



2015 Hire Guide

PENRITH REGIONAL GALLERY & THE LEWERS BEQUEST – A PERFECT ART GARDEN VENUE

Thank you for your enquiry regarding holding your event at Penrith Regional Gallery & The Lewers Bequest. The purpose of this Hire Guide is to provide you with some answers to the many questions you may have in regard to hiring the Gallery grounds.

History

The Gallery site at Emu Plains was once a small rural holding on the banks of the Nepean River, part of the early settlement of the Penrith district. The original house on the site, now known as the Lewers Gallery, was built around 1901c.

In the 1940s, Margo and Gerald Lewers – two leading artists in the development of modernism in Australian art, bought the property and made it their home and studio as well as a gathering place for artists. In 1955, architect Sydney Ancher designed some alterations to the original house, and in 1961 he designed a second house on the site, known as Ancher House.

Interior decoration and detailing, including extensive mosaic work, was completed by Margo. The stunning landscaped grounds were designed by both Margo and Gerald to complement the buildings, their artwork, the environment and their lifestyle. The gardens have been lovingly maintained over the past twenty years, keeping their wonderful vision alive.

Following Gerald's death in 1962, Margo continued to live and work at Emu Plains until she died in 1978. In 1980, the Lewers' daughters bequeathed the site, buildings and gardens to Penrith City Council, together with a substantial collection of art including works by Gerald, Margo and their contemporaries. Their vision was to create a centre of excellence for the presentation and appreciation of art for the community.

The Gallery Today

The unique nature of the Gallery, with its artistic and architectural heritage, galleries, gardens and collection, forms an educational and recreational resource that is recognised nationally and internationally. A model for the development of many regional galleries in Australia, the Gallery is committed to the highest standards of museum practice in all aspects of its management. The magnificent Gallery grounds are the perfect place for intimate functions, or your very special personal or corporate event.

Weddings and Functions

Host your wedding ceremony and reception, function or corporate event in our glorious gardens, or beneath our all weather sandstone and cedar cafe/function venue designed by acclaimed Australian architect Andrew Andersons.

Wedding Ceremonies

Make your vows in one of Australia's most beautiful art gardens. While your guests enjoy a chilled beverage, capture the memories of your special day in an idyllic romantic setting.

Wedding Photography

Capture the memories of your special day with the romantic backdrop of the glorious Lewers Gallery gardens. Our gardens offer a unique photographic location: lush lawns, flower and succulent gardens, ponds, garden sculptures and views of the Nepean River. (All wedding photography requires a permit, and will be limited to designated Gallery gardens only).

Workshops, Meetings & Presentations

The Gallery's Sonia Farley Studios 1 & 2 are ideal for seminars, training workshops, presentations, small conferences and events. Both feature air-conditioned studio rooms, courtyard-garden access and sinks.

Studio Capacity

Studio 1

- Theatre style up to 80 people
- Classroom style up to 40.

Studio 2

- Theatre style up to 30 people
- Classroom style up to 20.

The Gallery can provide a range of conference equipment including a whiteboard, flip charts, digital projector and screen. Equipment available upon request. Use of studio spaces subject to availability.

Catering

We understand that fine food ensures a memorable event large or small. We can provide access to an excellent catering service and event staff.

Parking

On-street parking is available, as is limited on-site parking. Limited disability and delivery parking are available by prior arrangement.

Transport Links

The Gallery is adjacent to the M4 motorway. It is a short taxi ride from Penrith railway station (and a brisk 20-minute walk from Emu Plains railway station).

Bookings and Information

Penrith Regional Gallery & The Lewers Bequest
86 River Road
EMU PLAINS NSW 2750

Phone: (02) 4735 1100

Fax: (02) 4735 8334

Email: gallery@penrith.city

www.penrithregionalgallery.com.au

PENRITH REGIONAL GALLERY & THE LEWERS BEQUEST SCHEDULE OF FEES & CHARGES

Effective January 2011

COMMERCIAL

AREA	HOURLY RATE	GST	TOTAL HOURLY FEE
Garden events Up to 80 guests	\$185.00	\$18.50	\$203.50
Canopy + Garden 60 seated 80 standing * Available Fri, Sat & Sun by negotiation only	\$220.00	\$22.00	\$242.00
Studios 1 & 2 (per studio)	\$50.00	\$5.00	\$55.00
Ancher House * By negotiation and subject to availability only	\$60.00	\$6.00	\$66.00
Gallery Staff fee	\$30.00*		Minimum call 4 hours per staff member
Security Staff fee Required for after hour bookings and events with 30 or more guests	\$45.00*		Minimum call 4 hours
Cleaning fee	\$220		Mandatory fee

CHARITY RATE

AREA	HOURLY RATE	GST	TOTAL HOURLY FEE
Garden events Up to 80 guests	\$100.00	\$10	\$110
Canopy + Garden 60 seated 80 standing * Available Fri, Sat & Sun by negotiation only	\$120.00	\$12.00	\$132.00
Studios 1 & 2 (per studio)	\$30.00	\$3.00	\$33.00
Ancher House * By negotiation and subject to availability only	\$40.00	\$4.00	\$44.00
Gallery Staff fee	\$30.00*		Minimum call 4 hours per staff member
Security Staff fee Required for after hour bookings and events with 30 or more guests	\$45.00*		Minimum call 4 hours
Cleaning fee	\$220		Mandatory fee

Arrival and departure:

The Hirer will report to Gallery reception at the time of their arrival at the event and upon departure from the event. Failure to report to reception on arrival and departure may result in the loss of the security deposit.

Set Up Time:

Bookings must include set-up and clean-up time. The Gallery site must be returned to its original state by the conclusion of the event. Failure to leave the site in immaculate condition by the conclusion of the event will result in the loss of the Security and Cleaning Deposit.

Booking Deposit:

All Hirers are to pay a deposit of at least **50% of total fee** within 7 days of the acceptance of their booking. The balance of the fees must be paid no later than 1 month prior to the function/event.

Cleaning Fee:

All events incur a mandatory \$220 cleaning fee.

Security and Cleaning Deposit:

For all events/functions a security and cleaning deposit of **\$500.00** will be paid no later than 1 month prior to the function/event. Refunds will only be paid following a site inspection after the event/function.

Trestle tables and chairs:

Trestle tables and chairs are available for hire upon request.

Cancellations:

Cancellation fees apply. Please refer to Clause 7 for specific details.

HIRE TERMS & CONDITIONS

1. HIRING FEES:

The hiring fee is to be determined in accordance with the Schedule of Hiring Fees (effective 22 May 2009). Should there be a variation in the hiring fees after the booking is accepted and before the function is held, the Hirer will be notified of the variation and will be required to pay any increase prior to the function being held. If the Hirer does not agree to pay the increase then the Hirer may cancel the booking by giving 7 days notice in writing prior to the function and the deposit will be refunded.

The Hirer shall pay as a deposit at least **50% of total fee** within 7 days of the acceptance of the booking and the **balance of the fees must be paid at least 1 month prior** to the function.

Initial required _____

2. HIRING TIMES:

- a) No function is to continue after the time stated on the application form. If the function runs past time stated, a late fee will be imposed in accordance with clause 11. No function will run after 11.00pm, or be held before 10am unless authorised by the Gallery.
- b) Late departure fee charges - \$300.00 for each half hour after agreed booking time.

NB: Bookings are to include set-up and clean-up time.

Initial required _____

3. PREPARATION, DECORATING & CATERING:

a) The Hirer and a member of Penrith Regional Gallery & The Lewers Bequest staff will discuss the event in detail when the booking is placed. If the hirer chooses to seek the assistance of an event stylist, all decoration plans must be approved by Gallery management prior to the event.

b) The Hirer and a member of Penrith Regional Gallery & The Lewers Bequest staff will review the event plan 7 – 14 days prior to the function taking place.

c) Under no circumstances must decorations be fitted in such a way as to cause damage to the buildings, fittings or gardens. Repairs for any damage will be charged against the Hirer.

d) All tables, chairs, umbrellas and trestles are to be arranged and must be returned neatly to their original location after the function by the Hirer.

e) The use of taupes, awnings or marquees is prohibited in the Gallery grounds, unless special permission is obtained by the Gallery Director.

f) Use of additional lighting other than that already provided by the Gallery, for example fairy or party lights is prohibited.

Initial required _____

4. SMOKING:

Smoking is only to be conducted where ashtrays are available. Under no circumstances shall smoking be permitted within the Gallery interior or under the canopy.

Initial required _____

5. SECURITY and CLEANING DEPOSIT:

For all events/functions a security deposit of **\$500.00**, will be paid no later than 1 month prior to the function/event. Refunds will only be paid following a post function site inspection.

Initial required _____

6. CONDUCT OF PERSONS ATTENDING FUNCTIONS:

The Hirer shall be responsible for the conduct of all persons attending the function and should damage be caused by any person during the function, the cost of repairs or replacement will be made against the Hirer. Where in the opinion of the Gallery the Hirer has not exercised reasonable control over the persons attending the function, future bookings by the Hirer may be refused and bookings already made may be cancelled. If unacceptable behaviour is presented during the event this will result in the offender/s being removed from Gallery grounds immediately.

Initial required _____

7. CANCELLATION OF BOOKINGS:

The Hirer may cancel any booking by notice in writing to the Gallery a minimum 7 days before the date of hire.

The Gallery shall refund the payment at the following scale –

- More than 30 Days notice 100% of paid amount**
- More than 21 Days notice 75% of paid amount**
- More than 14 Days notice 50% of paid amount**
- More than 7 Days notice 25% of paid amount**
- Less than 7 Days notice NO REFUND**

Any Security / Cleaning deposit paid shall be refunded IN FULL.

Initial required _____

8. CATERING:

Catering by *Artful Food Co./Café at Lewers* can be provided depending on availability and the nature of your function.

Initial required _____

9. ALCOHOL:

As the Hirer you must assist with the responsible service of alcohol (RSA) to your guests by:

- Not serving alcohol to minors
- Not serving intoxicated guests
- The provision of food and water at your function
- Ensuring the quiet and good order of your Party
- Ensuring the provision of alcohol is overseen by an RSA qualified person provided by the Gallery
- No beer kegs, etc are allowed on Gallery grounds, unless the Gallery Manager grants special permission
- Liquor will not be permitted without obtaining prior permission from Gallery Staff

The Security guard and any other RSA trained staff in the vicinity will ensure RSA requirements are adhered to and will remove any intoxicated people from the site.

Initial required _____

10. CLEANING:

Hirers are expected to leave the Gallery and gardens clean and tidy, removing all rubbish from the site, and placing it in the appropriate bins provided. A mandatory cleaning fee of \$220 will be required at the time of booking confirmation. If the Hirer leaves the site in a state that requires additional cleaning this will result in the loss of the \$500 security and cleaning deposit.

Initial required _____

11. LIABILITY:

Penrith Regional Gallery & The Lewers Bequest accepts no responsibility for accidents caused by the Hirer. Restitution for cost of repairs will be required from the Hirer.

Initial required _____

12. COST AND BOOKING DEPOSIT:

Functions - hourly rates as per chart. Deposit of **25% of total fee** to be paid within one month of booking.

Initial required _____

13. PUBLIC ACCESS:

- a) The Hirer will be responsible for any function and/or pre-wedding organisation i.e. someone to arrive prior to the service to setup any chairs, flowers or music etc. you may wish to use.
This will not be organised by the Gallery Staff.
- b) The Gallery is open to the public between the hours of 9.00 am - 5.00pm. All functions will need to accommodate the needs of the public regarding the viewing of exhibitions and access to the Gallery's gardens.
- c) Garden hire and access is limited to designated Gallery gardens only.
- d) Gallery verandah use (including wet weather) is limited to designated areas only.

Initial required _____

14. PHOTOGRAPHY:

- a) Artworks are not to be photographed unless the Gallery provides prior permission and Release Forms are signed.
- b) Flash photography is not permitted in the Gallery.
- c) Photography in the garden is permitted with approval from the Gallery.
- d) Commercial photo shoots are subject to fees and conditions.

Initial required _____

15. TECHNICAL:

- a) All technical requirements to be discussed and/or negotiated with the Gallery staff as nominated prior to the event.
- b) No power sources are available from the Gallery's exhibition spaces and/or historic buildings.
- c) No electrical cords to be used on musical equipment, batteries should be used unless prior arrangements are made with the Gallery.
- d) No pyrotechnics are to be used without the permission of the Gallery Director.
- e) Gallery PA system is available upon request. PA system is only to be operated by Gallery staff.

Initial required _____

16. STAFF:

A Gallery staff member must be in attendance for all events. A security guard is required for all after hours events and events with 30 or more guests. The cost of required Gallery and security staff will be met by the Hirer. Please note that Gallery and security staff will be provided for supervision and guidance only. Gallery staff will not move furniture nor assist with cleaning the site. Gallery and security staff are required to be on site 30 minutes prior to the event and 30 minutes after the conclusion of the event.

Initial required _____

I / We have read and understood the Terms and Conditions set out above.

I / We agree to comply with the Fees and Conditions outlined in this Schedule.

Period of hire & brief description

.....

Print Name of Hirer

Print Name of Gallery Representative

Signature (Hirer)

Signature (Gallery)

Date

Date



Pack-up Checklist

We understand that the conclusion of a large event can sometimes be hectic so here are some Gallery recommendations to help make cleaning up easy.

Before the conclusion of the event (this is the time that the Hirer and Gallery representative have agreed for the event to finish) please ensure that the following have been done:

- Gallery outdoor furniture has been neatly returned to its original location
- All decorations related to your event have been removed from the site without causing any damage
- Make your guests aware of where ashtrays are located at the beginning of the event to prevent littering throughout the garden
- Commence clean up at least half an hour before the conclusion of your event
- Ensure that all decorations and personal items are collected and removed from the site
- Ask Gallery staff for any additional equipment to make cleaning easier such as a broom, dust pan, chair trolley and garbage bags

Thank you



Application for Hire of the Penrith Regional Gallery & The Lewers Bequest for a Function

Please complete this form in BLOCK LETTERS and return to the Gallery by post or in person.

Please be sure to read the Penrith Regional Gallery & The Lewers Bequest Hire package and contract before completing this form.

Applicant's Surname: _____ Applicant's First Name: _____

Address: _____

Suburb: _____ State: _____ Post Code: _____

Work Phone: _____ Home Phone: _____ Mobile: _____

Email Address: _____

Function Date: _____ Start time: _____ Finish time: _____ No. of guests: _____
(Please include enough time to set up and pack up within your booking time)

Brief description of function: _____

Space required:

- Studio 1
- Studio 2
- Canopy & Garden
- Garden
- Ancher House (By negotiation)

By submitting this form and signing below, you agree to accept the Penrith Regional Gallery & The Lewers Bequest conditions of venue hire as outlined throughout the hire guide and contract:

Applicant's Signature: _____ Date: _____



Application for Hire of the Penrith Regional Gallery & The Lewers Bequest for a Wedding

Please complete this form in BLOCK LETTERS and return to the Gallery by post or in person.

Please be sure to read the Penrith Regional Gallery & The Lewers Bequest Hire package and contract before completing this form.

Bride's Surname: _____ Bride's First Name: _____

Work Phone: _____ Home Phone: _____ Mobile: _____

Groom's Surname: _____ Groom's First Name: _____

Work Phone: _____ Home Phone: _____ Mobile: _____

Applicant's Surname: _____ Applicant's First Name: _____

Address: _____

Suburb: _____ State: _____ Post Code: _____

Email Address: _____

Wedding Date: _____ Start time: _____ Finish time: _____ No. of guests: _____
(Please include enough time to set up and pack up within your booking time)

Please select the style of function:

- Wedding ceremony only
- Wedding reception only
- Wedding ceremony and reception
- Wedding photography

By submitting this form and signing below, you agree to accept the Penrith Regional Gallery & The Lewers Bequest conditions of venue hire as outlined throughout the hire guide and contract:

Applicant's Signature: _____ Date: _____



Permission to Photograph the Gallery Garden & Grounds

I,
(BLOCK LETTERS)

apply for permission to photograph in the garden and grounds of the Penrith Regional Gallery & The Lewers Bequest. This photography is for the purpose of my own research or personal documentation. I am not seeking to publish, lend, sell or promote the photographs or digital images derived from my photographic session in the grounds or garden.

Name

Address

Phone Number

Signature Date

.....
(BLOCK LETTERS)

has permission to photograph in the garden and grounds of the Penrith Regional Gallery & The Lewers Bequest for the purpose of his/her research or personal documentation. This permission does not include works in the collection, visiting exhibitions or loans to the Gallery.

Permission granted by

Name

Signature Date