

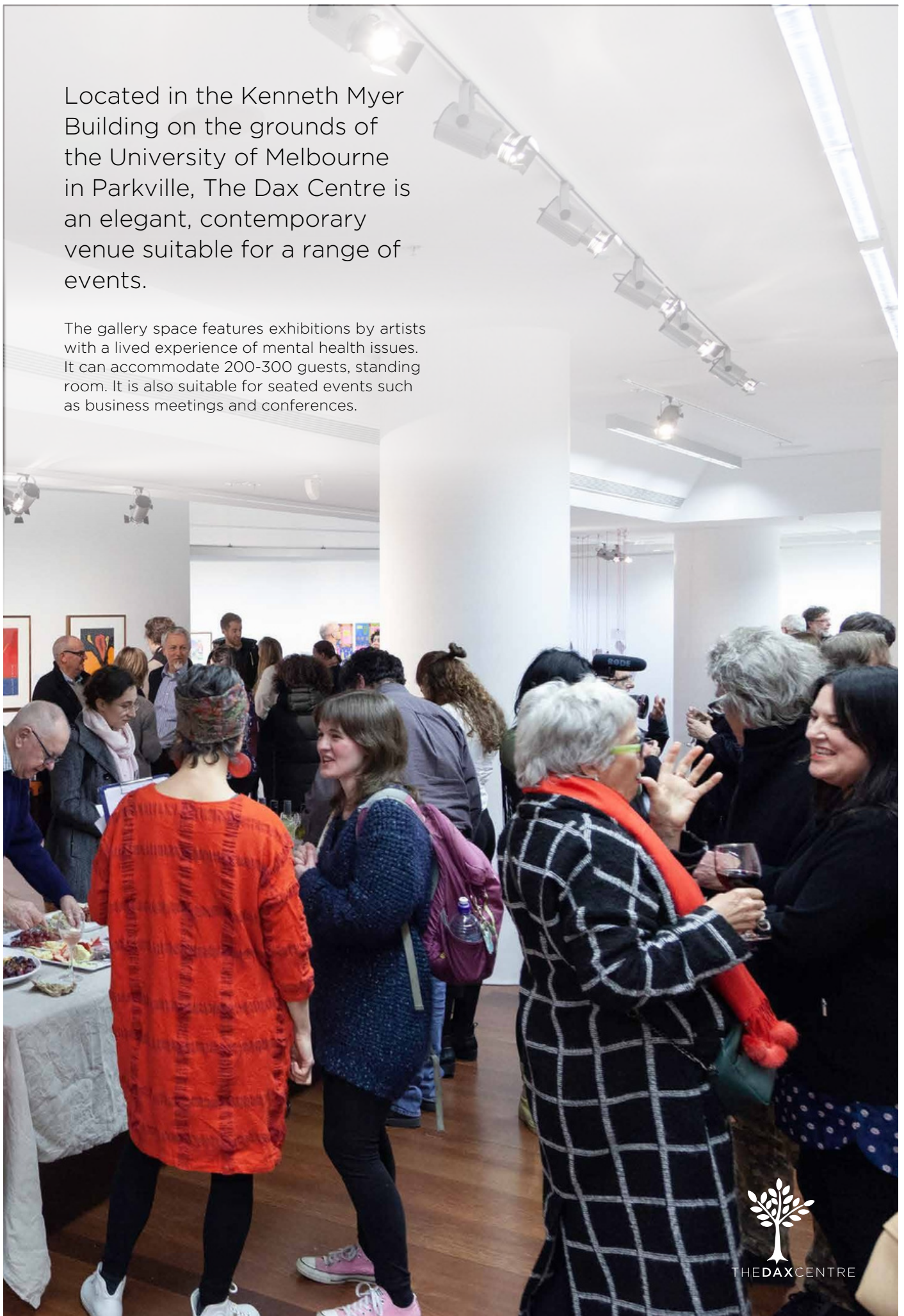


THE DAX CENTRE

VENUE HIRE

Located in the Kenneth Myer Building on the grounds of the University of Melbourne in Parkville, The Dax Centre is an elegant, contemporary venue suitable for a range of events.

The gallery space features exhibitions by artists with a lived experience of mental health issues. It can accommodate 200-300 guests, standing room. It is also suitable for seated events such as business meetings and conferences.



THE DAX CENTRE

AVAILABILITY

Available 5 days a week Monday – Friday, 9am - 5pm.

Weekends and extended hours may be available upon request.

Please note that availability is dependent on The Dax Centre's education programs, exhibition and event scheduling.



VENUE HIRE RATES

Venue	Capacity	Half Day Rate Weekdays 9am-5pm 4 hours or less	Full Day Rate Weekdays 9am-5pm	Evening Rate Mon-Thurs 5pm-9pm	Weekend Rate Fri-Sun Evening Sat-Sun Full Day
Gallery	200-300 (standing)	\$650	\$1000	\$850	\$1500
Boardroom	10-12 (seated)	\$400	\$800	N/A	N/A

(The above rates are GST exclusive)

Hire rates include a minimum of one staff member to be available during the hire period to assist with any set up required and manage any questions on the day.

Please note public holiday rates are available upon request.

Auditorium space for up to 250 people available in conjunction with a Gallery booking, pricing and availability upon request.



INCLUDED IN VENUE HIRE

Gallery

- Lighting
- Limited tables and chairs are available and can be configured as requested, please contact us to discuss your needs
- Staff member available on site during your event
- Wireless microphone and speakers

Boardroom:

- Natural light
- Data projector and screen
- 2 x whiteboards
- Boardroom table and up to twelve chairs
(Can be set up theatre style, suitable for small seminars)

Additional Costs:

- A bond of \$300 may be requested upon booking
- After hours IT support can be provided at an additional cost
- A cleaning fee may be charged depending on the planned use of the gallery, for example for an evening function where alcohol and food are served a cleaning fee may be added to the hire rates

CATERING

We can recommend several local caterers should you require, please contact us to discuss.

TRANSPORT

The Dax Centre is just 10 minutes from Melbourne CBD and is accessible by tram, car, bike or walking.

Tram

- Tram number 19 stops outside the Kenneth Myer Building on Royal Parade

Car

- Limited paid parking is available below the Kenneth Myer Building. Hours are Monday to Sunday 6am to 10pm.
- Fees and charges are Monday to Friday \$12.50 for 4 hours or \$25.00 for all day and a flat rate of \$8.00 after 5pm on Monday to Friday and Saturday and Sundays.

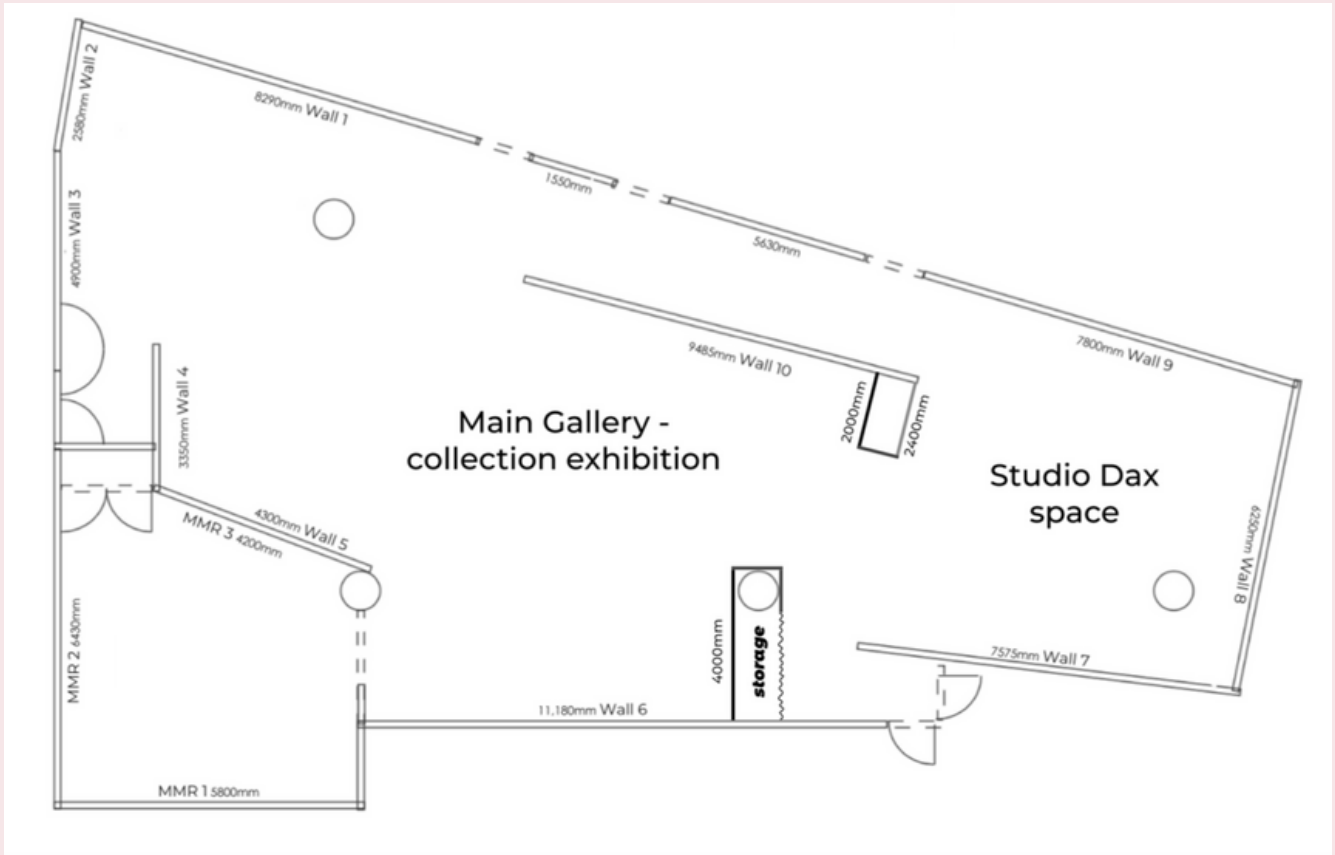
Bike

- There are ample bike racks just outside the side entrance to The Dax Centre on Genetics Lane (this runs alongside the Kenneth Myer Building)

Walking

- The Dax Centre is a 15-20 minute walk from Melbourne CBD

THE DAX CENTRE GALLERY FLOOR PLAN



GALLERY TOURS

We can provide a guided tour of our current exhibitions as part of your event. Learn about the artworks and artists' stories, the history of The Dax Centre and the heritage listed Cunningham Dax Collection. Our 45 minute guided tours are charged at \$150 as part of an event and custom tours are available. Please speak to us about your needs.



ACCESSIBILITY

The Kenneth Myer Building and The Dax Centre Gallery are accessible by wheelchair. Please contact us for any specific accessibility questions or requirements.



THE DAX CENTRE VENUE HIRE BOOKING FORM

PART A - HIRER DETAILS

First Name _____

Surname _____

Organisation Name _____

Address _____

Suburb _____

State _____ Postcode _____

Email _____

Phone _____

PART B - DEPOSIT

1. A Deposit invoice of 50% of the total cost of the venue hire booking amount will be issued to secure your booking.

Invoice contact name _____

Contact email _____

Contact phone number _____

Booking Contact:

info@daxcentre.org

Please complete and return the booking form to begin the booking confirmation. We will then send an invoice for 50% of the total cost of the venue hire.

Your booking will be confirmed when we have both the completed booking form and payment of the 50% deposit.

The remaining 50% of your venue hire amount will be due two weeks prior to your event.



THE DAX CENTRE

PART C - INSURANCE - COMPULSORY

2. I have a current Public Liability Insurance certificate. Yes No
(Please attach a copy as part of this request)

PART D - FUNCTION DETAILS

3. AREAS OF USE:

- Gallery
- Boardroom
- Auditorium

	Date	Start time	Finish time
4. Set Up	_____	_____	_____
5. Function	_____	_____	_____
6. Pack Down	_____	_____	_____
7. Vacate	_____	_____	_____

8. Please provide names of 1-2 contacts who will be present on the day and be able to communicate with The Dax Centre staff:

Name 1 _____

Contact Number _____

Name 2 _____

Contact Number _____

9. Number of people attending? _____

10. Type of function:

- Community Event
- Meeting
- Fundraiser
- Training
- Conference
- Dinner
- Other _____

11. Will the applicant (or anyone on their behalf) be providing food or drinks at the function? Yes No

12. Will alcohol be provided at the event/function? Yes No

13. Will your function attract any media? Yes No

PART F - REQUIREMENTS AND USAGE

14. How many tables do you require? _____

15. How many chairs do you require? _____

16. Do you require a microphone? Yes No

Please provide details of event setup including tables and chairs on attached gallery floor plan.

PART G - DECLARATION

I am over the age of 18 years and agree that the above information is true and correct and the booking is tentative until confirmed by The Dax Centre in writing.

Signature _____

Date / /

Name (please print) _____

