

# NATIONAL PORTRAIT GALLERY

**Street address** King Edward Terrace Parkes ACT **Postal address** GPO Box 787 Canberra ACT 2601 **Telephone** (02) 6102 7010 **Facsimile** (02) 6102 7001

## Venue hire

|  | <b>Gordon Darling Hall</b> | <b>Terrace Rooms</b> | <b>Terrace Room 1</b> | <b>Terrace Room 2</b> | <b>Liangis Theatre</b> |
|--|----------------------------|----------------------|-----------------------|-----------------------|------------------------|
| <b>AREA</b>  | 652m <sup>2</sup>          | 284m <sup>2</sup>    | 146m <sup>2</sup>     | 138m <sup>2</sup>     | 130m <sup>2</sup>      |
| <b>RATES</b>                                       |                            |                      |                       |                       |                        |
| Full day (8am – 5pm)                               | –                          | \$ 850.00            | \$650.00              | \$650.00              | \$1000.00              |
| Half day (8am - 12midday / 1pm – 5pm / 10am – 2pm) | –                          | \$ 650.00            | \$450.00              | \$450.00              | \$600.00               |
| Weekend (8am – 5.00pm)                             | –                          | \$1100.00            | \$850.00              | \$850.00              | \$1200.00              |
| Weekend evening (6.30pm – 11.30pm)                 | \$1800.00                  | \$1100.00            | \$850.00              | \$850.00              | \$1200.00              |
| Evening (6.30pm – 11.30pm)                         | \$1800.00                  | \$1100.00            | \$850.00              | \$850.00              | \$1200.00              |
| <b>SEATING CAPACITIES</b>                          |                            |                      |                       |                       |                        |
| Theatre  | up to 300                  | up to 250            | up to 100             | up to 100             | up to 110              |
| Cocktail   | up to 500                  | up to 300            | up to 120             | up to 80              |                        |
| Round tables                                       | up to 210                  | up to 180            | up to 90              | up to 60              |                        |
| Long tables  | up to 250                  | up to 225            | up to 80              | up to 40              |                        |
| Cabaret  | –                          | up to 95             | up to 42              | up to 36              |                        |
| U-shaped   | –                          | up to 73             | up to 34              | up to 25              |                        |

Venue charges include security and cleaning costs for up to 150 guests. A 15% surcharge applies to Sunday and public holidays for all venue hire, security, cleaning and private viewings. If your event exceeds the time listed in your contract, further charges may apply (please refer to *Additional information*).

## Seating configurations

### Theatre style

Theatre style seating is considered the best way to maximise space, but does not lend itself to note taking or group interaction. It is ideal for events that feature staged entertainment or speakers.



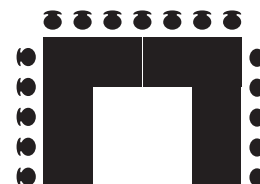
### Boardroom style

Boardroom style seating is applicable to groups that generally gather around one large table in this style.



### U-shaped

This style of seating consists of tables in a u-shape. Attendees are seated around the shape facing each other, but there is a space between the tables that can be used for presentations.



### Round/long

Seating style almost always used at functions that include food.



### Cabaret

Similar to banquet seating, but the chairs are placed around one-half of the table. The chairs all face the front of the room. Suitable for conference and seminar events.



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## Additional information

### To confirm your event at the National Portrait Gallery

To secure your event, please contact Fiona Thomas, Corporate Events Coordinator on 02 6102 7010 or [fiona.thomas@npg.gov.au](mailto:fiona.thomas@npg.gov.au). Upon confirmation a venue contract will be forwarded to you via email for your signature. A 50% deposit of the venue hire is required within fourteen (14) days of the release of your venue contract. If this deposit is not received within this timeframe the venue maybe re-booked. Confirmation of event details must be received within fourteen (14) days prior to the event.

### Tentative bookings

Tentative bookings are held for a period of seven (7) days. After this time, the National Portrait Gallery reserves the right to cancel or replace the booking.

### Audio visual

A dedicated technician will be on site to assist with your audio visual needs. The Terrace Room equipment includes a screen, data projector, lectern with microphone, cordless and lapel microphones, flipchart and electronic whiteboard. All presentations are to be supplied on a thumb drive and the National Portrait Gallery laptop will be utilised. No other laptop equipment is to be used. For evening (after 5pm) and weekend events in the Terrace Room, an audio visual technician is required 30 minutes prior to and 30 minutes post your event to allow for set-up and pack down. This is charged at \$60.00 per hour for a minimum of 3 hours. There is no audio visual equipment included in the hire of the Gordon Darling Hall. This equipment will need to be hired. The Gallery cannot supply technical support for any equipment other than that supplied by the Gallery.

### Technical equipment

The following equipment is available to you:

- Lectern
- Microphone
- Projection screen
- Table microphone
- Roving microphone
- Flipchart
- Electronic whiteboard
- Lapel microphone
- Laptop
- Stage (2.4m x 1.8m)

### Other equipment

Other equipment required may be supplied by you or hired. Please ensure all electrical equipment entering the Gallery has been tagged and tested within the last 12 months. If testing is not up-to-date, the equipment will not be permitted to be used.

### Privacy clause

The information you are asked to provide to the National Portrait Gallery is personal information and is protected by the *Privacy Act 1988*. This information is collected to manage your event booking. The details remain on a database and the Gallery will not disclose this information to other parties other than in accordance with the *Privacy Act 1988*.

### Private viewings

Australia is one of only five countries in the world that has a National Portrait Gallery. The permanent exhibition displays over 400 portraits of people who have shaped Australia and who continue to shape our nation.

|                  |           |
|------------------|-----------|
| Up to 150 guests | \$ 950.00 |
| 100-250 guests   | \$1100.00 |
| 250-350 guests   | \$1250.00 |
| 350-450 guests   | \$1500.00 |

### Risk assessment

All equipment brought in for a function must be discussed with the Corporate Events Coordinator prior to the function. Depending on your event requirements it may be subjected to a risk assessment prior to confirmation. The risk assessment will require the client's signature to acknowledge and manage the risk and must be received fourteen (14) days prior to the event.

### Photography policy

The National Portrait Gallery does not permit photography (still and/or video) of works of art hung in the galleries. Photography is allowed in the Gordon Darling Hall, the entrance forecourt, theatre and studio and any of the service areas such as Portrait Café and Portrait Store and Terrace Room. Photography is also allowed outside the building in the garden and precinct.

### Decorations

Candles, sparklers, incense, confetti and table scatters are not permitted inside the National Portrait Gallery. All flowers must be delivered to Loading Bay 2 for insecticide spraying.

### Security and cleaning

Venue charges include security and cleaning costs for up to 150 guests. Every 100 guests thereafter is charged at \$110.00 per hour. This includes the duration of the booking plus 30 minutes either side of the event, ie event time 7pm – 11.30pm charged at 6.30pm – 12midnight.

### Parking

There are 150 parking spaces at the National Portrait Gallery located on Parkes Place which is off King Edward Terrace. Parking is complimentary for all guests attending events on a first in first served basis. A parking voucher will be issued when entering the car park. Please advise your guests to have their ticket validated at the information desk during business hours. Validated tickets are required to exit the car park at those times. For all after hour events, the boom gate in the car park will be raised for the departure of your guests. Additional parking is available in public car parks in the Parliamentary Zone.

### Deliveries

Please ensure all deliveries, including décor and entertainment, are made to Loading Bay 2. Security and entry to Loading Bay 2 is available seven (7) days a week from 8am – 6pm. Security can be contacted on 02 6102 7178. All goods should be collected the day after the function. Goods not collected will be discarded.

### Opening hours

The National Portrait Gallery is open every day except Christmas Day. The Gallery opens to the public at 10am and closes at 5pm. Please be aware that if you are planning a function within these times you may be required to share some common areas with the public. For functions outside these times, the spaces will be exclusive to your guests.

### Publications and merchandise

Portrait Gallery Store is an independent gift store based at the National Portrait Gallery. They have over 19,000 titles online and in store. The Store also offers unique gifts from Australian designer-maker's, while also stocking the quirky and contemporary gifts. They would be delighted to assist with your corporate merchandise for your event. You can view their suggestions at [portraitgallerystore.com.au](http://portraitgallerystore.com.au) or they can be contacted on [info@portraitgallerystore.com.au](mailto:info@portraitgallerystore.com.au) or telephone 02 6102 7170.

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## Terms and conditions

Please see below a list of Terms and Conditions for the provision of venue hire at the National Portrait Gallery. Understanding these guidelines enables both parties to produce a successful event.

### 1. Basis of agreement

Any agreement made for the use of the National Portrait Gallery facilities between the 'User' and the Commonwealth of Australia represented by the National Portrait Gallery. These conditions are an integral part of the Agreement. The User will also comply with any further conditions which are set out in any letterform from the National Portrait Gallery prior to the event being held.

### 2. Advertising

All advertising and promotional material associated with the proposed event that refers to the National Portrait Gallery must be approved by the National Portrait Gallery prior to the release. The National Portrait Gallery logo is not to be used without approval of the National Portrait Gallery. No commercial advertising signs, hoarding, banners or the like are permitted to be erected in a public area within the National Portrait Gallery premises or its precinct without prior approval.

### 3. Access

Access to the building by the User is restricted to those areas approved for the specific event. A nominated representative of the National Portrait Gallery shall have access at all times to any areas being used for an approved event.

### 4. Conduct of events

The User shall conduct an event in an orderly manner, in accordance with relevant laws and in compliance with any instructions issued by the National Portrait Gallery. The National Portrait Gallery, or its representative, reserves the right to remove any person who does not comply with these instructions. The User shall nominate a person who is responsible and held liable for the conduct of those attending the events. The User must remove all goods and materials promptly on completion of the event and leave the National Portrait Gallery premises clean and tidy unless prior arrangements have been agreed.

### 5. Protection of works of art and fabrics

Special precautions will be required for the protection of works of art and building fabric. All Users will be advised of such precautions and are required to co-operate in implementing them.

### 6. Public areas

Where events are held in areas normally open to the public, the User must clear the areas of all temporary installations, immediately following the event, so as to allow public access to be restored as soon as possible.

### 7. Smoking

Smoking is prohibited at all National Portrait Gallery facilities including entrances to the building, car parks and surrounds.

### 8. Collection of monies

Cash transactions and fundraising activities, including ticket sales, registration fees, membership fees, donations, raffles and auctions are not permitted at events in the National Portrait Gallery without the prior approval of the National Portrait Gallery.

### 9. Private viewings

A private viewing of the National Portrait Gallery permanent collections or temporary exhibitions must be arranged two (2) weeks prior to the event date. A private viewing is generally for one (1) hour only. The User must pay to the National Portrait Gallery all private viewing costs and any additional exhibition entry fees. Private viewings on Sundays or public holidays will incur a 15% surcharge.

### 10. Catered events

Catering is restricted in gallery spaces. Where any catering is required, the User is required to use the services provided by the National Portrait Gallery's contracted caterer, Portrait Catering. Separate invoicing will apply for any catering. The use of other caterers is not permitted.

### 11. Cancellations

All cancellations must be made in writing. The following cancellation policy applies to all bookings:

| NOTICE PROVIDED      | CANCELLATION FEE        |
|----------------------|-------------------------|
| Greater than 60 days | 100% deposit refundable |
| 30 – 60 days         | 50% deposit refundable  |
| 7 – 29 days          | Deposit non-refundable  |
| Less than 7 days     | 100% venue hire payable |

The above does not apply where an event is postponed and re-scheduled. However, deposits and/or full venue hire payments will only be applied to a re-scheduled event where a minimum of thirty (30) days notice is given. Re-scheduling is subject to venue availability. These re-scheduling conditions apply to an event being re-scheduled for one time only within a three (3) month period.

Any reservation for the use of National Portrait Gallery facilities for events is subject to subsequent cancellation at any time by the National Portrait Gallery if the National Portrait Gallery require the facilities for an event which is of direct relevance to the National Portrait Gallery. In such cases, the National Portrait Gallery will extend full cooperation in finding an alternative date, but if no agreement can be reached, any deposit made will be fully refunded. However, the National Portrait Gallery will not accept liability for any consequential loss or damage arising out of such a cancellation.

### 12. Exhibitions and other events

For all exhibitions and stage set-ups produced by outside contractors, plans and power requirements must be approved by the National Portrait Gallery a minimum of fourteen (14) days prior to the event. The National Portrait Gallery does not permit anything to be attached or fixed onto or into the walls.

### 13. Rigging

Events involving the construction of rigging or staging not provided to the User by the National Portrait Gallery must be coordinated through a staging contractor approved by the National Portrait Gallery. Rigging must be approved by the National Portrait Gallery fourteen (14) days prior to the event.

### 14. Force majeure

Performance of this Agreement is contingent upon the National Portrait Gallery not being wholly or partially prevented, restrained, obstructed or delayed from making arrangements associated with the event due to factors beyond its control, including but not limited to industrial action, accidents, Government (Federal, State or Local) requisitions, or restrictions on travel, transport, food and beverage supply. In no event shall the National Portrait Gallery be liable for the loss of profit, or for consequential damages, whether based on breach of contract, warranty or otherwise.

### 15. Responsibility for loss or damage

(1) The User is liable for and indemnifies the Commonwealth from and against all actions, claims, demands, losses, damages and expenses for which the Commonwealth shall or may become liable or suffer in respect of:

- damage to artworks or other property of the Commonwealth arising out of or in the course of the event except to the extent from the negligence or default of the Commonwealth;
- injury to or death of any person arising out of or in the course of the event except to the extent it arises from the negligence or default of the Commonwealth;
- the breach of any law arising out of or in the course of the event;
- any infringement or breach by the User of any copyright, performing right or other protected right in relation to the event; and
- any breach of this agreement by the User.

(2) The Commonwealth accepts no responsibility for any loss or damage to the property of the User or third party whether on the premises or left on the premises prior to, during or after the event.

### 16. Confirmation

To secure your booking a 50% deposit of the venue hire is required within fourteen (14) days of the release of your venue contract. If this deposit is not received within this timeframe the venue may be re-booked.

### 17. Settlement of the account

Full settlement of the account, including outstanding venue hire and security charges is required four (4) working days prior to your event date.