About The Potter

The Ian Potter Museum of Art is a striking, multi-award winning building located on the edge of the University of Melbourne, designed by renowned architect Nonda Katsalidis. The landmark hard edged metallic exterior features the work *Cultural rubble* (1993) by Christine O'Loughlin. Within the Museum dynamic lines and light are featured throughout. The elegant, yet contemporary foyer with reception area and three stunning gallery levels are ideal for functions such as cocktail parties, receptions, product launches and smaller exclusive events.

The Ian Potter Museum of Art presents around 12 exhibitions annually. The diverse program includes the extensive University of Melbourne collection ranging from classical antiquity to contemporary art from our permanent curators and guests. Our exhibition program brings art from around Australia and the world to Melbourne. The breadth of our exhibitions presents a unique environment for your special event.

A function at the Potter offers the experience of the exclusive use of the gallery for your guests private director led tours of the current exhibitions can be arranged as part of your event to create an added experience; these would be charged at an additional cost.
Facilities

**Grimwade Gallery + annex**
Showing highlights from the University of Melbourne Collection. Located on level 1 the Grimwade Gallery and annex can accommodate 150 for a reception or 80 for a seated event.

**Level 1 South Gallery**
Exhibitions of contemporary artists / collection highlights
The second gallery on level 1 can accommodate 100 for a reception.

**Multi-function room**
Flexible space suitable for presentations, forums, dinners, bar/catering services, themed space
This room can accommodate 120 for a stand up reception or up to seated.

**Classics & Archaeology Gallery, Level 1**
The C & A gallery presents curated exhibitions of rare artefacts and works from antiquity. Curated by Spencer-Pappas Trust Curator Dr Andrew Jamieson, tours and exclusive opportunities can be arranged for your event.

**Ground Floor South & North Gallery**
Contemporary Projects & curated exhibitions
These galleries can be made available to your guests for exclusive viewing and tours if desired.

**Level 2 North & East Galleries**
Contemporary Projects & curated exhibitions
These galleries can be made available to your guests for exclusive viewing and tours if desired.

The main gallery spaces that catering is permitted are the Grimwade Gallery and Level 1 South which displays the University of Melbourne Art Collection & the Multifunction room. All other spaces require consent from artists and lenders and can be assessed if requested. However guests are permitted into other galleries within the Museum without food or drink while the event is being held.
Event Proposal / Museum Hire
Information for External Clients

About The Potter
The Ian Potter Museum of Art manages displays and interprets an extensive collection ranging from classical antiquity to contemporary art. Our exhibition program brings art from around Australia and the world to Melbourne.

The extensive holdings of the collection encompass antiquities, ethnographic material, decorative arts and Australian art from the colonial period to the present day. The Potter also stages exhibitions of contemporary and historical art drawing on public and private collections across Australia as well as international sources.

Our Facilities
The building cannot be missed as it is a striking, multi-award winning building designed by Nonda Katsalidis, designer also of the Eureka Tower and Republic Tower in Melbourne.

Comprising three gallery levels showing a regularly changing exhibition program, the Potter is suitable for functions, such as, pre and post-lecture drinks, morning teas, book launches, conference receptions and smaller exclusive events.

All functions will be considered on a case by case basis dependent upon suitability and availability. The Potter is an operating gallery and as such the works and space require the utmost care and respect.

The two main gallery spaces that catering is permitted are the Grimwade Gallery, level 1 which displays the University of Melbourne Art Collection & the Multifunction room. All other spaces require consent from artists and lenders and can be assessed if requested. However guests are permitted into other galleries within the museum without food or drink while the event is being held.

Museum Hire
Proposed events are required to compliment the exhibitions at the Ian Potter Museum of Art, Art and Culture, and other related activities. For the 2012 exhibition calendar please refer to Appendix A [pg. 6 - 8].

Museum hire events take place in an active museum and gallery environment. Venue hire events must adapt to different configurations of gallery spaces from time to time due to exhibitions.

**The opening hours of The Potter are:**
Tuesday - Friday 10am to 5pm
Saturday – Sunday 12pm to 5pm
Mondays closed

Please note no bookings will be taken for events to be held on a Monday as the Potter is closed. Also due to the Museum being a public access space, limited venue hire and events from external clients will be accepted during opening hours.
After Hour Museum Hire Costs
Finalised price will be advised on application based on requirements and type of event format.

<table>
<thead>
<tr>
<th>Gallery Space</th>
<th>Configuration</th>
<th>Guests</th>
<th>5pm–10pm</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level 1 North, Grimwade Gallery (includes Grimwade Gallery east annex)</td>
<td>Stand up Seated</td>
<td>150 - 200 100</td>
<td>$400 per hr</td>
</tr>
<tr>
<td>Level 1 South Gallery</td>
<td>Stand up</td>
<td>100</td>
<td>$300 per hr</td>
</tr>
<tr>
<td>Level 1 Multi-function room</td>
<td>Stand up Seated</td>
<td>150 – 200 80</td>
<td>$200 per hr</td>
</tr>
<tr>
<td>Level 1 Multi-function room</td>
<td>Catering services and storage purpose</td>
<td>N/A</td>
<td>$100</td>
</tr>
<tr>
<td>Classics &amp; Archaeology Gallery (as extra only)</td>
<td>N/A</td>
<td>N/A</td>
<td>$200 per hr</td>
</tr>
<tr>
<td>Level 2 Gallery (as extra only unless advised otherwise)</td>
<td>N/A</td>
<td>N/A</td>
<td>$200 per hr</td>
</tr>
</tbody>
</table>

Please note that the Potter cannot safely accommodate more than 350 people.

Potter Staff
Potter security staff is required during all functions. The amount of security required is determined by the attendance, galleries in use and the length of museum hire.

Rates
| Gallery / Security Attendants | - $36.00 per hr (min 3 hour call) |
| Gallery / Security Manager | - $45.00 per hr |
| Event Coordinator | - $55.00 per hr |
| Administration charge | - $300.00 approx (varies on the type of event and requirements) |

Equipment
The Potter has basic equipment available for hire for events:

<table>
<thead>
<tr>
<th>Item</th>
<th>Available</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chairs</td>
<td>60</td>
<td>$100 (for 60)</td>
</tr>
<tr>
<td>Trestle Tables</td>
<td>5</td>
<td>$15</td>
</tr>
</tbody>
</table>

Please note: Gallery / Security Attendant staff will generally set up and pack up museum furniture and equipment for functions. All specialist furniture and catering equipment / rubbish required by the client will be set up by the client observing University EHS policy.

Event Proposal / Museum Hire Booking
If you wish to book please fill in and send back the Event Proposal / Museum Hire Application, refer to Appendix B [pg. 5 - 6]. The Event proposal / Museum Hire Application contains further details.

Agreement
On submission and acceptance by the Potter for the Event Proposal / Venue Hire Application form all clients will be required to sign an agreement and observe all items in the conditions of hire document which have been prepared by the university’s Legal Services.

Other Information
For delivery instructions please refer to last page in this pack.
Appendix A

The Ian Potter Museum of Art, the University of Melbourne
Winter/ Spring 2012 Exhibition Program

Please be advised that some dates may change, please consult with the event coordinator prior to promotion or refer to our website http://www.art-museum.unimelb.edu.au/

Visions past and present: celebrating 40 years
18 Feb 2012 to 26 Aug 2012
Grimwade and level 1 annex galleries
Curators: Bala Starr & Joanna Bosse

Celebrating forty years since the founding of the University Art Gallery, this exhibition will showcase significant works, revealing both the quality and the character of the collection.

The exhibition will include significant works of art by Ralph Balson, John Brack, Pat Brassington, Lina Bryans, Rupert Bunny, Destiny Deacon, William Dobell, Ian Fairweather, Ludwig Hirschfeld Mack, Norman Lindsay, Sydney Nolan, Margaret Preston, Thea Proctor, Hugh Ramsay, Vivienne Shark LeWitt, Margaret Stones, William Strutt and Fred Williams among many others.

Visions: selected landscapes from the Russell and Mab Grimwade 'Miegunyah' Collection
14 Apr 2012 to 22 Jul 2012
Curators: Christopher Menz and Joanna Bosse

This intimately-scaled exhibition displays a selection of paintings, watercolours and prints drawn from the Grimwade collection by artists including William Strutt, John Skinner Prout, Louis Buvelot and Arthur Boyd.

A special feature is a suite of 14 engravings from Absalom West's 1812-14 publication Views in New South Wales. These rare prints show detailed views of the environment around Sydney during European settlement.

Post-planning: Damiano Bertoli, Julian Hooper, Andrew Hurle, Alex Martinis Roe, Michelle Nikou
31 Mar 2012 to 22 Jul 2012
Level 2 galleries
Curator: Bala Starr

‘Post-planning’ refers to the unplannable, to doing away with preconceived ideas and starting something before you know where it finishes. The term comes from architecture and urbanism, but has more recently been used as an idea within curatorial practice. Hybrid terms like this suggest a way of crossing between disciplines, between straight lines.

The exhibition Post-planning allows us to follow artists who adapt methods in a similar way; making work by searching the mid-ground, applying ideas from one context or discipline to another. These five artists explore meta-structures and systems in their work. They seek the intensities that are produced at places of transition, edges, intervals and intersections. Each of them is more interested in patterns of thinking and new directions than in finish or conclusion.

Inner worlds: portraits and psychology
18 Apr 2012 to 22 Jul 2012
Ground floor galleries
Guest curator: Chris Chapman

Inner worlds explores key moments of connection between portraiture and psychology in Australia since the early twentieth century. The exhibition brings together portraits of the pioneers of psychology in Australia from World War I to the 1950s and explores the work of artists whose experiments with portraiture are strongly informed by their interest in psychology, the subconscious mind and intense mental states. Artists include
Ceramic art of Ancient Cyprus
24 Apr 2012 to 14 Oct 2012
Classics and Archaeology Gallery
Curator: Andrew Jamieson

The University of Melbourne has one of the most important collections of Cypriot antiquities in Australia. The collection is representative of the human history of this strategically important island, and includes a wide range of Bronze and Iron Age artefacts that were brought to Australia by the late Professor JR Stewart from the 1930s until the early 1960s. Cyprus is the third largest island in the Mediterranean and is renowned as the island of Aphrodite. The exhibition will feature significant ceramic assemblages recovered from Bronze Age tombs at Vounous from 1937 to 1938, and the Bronze Age cemeteries at Karmi in 1961.

Basil Sellers Art Prize 2012
3 Aug 2012 – 4 Nov 2012
Ground floor and level 2 galleries

Artists: Brook Andrew, Richard Bell, Lauren Brincat, Jon Campbell, Eugene Carchesio, Greg Creek, Louise Hearman, Pat Macan, Gabriella Mangano and Silvana Mangano, Simon Perry, Kerrie Poliness, Patrick Pound, Sangeeta Sandrasegar and Christian Thompson

The BSAP encourages contemporary artists to develop their practice, to engage with the many themes within sport past and present, and to contribute to critical reflection on all forms of sport and sporting culture in Australia. This exhibition presents sculpture, painting, photography and drawing by contemporary Australian artists shortlisted for the third biannual award, which offers $100,000 for a single outstanding work of art.

The anatomy lesson
1 Sep 2012 to 20 Jan 2013
Grimwade and level 1 annex galleries
Guest curator: Jenny Long

Presented in partnership with the Faculty of Medicine, Dentistry and Health Services in celebration of the 150th anniversary of the foundation of the Melbourne Medical School.

Based on university collections and ranging from Old Master prints and rare books to modern and contemporary art, this exhibition explores representations of the human body from medical perspectives. With strong links to academic programs, it will explore the different orders of attention given to the body from the aesthetic through to the diagnostic.

Based on a true story: Geoff Lowe and A Constructed World
14 Nov 2012 to 1 Mar 2013
Ground floor and level 1 south galleries
Curator: Bala Starr

Based on a true story traces the relationship between the concepts and methods that informed the early paintings of influential multidisciplinary artist Geoff Lowe, and those associated with his collaborative practice as part of A Constructed World, founded with Jacqueline Riva in 1993. Lowe and Riva are currently based in Paris.

The exhibition will bring together for the first time paintings produced by Lowe from the early 1970s to the late 1990s, along with work in a variety of media by A Constructed World from the early 1990s to the present. The second in the series of Vizard Foundation Contemporary Art Projects, this major exhibition will include a new commissioned work supported by a direct grant to the artist from the Vizard Foundation.
The Leonhard Adam Collection of International Indigenous Culture
14 Nov 2012 to 10 Mar 2013
Level 2 galleries
Curator: Joanna Bosse

The Leonhard Adam Collection of International Indigenous Culture was formed from 1942 to 1960 by Dr Leonhard Adam, a distinguished scholar and lecturer in the Department of History at the University of Melbourne. This exhibition is the second in recent years to present to the public rarely seen objects from the indigenous cultures of North and South America, Africa, Melanesia, Asia and Australia held in the collection.

A priority is to reconnect these important holdings with contemporary communities and individuals for whom they have multi-layered cultural meanings. Our goal is to invite engagement with these beautifully crafted and culturally significant items and incorporate both past and current indigenous perspectives into our custodianship, interpretation and presentation of the collection.
Appendix B

The Ian Potter Museum of Art
The University of Melbourne

External University of Melbourne Clients
EVENT PROPOSAL / MUSEUM HIRE APPLICATION

Please fill in your details and requirements in the following section of this form and return via mail, email or fax to:

Amanda Morris
Event Coordinator
The Ian Potter Museum of Art, The University of Melbourne
Victoria 3010 AUSTRALIA
E: ajmo@unimelb.edu.au T: +61 3 8344 3113 F: +61 3 9349 3518

APPLICANT DETAILS
Organization Name: ________________________________ ABN: ________________________________
Event Liaison Contact: ________________________________
Position: ________________________________
Phone Number: ________________________________ Fax: ________________________________
Email: ________________________________ Mail Address: ________________________________

EVENT DETAILS
The Potter displays a regularly changing exhibition program and is interested in hosting events which engage and connect with the exhibition programs.

Name of Event: ________________________________
Format/Type: ________________________________

Ideal Date: ________________________________ Alternative date: ________________________________
Start & Finish Times: ________________________________ Set & Pack times: ________________________________
Number of guests expected: ________________________________ Ticket Price/s: ________________________________

INVITEES
Please indicate who will be invited to this event:

________________________________________

________________________________________

________________________________________

CATERING INFORMATION AND REQUIREMENTS
Catering is the responsibility and choice of the client. The Museum does not have kitchen facilities so we ask that you limit your function to a cold buffet service. If you want to serve tea and coffee we prefer that your caterer provides thermoses as the there are limited areas of the Museum that can accommodate electric urns.
It is the client’s responsibility to set up and remove all catering equipment and rubbish bags/ bins at the event conclusion. Please also remember to have sufficient staff of your own available to pack up catering equipment at the end of your function. The Potter can advise on preferred caterers if you wish to have a catered event.

Please advise what caterers you wish to use or if you would like to receive information on the preferred caterers at the Potter.

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**STAFF**

Museum staffs/security AND Event Coordinator are required to work at events to ensure a quality experience for guests as well as providing security for artworks on display due to the nature of holding events in a Museum environment.

The Museum is open to the public between the hours of 10am and 5pm Tuesday to Friday and from 12pm-5pm on weekends. Events that have large numbers during opening hours and events that are held after hours will require further staff and will attract extra charges. Hirers are charged for staff on an hourly rate. The number of Museum staffs/security will be advised to you after completion of this form.

Please indicate how many Client Staff/ Volunteers will be assisting:

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**PHOTOGRAPHY**

Please indicate if you are planning to have a photographer present at the event as due to the Museum environment we will need to discuss some issues regarding the photography of artworks, copyright and other possible options.

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**EQUIPMENT REQUIREMENTS**

<table>
<thead>
<tr>
<th>POTTER EQUIPMENT</th>
<th>REQUEST</th>
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<tbody>
<tr>
<td>Tables (5)</td>
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<tr>
<td>Chairs (60)</td>
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</tbody>
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**DRAFT SCHEDULE OF PROCEEDINGS**

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<thead>
<tr>
<th>TIME</th>
<th>ITEM</th>
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<tr>
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<td>Event Conclude</td>
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</table>
Delivery Instructions to the Ian Potter Museum of Art Loading Bay.

1. Enter the University campus via Tin Alley.
2. Report to the security gate.
3. Turn left into Spencer Road.
4. Drive straight to the bollards and use the intercom to have them lowered.
5. Turn left on Masson Road (paved brick area).
6. Drive forward to the large tree and turn left.
7. The Potter loading bay is at the end of the pavement.

Please Note:
- On arrival delivery person must notify the Potter contact via intercom located at the back door or mobile phone.
- Delivery vehicle can be parked near Potter loading bay longer than required for delivery/collection purposes.
- Under no circumstances delivery vehicle can be parked near Potter loading bay.