
Event/Function Information

The Olsen Irwin Gallery is the ideal venue for hosting corporate and private functions. The gallery space is an important cultural destination in Sydney, that can accommodate a wide range of events including media and product launches, corporate lunches, as well as art and cultural fundraisers.

The Facts

	Cocktails	Seated	Size
Ground Floor	200	approx.50	150m ²
Level One	200	approx.50	150m ²
BOTH	400	approx.100	300m ²

Please note functions take place with current exhibitions in place. The removal of works and rehangings will incur extra charges. Please enquire for further information.

Included in gallery function hire is the use of our already in place amenities.

Facilities include:

- PA system, projector & microphones
- Specialised Track Lighting system
- Industrial dishwasher
- Tressles, plinths and other general fixtures
- Kitchen and catering areas
- Bathroom facilities

To assist with your function, we are pleased to recommend certain preferred caterers each of whom is available to design menus according to your event

Terms & Conditions

Our staff at Olsen Irwin Gallery wish to ensure that your function needs are met in every way and to allow a smooth transaction in the hiring of the gallery space we wish to point out the following guidelines.

Areas covered

The gallery has year round exhibitions held on both floors. Please be aware of how this may affect your potential function.

Ordes and quotes

Please email us detailing the function outline and space required and a quote will be created based on the approximate numbers given.

Bump in/out

So there is no disruption to the running of the gallery please ensure the bump in and bump out of the function is pre-organised with gallery staff.

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TEL + 61 2 9327 3922

OLSENGALLERY.COM

Damage to Items

Any damages sustained to any items of the gallery in the duration of the function, bump in and bump out is at the responsibility of the hirer. The hirer is liable for the replacement of any items that may be damaged or go 'missing' from the gallery during the function. Costs involved are calculated on replacement value.

Payment Methods

We accept payment via bank deposit, cash or cheque.

Technical Support

The gallery does not have on site AV staff so if the hirer requires the use of gallery AV system please advise total requirements at least one week before the event to avoid unnecessary hire costs incurred if the gallery is unable to meet your specific needs.

Additional Support

Please note, whilst the gallery wishes to entail a positive hire experience by all, additional costs may incur should the gallery feel the hire compromises certain gallery activities. Please note any changes to the gallery space (moving of furniture, any outside materials brought in etc) must be approved by gallery director prior to event.

PLEASE NOTE:

Enquiries will not be classed as a CONFIRMED BOOKING until an invoice has been issued and a 50% deposit has been received one week prior to the event.

Please provide the gallery with as much information about your function well in advance so we will be able to greater assist you in creating a wonderful function.

For further information on contact the Gallery on +61 2 9327 3922 or email - info@olsengallery.com

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