

**LET US  
HOST YOU**

**NATIONAL  
PORTRAIT  
GALLERY**



## Welcome

Celebrate your wedding in the beautiful surroundings of the National Portrait Gallery, Canberra. The gallery is located next to the magnificent gardens of the parliamentary triangle, the perfect spot for your wedding photography. Your cocktail reception may begin in the stunning Gordon Darling Hall, featuring stone from every state and territory in Australia and westerly views into Reconciliation Place. Or it could be in the external Forecourt, an all-weather venue ideal for cocktails. The gallery team will then invite your guests into the Gordon Darling Hall or the Terrace Room overlooking Lake Burley Griffin where guests can enjoy a seated dinner followed by speeches, cake cutting and dancing. The gallery exclusive catering partner, The Fresh Collective delivers exceptional event experiences and signature menus for the National Portrait Gallery and can provide bespoke menus for any style of wedding from a seated lunch, cocktail reception with grazing tables, to a decadent dinner with dancing.

Let us help you to create the perfect day that you and your guests will remember forever.





# Venue hire

For more information on your next event please email [eventsnpg@thefreshcollective.com.au](mailto:eventsnpg@thefreshcollective.com.au) or telephone (02) 6102 7010 or (02) 8399 3055

	Gordon Darling Hall	Terrace Rooms	Terrace Room 1	Terrace Room 2	Liangis Theatre
AREA	443m <sup>2</sup>	284m <sup>2</sup>	146m <sup>2</sup>	138m <sup>2</sup>	130m <sup>2</sup>
RATES					
Full weekday (8.00am – 5.00pm)	–	\$1100	\$800	\$800	\$1000
Half weekday (8.00am – 12.00midday/6.00am – 10.00am/11.00am – 3.00pm/1.00pm – 5.00pm)	–	\$850	\$550	\$550	\$150 per hr
Weekend (10.00am – 5.00pm)	–	\$1100	\$800	\$800	\$1000
Monday – Thursday evening (6.30pm – 11.30pm)	\$3000	\$1700	–	–	\$1700
Friday – Sunday evening (6.30pm – 11.30pm)	\$4500	\$2000	–	–	\$2000
SEATING CAPACITIES					
Theatre	up to 300	up to 250	up to 120	up to 100	up to 110
Cocktail	up to 500	up to 400	up to 150	up to 100	
Round tables	up to 200	up to 180	up to 90	up to 60	
Long tables	up to 250	up to 200	up to 80	up to 40	
Cabaret	–	up to 120	up to 64	up to 48	
U-shaped	–	up to 75	up to 36	up to 25	

Private viewings of up to 500 people are available from \$1000. The Western Courtyard and Tim Fairfax Forecourt are available after 5.00pm when the Gordon Darling Hall or Terrace Room(s) is hired.



Floorplan and seating configurations

**Round / Long**  
Seating style used for sit down wedding functions.



# Dinner reception packages

<b>Dinner</b>			
<b>Three course deluxe</b>	150	<b>Additional</b>	
Premium beverage selection		Additional canapé (per item)	6
Table service five hours		Bit and a bite or slider (per item)	8
		Gourmet plate / bowl (per item)	14
		Dessert canapé (per item)	5
<b>Three course superior</b>	180	Alternate entrée, main, dessert (per course)	4
Premium beverage selection		Side (per dish)	7
Table service five hours		Arrival cocktail	from 15
		Arrival glass of French champagne	25
<b>Inclusions</b>		Espresso coffee upgrade	price on request
• Selection of three arrival canapes per person		Deluxe beverage upgrade	price on request
• Alternate three course menu		Superior beverage upgrade	price on request
• Sourdough rolls and butter		Children's meals 12 and under	50 for two courses
• Freshly brewed coffee & tea selection		Teenager's meals 18 and under	less 20 from package
• Petit fours with coffee		Crew meals	35 for main course
• Your wedding cake cut and served			
• Catering equipment including quality, china, silverwear, glassware & linen			
• Service of food and beverage			
• Complimentary wedding tasting			
• Professional event management			

Prices exclude gst  
All prices listed per person  
Minimum 80 guests  
Sunday surcharge 10%.  
Public holiday surcharge 20%

# Cocktail reception

## Five hour cocktail

- Seven hot and cold canapés
- Three gourmet plate / bowl
- One dessert canapé
- Premium beverage package

## Inclusions

- Freshly brewed coffee & tea selection
- Your wedding cake cut and served
- Catering equipment including quality, china, glassware & linen
- Service of food and beverage
- Professional event management

140

## Grazing tables

Only available in conjunction with cocktail party package  
Minimum 100 guests

The oyster bar	14
Glazed ham table	16
Cheese table	16
Charcuterie and cheese table	25

## Live action station

Only available in conjunction with cocktail party package  
Minimum 100 guests (restrictions may apply)

Paelleria	14
Suadero tacos	14
Yum cha	16
Seafood raw bar	28

## Additional

Additional canapé	6
Bit and a bite or slider	8
Gourmet plate / bowl	from 14
Dessert canapé	5
Arrival cocktail	from 15
Arrival glass of French Champagne	25
Espresso coffee upgrade	price on request
Deluxe beverage upgrade	price on request
Superior beverage upgrade	price on request

## Conditions

- Prices exclude gst
- Minimum 80 guests
- Sunday surcharge 10%.
- Public holiday surcharge 20%



## Deluxe dinner

### Entrée

Crispy duck confit tart, charred apple, celeriac, hazelnut quinoa

Dashi-poached chicken, spiced eggplant, sesame soba noodles

Hiramasa kingfish, desert lime cream, quandong and kohlrabi *gf*

Burrata, olive crackling and heirloom vegetable escabeche *v gf*

Miso cured salmon, sesame slaw, soy washed kohlrabi *gf*

Seared scallops on baked eggplant, tomato relish and taramasalata *gf*

63 degree organic egg, soft polenta, asian fungi, burnt leek dressing *v gf*

Ahi tuna, peppermint gum, pulse salad, avocado creme *gf*

### Main

Sous vide Bangalow pork, quince, lentils and celeriac *gf*

Saltbush lamb, sarladaise potato and mustard cream *gf*

Hunter Valley beef, smoked dutch cremes, forest berry jus, local shiitakes *gf*

Angus tenderloin, carrot ginger puree, brussels sprouts and gruyere gratin potato *gf*

Bannockburn chicken, medjool dates, nasturtium, butternut

Slow braised wagyu, wattleseed onion bhaji, turmeric corn

Cape York barramundi, bonito ketchup, chips, leek ash *gf*

Palmer's Island mullet, miso potato gratin, horseradish cream, umeboshi *gf*

Sourdough rolls and butter

### Dessert

Bitter chocolate delice, salt caramel custard, lemon thyme *gf*

Crème catalan, stewed season's fruits, fig and liquorice *gf*

Raspberry and lavender brulee tart, honeycomb rice

Orange saffron curd tart, crispy caramel lace, soft chocolate

Lemon myrtle cheesecake, burnt butter cream, hibiscus compote *v gf*

Rum roasted apple, macadamia crumble, soured cream, rosemary candy

Peppermint gum pavlova, white chocolate, riberry, buttermilk ice cream

Selection of NSW award winning cheeses, quince paste, muscatels, lavoche and crackers

Coffee and tea selection

Petit fours

*v – vegetarian vgn – vegan gf – gluten free df – dairy free*



# Superior dinner

## Entrée

Bendele duck, mountain pepper, popped pulses, native plum *df*  
Myee Farm quail, garden herbs, green chermoula, heirloom jam *gf*  
Jervis Bay scallops, beach succulents, finger lime, onion crème *gf*  
Butternut pumpkin gnocchi, seafood bisque, chard crisps  
Hiramasa kingfish, soba noodle salad, white soy and kombu *gf df*  
Confit organic egg, soft polenta, parmesan crumble, truffle salsa *v gf*  
Duo of spencer gulf prawn and ocean trout, green apple, pickled fennel *gf*

## Main

Bannockburn chicken, miso corn, nasturtium, potato paper *gf*  
Wagyu rump cap, onion ash, kohlrabi, mustard butter *gf*  
Breast and pithivier of organic chicken, swiss browns, oxalis  
Duck breast, fennel flower, cauliflower puree, black olive *gf*  
Hunter Valley angus beef, baby cos, truffled gratin potato, tomato jam *gf*  
Hapuka, grilled local prawn, miso shiitakes, kombu dashi, sea herbs *gf*  
Petuna ocean trout, kelp butter, crustacean essence, radish *gf*  
Cowra lamb, roast cauliflower, eggplant, pomegranate *gf*

Sourdough rolls and butter

## Dessert

Silken rice, matcha cheesecake, coconut meringue *gf*  
Ginger crème caramel, macadamia brittle *gf*  
Whipped chocolate, cocoa nib wafer, manuka honey *gf*  
Sheep's milk sorbet, roast rhubarb, lemon aspen curd, fennel pollen  
White chocolate bavarois, strawberries, native pepperberry, hibiscus syrup  
Selection of NSW award winning cheeses, quince paste, muscatels, lavoche and crackers

Coffee and tea selection

Petit fours



*v – vegetarian vgn – vegan gf – gluten free df – dairy free*



## Cocktail

### Cold canapés

Smoked huon salmon on brioche toast, tomato and coriander salsa  
Crab and mango rice paper rolls, nahm jim *gf* \*  
Cured huon salmon on pea blinis with keta crème fraîche  
Ginger shrimp rice paper rolls, tamarind sauce *gf*  
Mini lobster and spring pea frittata, smoked crème fraîche *gf* \*\*  
Prawn cocktail Harry's bar sandwich \*\*  
Asparagus tips in bresaola, crostini, light truffle mayonnaise  
Chermoula rubbed lamb fillet, pumpkin hummus on crostini  
Pear, snow pea and goat's cheese wrapped in pata negra *gf* \*  
Peking duck pancakes with hoisin sauce and scallion  
Shredded duck betel leaf roll with nuoc cham and peanuts *gf*  
Harry's bar chicken, celery and walnut sandwich  
Artichoke, truffle and parmesan tart *v*  
Emmenthal profiterole, truffled mushroom and chive cream *v*  
Goat's cheese and confit tomato on oat cookie, salsa verde *v*  
Roasted wild mushrooms and truffle cream puff tart *v*  
Beetroot and goat's cheese cigar, poppy seed dressing *v gf df*  
Truffled artichoke and holy goat's cheese cornet, olive crumbs *v* \*\*  
Vegetarian rice paper rolls, nahm jim *v gf*



*v* – vegetarian *vgn* – vegan *gf* – gluten free *df* – dairy free

# Cocktail

## Hot canapés

Chermoula spiced swordfish, prosciutto and orange dressing *gf* \*\*  
Cuttlefish arancini, moroccan lemon dressing  
Ocean trout and soft herb croemesquis  
Thai spiced crab cake, mango-daikon salsa \*  
Balinese beef satays, coconut chimichurri \*  
Bbq pork and plum spring roll, chilli jam  
Yorkshire pudding, rare roasted beef, onion gravy  
Chilli caramel pork belly, warm caramel and prawn fur *gf* \*\*  
Mini chicken mushroom and leek pie  
Mini lamb pie, minted pea mash  
Sicilian meatballs with puttanesca sauce  
Baby baked potato with heidi gruyere and horseradish *v gf*  
Coriander and corn fritter, chilli caramel *v*  
Crispy fried baby beetroot with mustard crème *v*  
Mini thai style pumpkin, spinach and pinenut pie *v*  
Petit pea, truffle and buffalo mozzarella arancini *v*  
Swiss brown, truffle and grana padano arancini *v* \*  
Warm double baked goat's cheese souffle, hazelnut sauce *v gf*

\*Additional \$1 cost applies to cocktail package price

\*\*Additional \$2 cost applies to cocktail package price

## Bite and bit

Coconut crusted king prawns, green nahm jim  
Paprika king prawn skewer with romesco sauce  
Smoked chorizo and calamari brochette with paprika aioli *gf*  
Banh mi: vietnamese baguette with pulled pork, tangy pickles and sriracha aioli  
Chicken shawarma with sumac pickles and smoky aubergine  
Pulled chicken soft roll with house pickles and buttermilk ranch dressing  
Pulled pork and shrimp tortillas, peanut relish, cucumber and pineapple  
Soft tortillas with shredded david blackmore beef brisket, crispy pickles  
Field mushroom, olive and taleggio pizza *v*  
Goat's cheese, caramelised onion and fire roasted pepper quesadilla *v*  
Haloumi skewer, grilled courgette, cherry tomato and mint gremolata *v*  
Wild mushroom, kale and goat's cheese pizza, truffle oil *v*

## Sliders

Aussie slider: beef, tomato chilli relish, beetroot, cheese, pineapple  
Broadbean falafel slider, house pickles, hummus, labne *v*  
Chicken schnitzel slider with bacon and melted maffra cloth cheddar  
Eggplant parmy slider, greek salad condiment, spicy relish *v*  
House corned beef po boy with american mustard and sauerkraut  
Wagyu beef slider, tomato chilli relish, cheese, lettuce

## Gourmet plates

Beer battered flathead fillets, chips, mushy peas, lemon aioli  
Huon salmon nicoise salad with kipfler crisps and hunter valley olive oil *gf*  
Korean fried chicken with kecap manis aioli and kimchee salad  
Lemon cured ocean trout, crushed potatoes, caper tarragon remoulade *gf*  
Peking honey roasted duck, egg fried rice, hoisin sauce *gf*  
Popcorn shrimp spicy aioli, chilli and nori spice  
Slow cooked atlantic salmon, alouettes potatoes, sauce vierge *gf*  
Sumac crusted beef salad with chilli jam, chickpeas, olives and eggplant *gf*  
Beef masala with coconut rice *gf*

*v – vegetarian   veg – vgn   gf – gluten free   df – dairy free*



# Cocktail

## Gourmet bowls

Bangers and mash: gourmet chipolata, truffle mash, onion gravy *gf*

Beef chilli, chipotle salsa, sour cream and tortilla crisps

Caramelised root vegetable and saffron ravioli, broad beans and rocket *v*

Crispy fried calamari with crunchy slaw and yuzu aioli

Korean style tuna salad, go chan chilli, sesame dressing *gf*

Lamb curry, date and almond pilaf, cumin yoghurt *gf*

Malaysian chicken curry, fragrant rice, peanut sambal and aromatic herbs *gf*

Potato gnocchetti with 4 cheese sauce and olive crumbs *v*

Potato gnocchetti, butternut, garden peas, baby spinach, salsa verde *v*

Soba salad sichuan aubergine, mushrooms, herbs, tamari dressing *v gf*

Truffled mac 'n' cheese

Yellow chicken curry, jasmine rice, cucumber and chilli relish *gf*

Penne marinara with parmesan fur

## Dessert canapés

Brioche doughnuts with lemon curd and lavender sugar \*

Candied fig and pistachio cheesecake

Choc-orange cake pops

Frangelico hazelnut praline macaron *gf*

Frangipane tart with salted green apple

Limoncello meringue tartlet

Macadamia nut rocky road *gf*

Mini peppermint and choc chip cheesecake

Raspberry rosewater macaron *gf*

Triple chocolate gooey brownie

## Cheese platters:

Selection of artisanal cheese platters with quince, lavosh and crackers

\*Additional \$1 cost applies to cocktail package price

\*\*Additional \$2 cost applies to cocktail package price

*v – vegetarian vgn – vegan gf – gluten free df – dairy free*





## Grazing tables

### Oyster bar

Freshly shucked market fresh oysters from Regional NSW (*2 per person*)  
Served with crusty baguette.

### Charcuterie and cheese table

Cured, smoked and salted meats and terrines displayed on large wooden boards:  
Green tomato relish, pickled cipollini onions  
Crusty breads, local cultured butter, aged balsamic vinegar  
Marinated mushrooms, zucchini, aubergine, artichokes, tomatoes  
Buffalo mozzarella, fontina, parmigiano reggiano, brie *v gf*  
Bruschetta, grissini, focaccia *v*

### Glazed ham table

Honey glazed leg bangalow ham, carved at the table:  
mustards, chutney, relishes, piccalilli, gourmet mustards  
Sonoma soft spelt rolls and bagels.

### Cheese table

Display of local artisan cheeses. Served with assorted maison breads, crackers, lavoche, olive bread, house made relishes, candied fruit chutney, fresh fruits and nuts, dried figs, apricots, muscatels.

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## Live action stations

### Seafood raw bar *g/f*

Market fresh seafood and live oysters shucked to order by one of our chefs. Set into ice, the colours and flavours of the freshest possible shellfish, sashimi and oysters make a wow statement at any event. All served with a range of dipping sauces, lemons, limes and condiments: Fresh pacific and Sydney rock oysters, Spencer gulf king prawns, Hiramasa kingfish sashimi.

### Yum cha

Our chefs prepare a range of traditional and modern Chinese street foods from various regions of South East Asia. Steamed and wok fried in front of the guests. Spring rolls, steam buns, hargau, Shanghai dumplings, shrimp wontons, stir fry noodles, chilli caramel pork belly.

### Paelleria

Using finest Bomba rice cooked in large traditional paella pans in front of guests, offering two styles: Traditional Valencian with shrimps, peas, chorizo sausage, chicken and saffron, vegetarian with pumpkin, olives, peas, peppers and eggplant. Served with smoked paprika aioli and fresh lemon.

### Suadero tacos

Reminiscent of the San Francisco street vendors, our chefs prepare a range of tacos in front of you, offering traditional and new versions of this popular snack. We offer four fillings, all served with salsa fresca, guacamole, chimichurri, sour cream, nachos and smoky chipotle sauce: carnitas pork with mexican flavours, smoky barbecue brisket new orleans style, braised vegetable mole with turtle beans, spicy marinated chicken ranchero.

Restrictions may apply.



## Wine and beverage list

### Sparkling Wines

Terra Felix Prosecco (VIC)	35
Redbank Ellora Chardonnay Pinot Noir Vintage 2013 (VIC)	38
Seppelt Salinger Premium Cuvee NV (SA)	42
Paracombe Pinot Noir Chardonnay (SA)	48
Jansz NV Premium Rose (SA)	55
Jansz Vintage Cuvee 2013 (TAS)	85
Pol Roger NV (FRA)	150

### White Wines

Earthworks Eden Valley Riesling (SA)	32
Paracombe Pinot Blanc (SA)	45
Wairau River Sauvignon Blanc (NZ)	45
Giesen Small Batch Chardonnay (NZ)	46
Pizzini Pinot Grigio (VIC)	46
Tomich Single Vineyard Chardonnay (SA)	58
Domaine William Fevre Petit Chablis (FRA)	75

### Red Wines

Bouchard Aine and Fils Rose De France (FRA)	32
Elderton "E Series" Shiraz Cabernet Sauvignon (SA)	32
Twelve Signs Shiraz by Moppity Hill Tops (ACT)	34
Alamos Malbec (ARG)	35
Running With Bulls Tempranillo (SA)	40
Robert Oatley G17 Grenache (SA)	42
Howard Park "Miamup" Cabernet Sauvignon (WA)	46
Opawa Pinot Noir (NZ)	55
Tomich Adelaide Hills Pinot Noir (SA)	58

### Beers and Sundries

Heineken	9
Mt Kosciuszko Pale Ale	9
James Boags Premium Light	6
Apple Thief Pink Lady Cider	9
Traditional Ginger Beer with Fresh Lime and Bitters	5
Lightly Sparkling Water	4
Orange Juice	4
Soft Drinks	4

### Cocktails

Peach Bellini	10
Cranberry Collins	14
Negroni Iced Berry Smash	14
Honeysuckle Daiquiri	16
Mint Julep	15
Apple Martini	14

### Spirits

Johnnie Walker	130
Absolut Vodka	115
Gordon's Gin	120
Jim Beam Bourbon	115

All spirits per bottle and include mixers



## Beverage packages

### Premium

Woodbrook Farm Brut Cuvee  
Woodbrook Farm Sauvignon Blanc  
Woodbrook Farm Cabernet Sauvignon  
Heineken, James Boags Premium Light  
Apple Thief Pink Lady Cider  
Traditional Ginger Beer with Fresh Lime and Bitters  
Lightly Sparkling Water

### Deluxe

#### Sparkling

##### Select One

Sunnycliff Estate Chardonnay Pinot Noir Brut NV  
Redbank Emily Chardonnay Pinot Noir Brut Cuvee

### White

##### Select One

Twelve Signs Sauvignon Blanc  
Redbank Long Paddock Pinot Grigio

### Red

##### Select One

Seppelt 'The Drives' Shiraz  
Kingston Estate Coonawarra Cabernet Sauvignon

### Beer and Cider

Heineken, James Boags Premium Light  
Apple Thief Pink Lady Cider

### Softs

Traditional Ginger Beer with Fresh Lime and Bitters  
Lightly Sparkling Water

### Superior

#### Sparkling

##### Select One

Bunnamagoo Estate Mount Lawson Cuvee NV  
Tahbilk "One Million Cuttings" Chardonnay Pinot Noir NV  
Seppelt "The Drives" Chardonnay Pinot Noir NV

### White

##### Select One

Aramis Vineyards Sauvignon Blanc  
West Cape Howe Pinot Grigio  
Wirra Wirra Chardonnay

### Red

##### Select One

Tomich Adelaide Hills Pinot Noir  
Xanadu "Exmoor" Cabernet Sauvignon  
Aramis Vineyards Shiraz

### Beer and Cider

Heineken, James Boags Premium Light  
Apple Thief Pink Lady Cider

### Softs

Traditional Ginger Beer with Fresh Lime and Bitters  
Lightly Sparkling Water

## Additional information

To Confirm your event at the National Portrait Gallery a deposit will be required to the value of the venue hire or 20% of the confirmed booking which ever is the greater. Your event will not be confirmed until your deposit has been paid.

### Further charges

An additional \$250 per hour may be incurred if your event exceeds the time listed in your contract.

### Tentative bookings

Tentative bookings are held for a period of seven (7) days. After this time, the National Portrait Gallery reserves the right to cancel or replace the booking.

### Food and beverage

The Fresh Collective has been awarded the licence to provide the Gallery's catering and cafe services.

### Audio visual

The Terrace Room equipment includes a screen, data projector, lectern with microphone, cordless and lapel microphones, flipchart and electronic whiteboard. All presentations are to be supplied on a thumb drive and the National Portrait Gallery laptop will be utilised. No other laptop equipment is to be used. There is no audio visual equipment included in the hire of the Gordon Darling Hall. This equipment will need to be hired. The Gallery cannot supply technical support for any equipment other than that supplied by the Gallery.

### Other equipment

Other equipment required may be supplied by you or hired. Please ensure all electrical equipment entering the Gallery has been tagged and tested within the last 12 months. If testing is not up-to-date, the equipment will not be permitted to be used.

### Privacy clause

The information you are asked to provide to the National Portrait Gallery is personal information and is protected by the Privacy Act 1988. This information is collected to manage your event booking. The details remain on a database and the Gallery will not disclose this information to other parties other than in accordance with the Privacy Act 1988.

### Risk assessment

All equipment brought in for a function must be discussed with the Sales Events Manager prior to the function. Depending on your event requirements it may be subjected to a risk assessment prior to confirmation

### The risk assessment

Will require the client's signature to acknowledge and manage the risk and must be received fourteen (14) days prior to the event.

### Photography policy

Photographs may be taken with hand-held devices, in non-restricted gallery spaces for personal use. Flash photography is not allowed, nor is the use of tripods or monopoles. Please observe photography restrictions where labelled. Photography is allowed in the Terrace Rooms, Gordon Darling Hall, the Tim Fairfax Forecourt and Liangis Theatre and any of the service areas such as Portrait Café and The Curatoreum. Photography is also allowed outside the building in the garden and precinct.

### Decorations

Candles, sparklers, incense, confetti and table scatters are not permitted inside the National Portrait Gallery. All flowers must be delivered to Loading Bay 2 for insecticide spraying.

### Security and cleaning

Venue charges include security and cleaning costs.

### Deliveries

Please ensure all deliveries, including décor and entertainment, are made to Loading Bay 2. Security and entry to Loading Bay 2 is available seven (7) days a week from 8am – 60pm. Security can be contacted on 02 6102 7178. All goods should be collected the day after the function. Goods not collected will be discarded.

### Opening hours

The National Portrait Gallery is open every day except Christmas Day. The Gallery opens to the public at 10am and closes at 5pm. Please be aware that if you are planning a function within these times you may be required to share some common areas with the public. For functions outside these times, the spaces will be exclusive to your guests.

### Parking

The Gallery's underground carpark can be accessed from Parkes Place that is off King Edward Terrace. The car park is open 7 days per week and there are 150 car spaces and of course parking spaces for people with mobility difficulties are provided in the carpark close to the public access lifts. Paid parking applies 7 days a week, excluding weekends and public holidays. Visitors can pay for parking at the pay stations in the basement lift lobby or at the boom gate. Cash, Visa and

Mastercard payments are accepted.

Credit card payment can be made at the exit boom gate. Venue hire delegates parking all day are entitled to a discounted rate. Clients may organise to have their guests parking added to their final invoice. There is a pick-up and set-down space in front of the Gallery on King Edward Terrace near the main entry for buses and VIP drop off.

### Electrical equipment

The ACT Occupational Health and Safety Act 1989 places a duty of care to provide a safe workplace. To meet the duty of care it is necessary to ensure that risk of injury from electric shock and uncontrolled fire for all people at the National Portrait Gallery is reduced as far as is reasonably practicable. A method of achieving this duty is by testing and tagging electrical equipment, and implementing procedures for use of electrical equipment. Therefore please ensure all electrical equipment coming into the Gallery has been tagged and tested within the last twelve (12) months. If testing is not up to date, it will not be permitted to be used.

# Terms and conditions

Please see below a list of terms and conditions for the provision of venue hire at the National Portrait Gallery. Understanding these guidelines enables both parties to produce a successful event.

## 1. Basis of agreement

Any agreement made for the use of the National Portrait Gallery of Australia (abn 54 742 771 196) (NPGA) facilities between the User and the NPGA. These conditions are an integral part of the Agreement. The User will also comply with any further conditions, which are set out in any letterform from the NPGA prior to the event being held.

## 2. Advertising

All advertising and promotional material associated with the proposed event that refers to the NPGA must be approved by the NPGA prior to the release. The NPGA logo is not to be used without approval of the NPGA. No commercial advertising signs, boarding, banners or the like are permitted to be erected in a public area within the NPGA premises or its precinct without prior approval.

## 3. Access

Access to the building by the User is restricted to those areas approved for the specific event. A nominated representative of the NPGA shall have access at all times to any areas being used for an approved event. The NPGA reserves the right to refuse entry to the NPGA to any individual attending the event.

## 4. Conduct of events

The User shall conduct an event in an orderly manner, in accordance with relevant laws, in compliance with any instructions issued by NPGA and vacate the NPGA by the end of the

event. The NPGA or its representative reserves the right to remove any person who does not comply with these instructions. The User shall nominate a person who is responsible and held liable for the conduct of those attending the events. The User must remove all goods and materials promptly on completion of the event and leave the NPGA premises clean and tidy unless prior arrangements have been arranged.

## 5. Protection of works of art and fabrics

Special precautions will be required for the protection of works of art and building fabric. All Users will be advised of such precautions and are required to co-operate in implementing them.

## 6. Public areas

Where events are held in areas normally open to the public, the User must clear the areas of all temporary installations, immediately following the event, so as to allow public access to be restored as soon as possible.

## 7. Smoking

Smoking is prohibited at all NPGA facilities including entrances to the building, car parks and surrounds.

## 8. Private viewings

A private viewing of the NPGA permanent collections or temporary exhibitions must be arranged two (2) weeks prior to the event date. A private viewing is generally for one (1) hour only. The User must pay to the NPGA all private viewing costs and any additional exhibition entry fees. Private viewings on Public Holidays will incur a 25% surcharge.

## 9. Catered events

Catering is restricted in gallery spaces. Catering is required for all evening events and events in the Terrace Rooms. Where catering is required, the User is required to use the services provided by NPGA's contracted caterer, The Fresh Collective. You will be invoiced by The Fresh Collective. If you wish to use an alternative caterer, including self-catering, written permission is required by The Fresh Collective and Gallery management.

## 10. Exhibitions and other events

1) For all exhibitions and stage set-ups produced by outside contractors, plans and power requirements must be approved by the NPGA a minimum of fourteen (14) days prior to the event.  
2) The NPGA does not permit anything to be attached or fixed onto or into the walls.

## 11. Rigging

Events involving the construction of rigging or staging not provided to the User by the NPGA must be coordinated through a staging contractor approved by the NPGA. Rigging must be approved by the NPGA fourteen (14) days prior to the event.

## 12. Force majeure

Performance of this Agreement is contingent upon the NPGA not being wholly or partially prevented, restrained, obstructed or delayed from making arrangements associated with the event due to factors beyond its control, including but not limited to industrial action, accidents, Government (Federal, State or Local) requisitions, or restrictions on travel, transport, food and beverage supply. In no event shall the NPGA be liable for

the loss of profit, or for consequential damages, whether based on breach of contract, warranty or otherwise.

## 13. Responsibility for loss or damage

1) The User is liable for and indemnifies the NPGA from and against all actions, claims, demands, losses, damages and expenses for which the NPGA shall or may become liable or suffer in respect of:  
a) Damage to artworks or other property of the NPGA arising out of or in the course of the event except to the extent that such damage arises from the negligence or default of the NPGA;  
b) Injury to or death of any person arising out of or in the course of the event except to the extent that it arises from the negligence or default of the NPGA;  
c) The breach of any law arising out of in the course of the event;  
d) Any infringement or breach by the User of any copyright, performing right or other protected right in relation to the event; or  
e) Any breach of this agreement by the User;  
2) The NPGA accepts no responsibility for any loss or damage to the property of the User or third party whether on premises or left on the Premises prior to, during or after event.

## 14. Confirmation

To Confirm your event at the National Portrait Gallery a deposit will be required to the value of the venue hire or 20% of the confirmed booking whichever is the greater. Your event will not be confirmed until your deposit has been paid.

## 15. Cancellations

You may cancel up to 3 months prior to your event and your deposit will be refunded. Deposits will only be refunded after 3 months prior to your event if another booking is secured on the date of your booking. Cancellation within 30 days of the date of your function will incur a fee of 25% of the quoted charges. Cancellation within 7 days of the date of your function will incur a fee of 100% of the quoted charges. Cancellation due to imposed Covid restrictions within 7 days of your event may incur costs of food and labour only.

## 16. Payment

When final numbers have been confirmed 4 days prior to your event, your invoice will be sent. Full payment is required prior to the event date. Any variation to our payment terms will need to be approved in writing by The Fresh Collective accounts department at the time you confirm your event. Any additional costs will be invoiced the next business day after your event and payment is required within 7 days.

THE FRESH  
COLLECTIVE