



1. Why do I require two staff for my event?

VAS OH&S policies require 2 staff to be onsite at all times until locking up the gallery.

During your event, one staff member is assigned to the front reception desk and should not leave the desk unattended. The second staff member is available to assist with your event needs, including bar or catering service, AV assistance or fetching extra items that may be required during your event. Depending on your event needs, additional staff can also be booked ahead. Staff are trained to administer first aid if required.

2. Do you have glasses?

VAS can supply champagne flutes, wine glasses and tumblers for up to 250 guests at no additional cost. All glassware should be washed at the end of the event using the bar dishwasher in the kitchen.

3. Do you have ice buckets or drink dispensers?

VAS uses two silver ice buckets at the bar as well as two large tubs for keeping drinks on ice underneath the service area. We have two 11L drink dispensers that are normally used for water.

4. What AV equipment is available?

Our AV system is built into the upper galleries with speakers audible throughout. We have a standard corded microphone, a handheld cordless and a lapel mic available for use. The staff will set this up for you.

Music can be played through the audio speakers with a standard aux cord and attachments for lightning and USB-C devices supplied. Note that music should be saved to the device to avoid any issues with connectivity.

A projector and portable screen are also available and can be set up by staff. You will need to supply your content on a USB or a compatible Bluetooth device. The app for iPhones is EPSON iProjection.

5. What seating is available?

VAS supplies up to 60 seats along with an additional 40 gallery stools and benches if wanted. We recommend Social for hire of additional chairs if required.

6. Are bar tables available?

VAS has three height adjustable bar tables and five café tables for use at events. Each is 60cm in diameter. Trestle tables are also available.

The wooden tables in the McCubbin gallery measure 840 x 2190 and 805 x 2750mm respectively.

7. Can I bring decorations / artwork / lighting?

Unless otherwise arranged, events are expected to take place without substantially changing the existing exhibition of artworks. Portable items such as flowers and balloons are usually fine and can be discussed with the event assistant. We do not use adhesives including blutack on the walls.

For weddings, rose petals or confetti that can be cleaned up with a normal vacuum is fine. We do not allow glitter or bubbles in the gallery.

Lighting choices should be appropriate to the heritage gallery space. Flame candles, lights generating excessive heat and “disco” or coloured lights that detract from the appearance of artworks are not permitted.

Removing the piano from the stage is not an option.

Certain furnishings are considered fixtures of the galleries and are not to be removed. These include the antique cabinet in the Hammond Gallery, two large tables usually in the McCubbin Gallery (*can be moved for use in upper galleries) and the gallery benches and stools.

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8. What catering options do you offer?

VAS does not provide a catering service, but can provide additional staff to assist. Our recommended caterer is:

Ashley De'Hartman

Complete Catering Co.

completecateringco.com.au

eat@completecateringco.com.au

Clients are free to engage another caterer or can also provide their own catering to be served by VAS staff.

Bain-maries or any other heating are confined to the kitchen and may not be taken into the galleries.

9. What drink service options are available?

VAS is not a venue licensed to sell alcohol, but can serve drinks as part of an event. A bar area is usually dedicated in the McCubbin Gallery. Most hirers choose to have drinks delivered by Dan Murphy's or similar and served by our staff. Clients may also choose to have the VAS coffee cart available during an event booking, either with a service tab or for purchase.

10. Is there a loading bay?

VAS is surrounded on three sides by the Eye and Ear Hospital. There are three 15 minute bays directly out front which are most suitable for loading, however please note that these are a clearway from 4pm to 6:30pm and towing is a daily occurrence in this area. Street parking is also available across the road and around the corner on Morrison Pl.

A step-free accessible entrance is available via the gated pedestrian laneway to the side of the building. Please see desk staff on arrival for access. It is not possible to prop this gate open as doing so sets off alarms in the hospital.

11. Are we able to use the piano?

The piano can be used for your event at no additional cost. The piano is tuned quarterly, but if you would like an additional tuning for your event this can be scheduled at a cost of \$275. VAS can assist with hiring one of our preferred pianists on request.

12. Are there any behavioral rules we should be aware of?

All hirers and their guests are obligated to act within the VAS Code of Conduct while on the premises. This includes a zero-tolerance policy on aggressive speech or behaviour. There is no smoking of any kind permitted on the premises, including the balcony and courtyard. Open drinks must not be carried out of the building. The studio is off limits to guests unless permission has been granted to observe artists at work or by invitation from VAS staff.

13. Can you store my food / drinks / materials?

Unfortunately, VAS does not have any storage space available for hirers. Drinks and food should be delivered on the day of an event. Please note that there may be limited fridge space available. Any additional furnishings etc. must be delivered after gallery hours so as not to interrupt exhibitions.

14. Can I set up early?

Set up for events takes place after gallery hours so as not to disturb exhibitions. Likewise, events must be packed down on the night or before 10am the next morning.

15. What should I do with my rubbish at the end of an event?

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VAS

The Victorian Artists Society

— Est. 1870 —

There are bins available at the front of the building, please ask VAS staff to show you their location. However, please be aware that VAS galleries has limited rubbish bin space and so can only accommodate a certain amount of excess rubbish and waste for each event (approximately 1 half bin full). Any additional rubbish will need to be taken way with the hirer on the day of and at the end of proceedings.

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