The Ian Potter Museum of Art

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.
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. 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. 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&lt;br&gt;Seated</td>
<td>150 - 200&lt;br&gt;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&lt;br&gt;Seated</td>
<td>150 – 200&lt;br&gt;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
<table>
<thead>
<tr>
<th>Role</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gallery / Security Attendants</td>
<td>- $36.00 per hr (min 3 hour call)</td>
</tr>
<tr>
<td>Gallery / Security Manager</td>
<td>- $45.00 per hr</td>
</tr>
<tr>
<td>Event Coordinator</td>
<td>- $55.00 per hr</td>
</tr>
<tr>
<td>Administration charge</td>
<td>- $300.00 approx (varies on the type of event and requirements)</td>
</tr>
</tbody>
</table>

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 A. The Event Proposal / Museum Hire Application contain 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 has been prepared by the university’s Legal Services.

Other Information
For delivery instructions please refer to last page in this pack.
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 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 which caterers you wish to use or if you would like to receive information on the preferred caterers at the Potter.
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:

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.

___________________________________________

EQUIPMENT REQUIREMENTS

<table>
<thead>
<tr>
<th>POTTER EQUIPMENT</th>
<th>REQUEST</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tables (5)</td>
<td></td>
</tr>
<tr>
<td>Chairs (60)</td>
<td></td>
</tr>
</tbody>
</table>

DRAFT SCHEDULE OF PROCEEDINGS

<table>
<thead>
<tr>
<th>TIME</th>
<th>ITEM</th>
<th>LOCATION</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Guests Arrive</td>
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<td></td>
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<tr>
<td></td>
<td>Event Conclude</td>
<td></td>
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</tbody>
</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.
- Under no circumstances delivery vehicle can be parked near Potter loading bay longer that required for delivery/collection purposes.
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