is strictly prohibited.

## Damages and breakages

All breakages sustained during the Hirer's use of the gallery space must be immediately reported to the Gallery staff. The Hirer is responsible for any damages suffered to the Gallery by their associated agents, employees, contractors, invitees and/or their equipment and will be required to report and repair all damage. The Hirer will be invoiced directly for the cost of repair.

## Person property / storage

All goods and items brought to the Gallery by the Hirer are the personal responsibility of the Hire. The Gallery does not accept liability for any damage or loss sustained to goods and items of the Hirer. The Gallery is not liable and will not compensate the Hirer or any attendees for the loss or damage of any goods or equipment of the Hirer or attendees, or any subsequent loss or damage caused arising from the use of the Gallery.

## Alcohol

The sale of alcohol is only permitted for charitable organisations and to this extent, an application to the Independent Liquor and Gaming Authority for an Application for Limited Licence-single function at least 28 day before the function start date. Refer to [www.licence.nsw.gov.au](http://www.licence.nsw.gov.au) for further information regarding regulations and fees. A copy of the Limited Licence-single function must be presented to the Gallery prior to obtaining access to the Gallery. Sale or supply of liquor to a person under the age of 18 years is prohibited and an offence.

## Noise

The Hirer is responsible for ensuring that noise is kept at an acceptable level and will be held liable should a penalty be issued under the protection of the Environment Operations Act, (NSW) as a result of complaints of excessive noise.

## Animals

It is the responsibility of the Hirer to ensure that no pets or animals are brought to the gallery unless they are certified service animals.



# VENUE HIRE FEES

## Wedding Ceremony

A wedding ceremony with a difference surrounded by the contemporary artworks from the Gallery's permanent collection as well as period furniture forming the perfect backdrop for the celebration and photographs.

The non-refundable fee includes set-up and pack-up of up to 150 chairs (no chair covers provided), signing table and a P/A system.

Wedding ceremony - 2 hour booking hire **\$445**

## BlueScope Gallery

Housed in what was the former Wollongong City Council Chambers, BlueScope Steel Gallery is a large space with soaring ceilings and exquisite parquet floors.

150 theatre style

100 seated dinner

300 cocktail function

Hourly booking: **\$300**

Half day hire 3 hours **\$390** from 10am-5pm weekdays only

Full day hire **\$800** from 10am-5pm weekdays only

## The Gallery Foyer

The ideal spot for a cocktail function, dinner or launch adjacent to one of the Gallery's key exhibition spaces, the foyer is also the perfect place to provide your guests with a pre-tour glass of champagne.

200 cocktail functions

Hourly booking: **\$260** (available to hire after 5pm weekdays and after 4pm weekends)

## The Guides / Art Conference Room

Situated on the 4th floor of the building and is ideal for meetings of a small group of up to 10.

### Weekdays (Tuesdays - Fridays)

Hourly booking **\$42**

Half day (3 hours) **\$140**

Full day (from 10am-5pm) **\$221**

### Weekends

Hourly booking **\$89.50**

4 hours hire on weekends **\$220**

Bump in/Bump out Fee (assembling/setting up and packing up) is charged at 50% of the standard hourly rate.



Photography courtesy of  
 Full Hearts Wedding Co. (Lauren and Drew)  
 Ela Studios (Courtney and Chris)  
 Alana Atkins Photography (Theresa and Vinh)

**WOLLONGONG  
 ART GALLERY**



open Tues-Fri 10am-5pm weekends 12-4 pm  
 corner Kembla & Burelli streets Wollongong  
 phone 02 4227 8500  
 wollongongartgallery.com  
 facebook/wollongongartgallery

Wollongong Art Gallery is a service of Wollongong City Council, and is a member of Regional and Public Galleries of NSW. WCC@5005319-JL

