

# LISMORE REGIONAL GALLERY VENUE HIRE



LISMORE  
REGIONAL GALLERY



## Location & Access

Lismore Regional Gallery is centrally located at the Quadrangle (in the heart of the Lismore CBD), offering localised parking and easily accessibility via Keen, Dawson, Rural and Magellan streets.

## Accessibility

The ground floor entry and all areas of the Gallery are wheelchair accessible and the building contains a lift to the first floor galleries. We have accesible toilets (including a baby changing area) and signage throughout the building. There are two dedicated disabled parking spaces in the Rural St carpark. Our venue is stoller, assistance/hearing & guide dog friendly and we are part of ACON - providing a safe sapce for the LGBTQI community. If you require an interpreter for your event we are happy to put you in touch with several local providers.

## Gallery Tours

To make the most of this wonderful facility you can request a gallery tour with our staff members or Gallery guides. Please make sure you request this at the time of booking as notice is required to ensure we have a team member available to assist you.

## Eat & Drink

Slate Cafe is Lismore Regional Gallery's onsite cafe who offer a great range of catering options. Cafe proprieter Amanda Roberts can be contacted on 0411 708 868 or email [slategallerycafe@gmail.com](mailto:slategallerycafe@gmail.com).

\* Please note Lismore Regional Gallery does not provide catering and is not responsible for any aspects of catering services during events.

## Alcohol

Lismore Regional Gallery is a fully licenced venue as is able to provide a number of options for the service of alcohol.

## Opening Hours

Wed & Fri 10am to 4pm, Thurs 10am to 6pm, Sat & Sun 10am to 2pm , closed Mondays & Tuesdays and some Public Holidays (please check with us).





Lismore Regional Gallery, 2018. Photo: Andy McPherson

# EVENT SPACE

The Event Space is a large multi-use room for a wide range of educational and cultural events such as small performances, film nights, panel discussions, large group meetings and workshops. The space can fit approx. 100 people in theatre style seating or up to 300 people at a standing event. All hire events must contain an educational or cultural component.

## RATES (All prices are inclusive of GST)

**Full Day Rate: \$416.35**

**Minimum 3 Hour Rate: \$259.60**

A 40% discount on the Event Space hire is offered to eligible Community/Not for Profit groups

**Security Bond (GST Inclusive if forfeited): \$500.00**

**Casual Hirers Insurance (if you don't have it): \$103.00\***

\* all hirers must provide current Public Liability Insurance details if they have do not require insurance

## INCLUDES

Base hourly rate includes:

- Room lighting, projection equipment, AV set up including the use of microphones and a cordless microphone
- Use of a laptop and clicker for presentation and white board
- Use of Gallery furniture plus 100 folding chairs and 12 folding trestle tables with table clothes
- Access to use the Northern Courtyard space (approx. 11 x 10m)

## ADDITIONAL COSTS

- Staffing costs for events booked to occur outside regular Gallery hours are \$39.10 per hour
- Use of the kitchen and crockery for an event \$103.00 (please check on the suitability of the kitchen facilities for your event)

A security bond is a flat fee of \$500 which will be applied to venue hirers if the Gallery incurs any damage to property during an event.

This may include the use of the security bond to cover additional cleaning costs after an event should the Gallery feel it is warranted after event inspections are carried out.





Australian Haydn String Quartet warming up before a performance, 2018.



Rebecca Gallo artist in residence workshop with Rainbow Region Home Schooling Group in the Event Space, 2018. Photo: Rebecca Rushbrook





Lou Bennett and Romaine Moreton performing *Four Women* at Lismore Regional Gallery, 2017. Photo: Kate Holmes

The Binns Artist Studio is a non-residential artist studio available to artists who want a space to develop a body of work for periods up to 4 weeks. Artists need to make an application to the Gallery to use this space as an Artist Studio. The workspace hire is intended for short-term use such as 3 weeks but is available to hire for one off events (All hire events must contain an educational or cultural component). The Gallery utilises this space for projects connected to the Gallery's program, and small scale workshops. The space fits approx. 20 people in a workshop or set up to suit your needs. Please contact us if you wish to view the space.

## RATES (All prices are inclusive of GST)

**Full Day Rate: \$61.60**

**Weekly Rate: \$250.45**

**Security Bond (GST Inclusive if forfeited): \$500.00**

**Casual Hirers Insurance (if you don't have it): \$103.00\***

\* all hirers must provide current Public Liability Insurance details if they have do not require insurance

## INCLUDES

Base hourly rate includes:

- Wash up sinks and small kitchenette
- Use of a laptop, whiteboard and small projector for presentations upon request and subject to availability
- Use of Gallery furniture plus 100 folding chairs and 12 folding trestle tables with table clothes
- Access to use the Northern Courtyard space (approx. 11 x 10m)

## ADDITIONAL COSTS

- Staffing costs for events booked to occur outside regular Gallery hours are \$39.10 per hour
- Use of the kitchen and crockery for an event \$103.00 (please check on the suitability of the kitchen facilities for your event)
- A security bond is a flat fee of \$500 which will be applied to venue hirers if the Gallery incurs any damage to property during an event. This may include the use of the security bond to cover additional cleaning costs after an event should the Gallery feel it is warranted after event inspections are carried out.





Gaia Heart working in the studio during her TAFE residency, 2020.



Rebecca Gallo preparing work for the *From Here To There: Australian Art and Walking* exhibition, 2018. Photo: Rebecca Rushbrook



# ADDITIONAL OPTIONS

---

## KITCHEN

The Gallery has a small kitchen that can be used to prepare food for catering and events. The kitchen includes access and use of a fridge, dishwasher, crockery, cutlery, urn (please note this kitchen does not have facilities to cook food).

## TOURS

Tours of Gallery exhibitions on display can be provided at a cost, please contact the Gallery for prices which vary depending on group numbers.

## ALCOHOL

The Gallery is a licenced venue and therefore hirers are unable to bring and serve alcohol at events. We can however discuss other options should you wish to provide alcohol at your event. Please contact the Gallery for more information.

## CATERING

The Gallery does not provide catering for events but hirers are welcome to organise external catering. Slate Cafe is Lismore Regional Gallery's onsite cafe who offer a great range of catering options. Cafe proprietor Amanda Roberts can be contacted on 0411 708 868 or email: [slategallerycafe@gmail.com](mailto:slategallerycafe@gmail.com).



Lismore Regional Gallery kitchen, 2017. Photo: Dallas Nock



# FULL GALLERY

The perfect option for large scale events such as corporate functions and fundraisers.

The following conditions apply for full Gallery hire:

- Only for after-hours events giving access to full gallery
- 5 hours maximum
- minimum 2 staff required
- maximum 100 guests
- no community organisation discounts
- no exhibition displays are able to be removed or modified for event
- layout and nature of event at discretion of Gallery staff

## RATE

**Full Day Rate: \$993.55**

## INCLUDES

Base hourly rate includes:

- Room lighting, projection equipment, AV set up including the use of microphones and a cordless microphone
- Use of a laptop and clicker for presentations
- Use of Gallery furniture plus 100 folding chairs and 12 folding trestle tables with table clothes
- Full access to all the Gallery spaces on Level 1 and the ground floor plus the use of outside spaces to extend the Gallery area
- Use of the kitchen and crockery (please check on the suitability of the kitchen facilities for your event with the Gallery)

## ADDITIONAL COSTS

- Staff costs for guided tours of the exhibitions are: 2 staff at \$316.00 (3 hour minimum)
- Staffing costs for events booked to occur outside regular Gallery hours are \$39.10 per hour
- A security bond is a flat fee of \$500 which will be applied to venue hirers if the Gallery incurs any damage to property during an event.  
This may include the use of the security bond to cover additional cleaning costs after an event should the Gallery feel it is warranted.



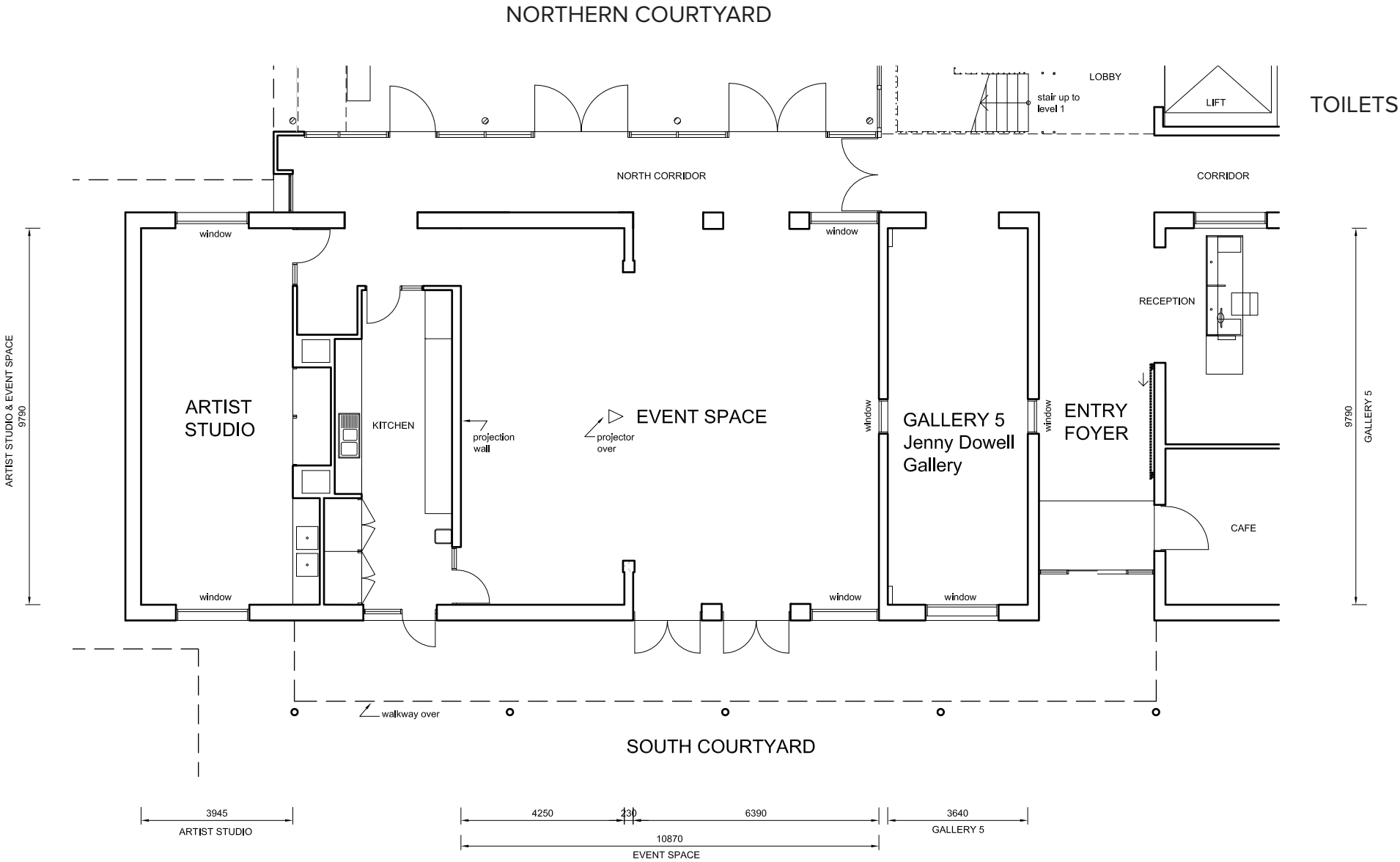
Opening of the 2018 Archibald Prize, 2019. Photo: Natsky





Opening of *Beguile: European Masters: 17th - 20th Century*, 2018. Photo: Natsky

# GALLERY FLOOR PLAN







Front cover: Lismore Regional Gallery opening night, 2017. Photo: Kate Holmes; this page: *Idle Worship* exhibition installation, 2019. Photo: Carl Warner



## EVENT SPACE / ARTIST STUDIO HIRE BOOKING FORM

Please fill out this form to lodge your enquiry to hold an event at Lismore Regional Gallery.

Our booking administrator will get back to you within one week.

### CONTACT DETAILS:

Name

Email

Phone

Organisation

Are you a not for profit or community organisation?      Yes      No

### ABOUT THE EVENT:

**Space required:**                      **EVENT SPACE**                      **ARTIST STUDIO**

Name of event

Preferred event date

Alternative event date

Event start time                      Event finish time

Brief description of event

Number of people expected

Do you require catering?      Yes      No

Please note the Gallery does not provide catering but options can be discussed with the Gallery.

Will alcohol be served?      Yes      No

As the Gallery is a licensed venue and due to the restrictions of our Liquor Licence, Hirers are unable to bring alcohol onto the premises. If you would like to serve alcohol at your event please discuss your options with the Gallery.

Do you hold Public Liability Insurance?      Yes      No



**REQUIREMENTS:**

Please tick the items you will require for your event:

Trestle Tables with cloths

100 folding chairs

Lectern

Whiteboard

AV equipment (projector, laptop, microphones, technical assistance, Wifi etc)

Use of other Gallery furniture (Lounge chairs, plinths, other chairs, etc)

Use of Northern Courtyard

**ADDITIONAL COSTS:**

Use of kitchen which includes Cutlery/Crockery/ Urn

Staffing outside of Gallery hours (a minimum of three hours)

Please email this form back to Lismore Regional Gallery ([art.gallery@lismore.nsw.gov.au](mailto:art.gallery@lismore.nsw.gov.au))