

Te Adam Pātaka Art Toi Gallery



A UNIQUE VENUE FOR ANY OCCASION



THE ADAM ART GALLERY SPACES WILL ADD A SPECIAL DIMENSION TO YOUR FUNCTION

The striking architecture and engaging artworks on view at Adam Art Gallery Te Pātaka Toi will provide a unique backdrop to your function.

Adam Art Gallery Te Pātaka Toi is the purpose-built gallery of Victoria University of Wellington. Designed by award-winning architect Sir Ian Athfield, the gallery is a modern, multi-leveled and versatile space. It comprises three discrete but connecting spaces, and provides an elite facility for small to medium-sized corporate and private functions, conferences and presentations.

The types of events we've hosted include:

- cocktail parties
- book launches
- award ceremonies
- music events
- lectures
- workshops

VENUE HIRE CONTACT

Ann Gale, Gallery Administrator
Telephone: +64 4 463 6835
Email: ann.gale@vuw.ac.nz

ADAM ART GALLERY

Victoria University of Wellington
Gate 3, Kelburn Parade
PO Box 600
Wellington, New Zealand 6140
Telephone: (+64 4) 463 6835
www.adamartgallery.org.nz

Te Adam Pātaka Art Toi Gallery

THE GALLERY

Adam Art Gallery Te Pātaka Toi is a forum for critical thinking about art and its histories as well as the professional structure within which the Victoria University Art Collection is managed. It has built a considerable reputation for its exhibition and public programme which explore the full range of media available to artists as well as test and expand art forms and disciplinary boundaries. The gallery is a remarkable architectural statement that is a vital feature of campus life at Victoria and a major force in the artistic life of the city and beyond.

For more information about the Adam, visit our website www.adamartgallery.org.nz.

LOCATION

Adam Art Gallery Te Pātaka Toi is located on the main Kelburn Campus of Victoria University, and is next to the Student Union Building. Access to the gallery is via Gate 3, Kelburn Parade. The gallery is wheelchair accessible.

PARKING AND TRANSPORTATION

Parking is free and available from 5pm and on weekends in any of the unreserved carparks accessible via Gates 1 and 7 located off Kelburn Parade. Street parking is available on Kelburn Parade.

From the city, the gallery is easily accessible on foot, buses to the campus run regularly and the cable car provides transport from Lambton Quay. For more information about getting to the gallery, visit our website <http://www.adamartgallery.org.nz/about-exhibitions/visit/>

AVAILABLE TIMES

Adam Art Gallery Te Pātaka Toi is available for hire outside public access hours (Tuesday to Sunday, 11am to 5pm), and subject to the Gallery's own calendar of public programme events. Availability is also subject to the requirements of the exhibitions on display at the time of your event. The protection of artworks is a key obligation of the Gallery, therefore the Gallery will consider hosting functions depending on the perceived risk to the space and the artworks.

CAPACITY

The total building capacity of the Adam Art Gallery is 150 guests. Capacity within various spaces of the gallery varies depending on exhibition content. The capacity for functions will be at the discretion of gallery staff and will depend on the type of event proposed. The Gallery Administrator will advise at the time of booking the maximum capacity to ensure a safe and pleasant experience.

EQUIPMENT

The following equipment is available free of charge for the purposes of functions in the gallery with advance notice.

- Trestle tables
- Chairs
- Lectern
- Public address system (PA system)
- Video/media projector

CATERING

Catering is arranged and paid for by the Hirer, just ask the Gallery Administrator if you'd like some suggestions for your event. Please note that there is no kitchen access within the gallery space so preparation and serving arrangements are best to make in consultation with the Administrator. The Administrator will liaise with the caterer regarding deliveries and access.

ALCOHOL

Serving of alcohol is arranged and paid for by the Hirer. If planning to serve alcohol, permission must be received from Victoria University of Wellington's Campus Living Business by submitting an Alcohol Usage Application Form at least 7 days prior to the event. The permission is to ensure your event will comply with the University's Alcohol on Campus Policy.

SECURITY

Adam Art Gallery Te Pātaka Toi will determine the necessary security appropriate for your function. A gallery staff member will be present throughout your event and will close the gallery once the function has ended. If additional security is needed, the Hirer will arrange and cover these costs.

RECEIVING DELIVERIES

Delivery of goods and equipment is via the front entrance doors, to which there is truck access via Gate 7. Inside the gallery, there is elevator access to all levels of the gallery space. Deliveries must be arranged in advance with the Administrator.

VENUE HIRE FEES

- Hire fee (this is a flat fee regardless of which spaces are used for the event. Hire fee includes utilities, minimal security and equipment)

Category 1: Private or Corporate	\$1000 +GST
Category 2: Non-Profit/Victoria University	\$350 +GST
- Cleaning fee (if applicable) \$70 + GST
- Administrative fee (applicable to all hires) \$25 +GST

AVAILABLE SPACES

CONGREVE FOYER and UPPER CHARTWELL GALLERY (Level 3, entrance level)

The main space for functions, the Congreve Foyer lends itself to a variety of uses, for standing or seated guests. The spacious foyer connects directly with the Upper Chartwell Gallery to form a larger L-shaped space. Access to the lower galleries is by stairway or elevator.



KIRK GALLERY (Level 2)

One level below the Congreve Foyer, the Kirk Gallery is an enclosed, more intimate space. Outside the Kirk Gallery is a viewing platform that overlooks the Lower Chartwell Gallery, providing additional visual perspective.



LOWER CHARTWELL GALLERY (Level 3)

The Lower Chartwell Gallery is a long, narrow space with a vaulted feel. It is suitable for a variety of uses including performances, lectures and other events.



The Adam Art Gallery and each of its spaces are wheelchair accessible. Toilet facilities are located on Level 2.

TERMS AND CONDITIONS
for hire of the Adam Art Gallery Te Pātaka Toi

1. The Adam Art Gallery Te Pātaka Toi is prepared to offer facilities for functions to be held within the gallery. The safety of the artworks on display in the gallery is of paramount importance. Bookings for venue hire will be accepted only if functions are considered appropriate and are not in conflict with exhibition stipulations - the Adam Art Gallery Te Pātaka Toi has the right to prohibit activities and refuse bookings.
2. When placing bookings, the *Hirer* must fully and fairly represent the purpose for which the venue is required. Under no circumstances may the *Hirer* sub-let or offer the Gallery to anyone other than the *Hirer*.
3. The *Hirer* must provide the Gallery Administrator with a function brief and clear plan for order of events. The *Hirer* must notify the Gallery Administrator of all equipment requirements at least 7 days before of the event.
4. Any audio or visual needs beyond what is listed in the Equipment section of the venue hire brochure must be arranged (and paid for if fees apply) by the *Hirer*. The Adam Art Gallery Administrator may assist with booking A/V equipment from Victoria University of Wellington IT Services and therefore requires notification of requirements at least 7 days in advance of the event. Bookings will be made based on equipment availability.
5. The venue hire fees include available Adam Art Gallery Te Pātaka Toi equipment. Any additional equipment or furniture, apart from what is listed on the booking form, must be arranged and paid for by the *Hirer*.
6. A supervisor from the Adam Art Gallery Te Pātaka Toi will be present at functions to ensure safety and security is maintained for both the gallery and guests.
7. At the end of the event, the *Hirer* must remove all litter, extra food, belongings, etc and leave the gallery in a condition to the satisfaction of gallery staff.
8. A cleaning fee will be charged to the *Hirer* if floors and bathrooms or other areas require cleaning as a result of the event.
9. The gallery will not accept responsibility for loss or damage to any articles brought into the gallery by organisers or guests.
10. The *Hirer* will incur the cost of any damage to the Gallery and gallery equipment caused during the hire period.
11. The Gallery will assist with scheduling access to the gallery, but the *Hirer* is responsible, and must be on hand, for all deliveries to the Gallery.
12. The Gallery does not take responsibility for catering arrangements. Any issues or concerns that may arise with catering must be taken up by the *Hirer*. The Gallery will liaise with the caterer regarding matters of access and space requirements.
13. No artworks, furniture or window treatments are to be moved by Hirer at any time. The Gallery will organise any rearrangements it deems appropriate.
14. Gallery staff will notify the *Hirer* if additional security is required. The cost of additional security will be the responsibility of the *Hirer*.

ADAM ART GALLERY TE PĀTAKA TOI Venue Hire Booking Form

Please note: This is an application only. Bookings will be confirmed by the Gallery Administrator by telephone, or in writing upon review of application.

Name of event contact person: _____

Organisation/School/Dept: _____

Email: _____ Phone: _____

Name of event: _____

Date and time of event: _____ Number of people attending: _____

Required time period of gallery access (start to finish): _____

- VUW affiliate: VUW affiliates please provide the cost centre (and project/grant code if applicable) to be used for payment. The Gallery Administrator will confirm your total fees prior to charging:

- Beverages will be served at the event
 Food will be served at the event

Please indicate equipment required

- Audio/visual equipment - Video/Media Projector/PA system
If yes, please specify _____
- Trestle tables (5 available) *does not include tablecloths
If yes, please specify quantity needed _____
- Seating (50 chairs available, 20 folding stools available)
If yes, please specify quantity needed _____
- Lectern

Please list any other furniture requirements not listed above (you will be notified about availability):

I have read, understood and accept the Terms and Conditions of hire:

SIGNATURE _____

Please return Booking Form to Ann Gale, Gallery Administrator ann.gale@vuw.ac.nz