

ARTS

AINSLIE + GORMAN

CENTRES



Welcome

Thank you for thinking of Ainslie and Gorman Arts Centres for your wedding day.

Ainslie and Gorman Arts Centres reside on beautiful Ngunnawal Country.

Our heritage-listed arts centre, with classically Canberra architecture, is just a stones throw away from the CBD but feels a world away.

Whether it's an intimate party with a few of your closest friends or a large celebration, we understand that your wedding day is special. Allow our experienced staff to support you to create your own signature style and guide you through the planning process. We will work closely with you to ensure that all your wedding dreams are fulfilled.

Ainslie and Gorman Arts Centres are proud to stand with Canberra's LGBTIQ+ community and we look forward to welcoming you at our arts centre.

For enquiries contact our Weddings and Events Team via venues@ainslieandgorman.com.au | 02 6182 0046

Front cover image: All Grown Up Photography



OUR SPACES

Ainslie Main Hall

Located within the music hub at the historic Ainslie Arts Centre, the Ainslie Main Hall is a beautiful and spacious venue with high ceilings and abundant natural light. Fairy lights crisscross the ceiling of the Ainslie Main Hall to bring a touch of starlight indoors.

Function Room

The Function Room adjoins the Ainslie Main Hall and offers a wonderful space for the bar, a tea & coffee station or a quieter area for grandparents and children. Perfect for extending the venue for larger events or for small and intimate occasions.

CAPACITY	SEATED CEREMONY	STANDING CEREMONY/ COCKTAIL RECEPTION	BANQUET RECEPTION
AINSLIE MAIN HALL	120	200	150
FUNCTION ROOM		50	



THE CEREMONY

Host your ceremony in the Ainslie Main Hall; a space which boasts high ceilings, leafy outlooks and old-world elegance. Release yourself from the stress of watching the weather forecasts and enjoy this beautiful indoors venue which connects you to the outside.

Wedding ceremonies include:

- Dedicated staff to guide you throughout the planning process
- Venue hire for three hours (includes set up, ceremony and pack down)
- Up to 100 wedding ceremony chairs (extra chairs available at an additional cost)
- Signing table and two chairs
- Experienced Duty Manager to oversee the event
- Set up and pack down of A+G furniture for your ceremony

Cost

Ainslie Main Hall Ceremony

Peak season September - April: \$1375

Off-Peak May - August: \$1250



Credit: Keepsakephoto by the Keefes
Styling: Pia + Jade

THE CEREMONY

If you would like to linger a little longer after your ceremony, enjoy a Sparkling Ceremony Package upgrade.

Sparkling Ceremony Package

- Local sparkling wine
- An extra hour to mingle with your guests
- Professional bar staff
- Serving table with white linen
- Up to 100 champagne flutes
- Lemonade for a non-alcoholic sparkling option
- Water dispenser filled with chilled water

Cost

\$15 per person

Minimum 50 guests





THE RECEPTION

Filled with heritage, character and creativity, Ainslie Arts Centre provides a perfect backdrop for any wedding reception, small or large. Bring your own style to your event by decorating the venue your way. Speak to our staff for options.

Daytime Receptions

Daytime receptions are perfect for a relaxed event and a wonderful option for families with young children.

For a daytime reception, the venue will be available to you from 8:30am for set up, through to 8pm by which time everything should be packed down.

Daytime receptions at Ainslie Arts Centre include:

- Dedicated staff to guide you throughout the planning process
- Event time of 12pm to 5pm (indicative)
- Venue hire for 11.5 hours (includes set up, reception and pack down)
- An experienced Duty Manager to oversee the event and liaise with your suppliers
- Set up and pack down of A+G furniture for the event
- Access to available power

Speak to us about a beverage package to suit your event.

Cost

Ainslie Main Hall Daytime Reception

Peak season September - April: \$2,200

Off-peak May - August: \$2,020

THE RECEPTION

Evening Receptions

For an evening reception, the venue will be available to you from 8:30am to 11pm and from 8:30am to 12:30pm the following day for pack down.

Evening receptions at Ainslie Arts Centre include:

- Dedicated staff to guide you throughout the planning process
- Event time of 5:30pm to 10:30pm (indicative)
- Venue hire for 14.5 hours on the day (includes set up and the event)
- Venue hire for four hours the following morning for pack down
- An experienced Duty Manager to oversee the event and liaise with your suppliers
- Set up and pack down of A+G furniture for the event
- Fairy lights crisscrossing the Ainslie Main Hall ceiling
- Access to available power

Speak to us about a beverage package to suit your event.

Cost

Ainslie Main Hall Evening Reception

Peak season September - April: \$3,120

Off-peak May - August: \$2,850



BEVERAGE PACKAGES

Let us serve you with a delightful selection of locally produced wines and beers. This carefully curated choice showcases the peak of beverages produced in the Canberra Region. Our staff will ensure that all elements of the bar will be looked after for your reception.

Silver Package

Collector Wines

Summer Swarm Fiano
Marked Tree Red Shiraz

Pricing*

Up to 4 hours - \$60
Up to 5 hours - \$70
Up to 6 hours - \$80

Capital Brewing Beer

Summit Session Ale
Trail Pale Ale
Coast Ale

*per person
Minimum 50 guests

We provide a range of non-alcoholic options

Gold Package

Collector Wines

Summer Swarm Fiano
Tiger Tiger Chardonnay
Shoreline Sangiovese Rosé
Reserve Shiraz

Pricing*

Up to 4 hours - \$70
Up to 5 hours - \$80
Up to 6 hours - \$90

*per person
Minimum 50 guests

Capital Brewing Beer

Summit Session Ale
Trail Pale Ale
Coast Ale
Hang Loose Juice Neipa
Special Release

We provide a range of non-alcoholic options



DETAILS

A few finer details about your wedding with us.

DECORATIONS

The venues at Ainslie and Gorman Arts Centres are hired unfurnished, apart from their heritage charm. Decorations and other items can be used but must not be attached to the buildings or fixed structures due to heritage restrictions. No nails, staples, tape, bluetac etc. may be used to affix items to any part of the building or surrounds. All decorations are to be removed post event. If you are unsure, please speak with the Weddings and Events Team in advance. Ainslie and Gorman Arts Centres has the right to remove decorations if they do not comply with our rules. Naked flames including candles and sparklers, smoke machine, and other smoke producing products are not permitted on site. Any lights including fairy lights must be LED, and any electronic devices, cords and power boards are to be tested and tagged prior to the event.

Confetti, glitter and rice are not permitted on site. Petals may be used at the ceremony.

DUTY MANAGER

The Ainslie and Gorman Arts Centres Duty Manager assigned to your wedding day is there to assist in any venue related matter and will be available to respond to queries throughout the duration of the hire. They will be on hand to ensure you enjoy your day and act as a safety officer in line with public liability and workplace health and safety obligations. However the Duty Manager cannot wait on guests.

FURNITURE AND EQUIPMENT

Ainslie and Gorman Arts Centres will provide chairs for wedding ceremonies, as well as the signing table. We have chairs and trestle tables available for hire for the reception but any other furniture will need to be independently sourced. All electronic devices, cords and power boards are to be tested and tagged prior to the event.

PAYMENT AND CANCELLATION

Once the dates are confirmed, a non-refundable deposit of 20% of the total fee is payable. The outstanding amount invoiced is due four weeks prior to your big day. If additional staff hours and/or resources are required which were not previously invoiced, a final invoice will be generated post-event.

If, for whatever reason, you need to cancel your event, this needs to be done in writing at least ten (10) working days before the scheduled commencement of the hiring period. Any pre-payment, minus the non-refundable deposit, will be refunded. If cancellation is made within ten (10) working days of the event, full payment remains due.

LICENSING

Ainslie and Gorman Arts Centres holds a liquor license and are required to comply with the Liquor Act 2010, including Responsible Service of Alcohol. Please speak to the Weddings and Events Team about your options.

SMOKING

Ainslie and Gorman Arts Centres are completely smoke-free, inside and outside.

TIMING

Ainslie Arts Centre is located in residential areas. In order to comply with noise restrictions, all events must conclude by 11pm.

ANIMALS

Guide and companion animals are welcome at both centres, however unfortunately we can't allow pets or other animals on the premises.

FILMING AND PHOTOGRAPHY

Typically photography and recording on site is only permitted with the approval of Ainslie and Gorman Arts Centres management however we understand that on your wedding day you will have photographers. We just ask that you respect the other people using the Centres and their wish to not be recorded.

CLEANING AND WASTE

Ainslie and Gorman Arts Centres have a cleaning company on contract who will do a final clean of the venue after your event. The cost of this has been factored into your agreed package.

All rented furniture and items, decorations, food, waste, etc. must be removed from the premises within the stated hire period. This needs to be done before final cleaning can commence.

GETTING THERE

Ainslie Arts Centre is in Braddon and is accessible by public transport. To find the best route, call Transport Canberra on 13 17 10 or visit www.transport.act.gov.au. On weekends and public holidays, there is free and accessible parking. Ainslie Arts Centre is located less than 10 minutes from Canberra's civic centre and the Braddon retail precinct.

ACCESSIBILITY

Ainslie Arts Centre is a wholly accessible venue. If you have specific accessibility needs, please speak with the Wedding and Events Team.

TERMS AND CONDITIONS APPLY

SUPPLIER LIST

We highly recommend
the following suppliers

PHOTOGRAPHERS

We recommend all the photographers showcased in our brochure.

FLOWERS

Moxom and Whitney

Bright and cheery or soft and pastel—fresh, seasonal blooms are gathered together to maximise their beauty through texture, scent, colour and species.

0477 888 805 | shop@moxomandwhitney.com.au | moxomandwhitney.com.au

Laurel and Lace

Beautiful and organic, soft and pretty floral style; specialising in romantic floor to ceiling event styling.

0423 311 909 | laurelandlace@outlook.com | laurelandlace.com.au

Peony N' Pearl

Breath-taking florals, alight with imagination. Bouquets, flowercrowns and floral styling to adorn your special day.

0422 699 339 | hello@peonynpearl.com.au | peonynpearl.com.au

CELEBRANTS

Steph Slater

Nothing will perk up her ears quite like talking weddings – except maybe babies or puppies! Down to earth ceremonies for down to earth people.

0431 481 749 | hello@stephanieslater.com.au | stephanieslater.com.au

Julie Rattenbury

Fun and relaxed, romantic and intimate, or something in-between.

0402 703 310 | jules@julierattenbury-canberracelebrant.com | julierattenbury-canberracelebrant.com

MUSIC

Chicago Charles

Solo acoustic musician, duo, band and/or DJ services, and he even has a photobooth for hire!

0424 143 554 | chicagocharles@gmail.com | chicagocharles.com.au

Marty K Music

Fresh and dynamic, covering all decades and genres from folk through to R&B.

0413 230 310 | martykcanberra@gmail.com | martykmusic.com

EQUIPMENT HIRE

YES

Supplying not just chairs and tables, but also styling packages from classic to rustic aesthetics.

1800 096 634 | yesevents@yescanberra.com.au | youreventsolution.com.au

The Propsmith

Pick and choose everything from photo booth props to decor to furniture hire.

0417 557 532 | hello@thepropsmith.com.au | thepropsmith.com.au

SUPPLIER LIST

We highly recommend
the following suppliers

CATERERS

Mr. Papa Peruvian Street Food

It always feels like a party since there's so much flavour happening in every bite.

0414 301 952 | hola@mrpapa.com.au | mrpapa.com.au

Top Gun Catering

High-flying food, catering to all needs and styles.

6247 7186 | orders@topguncatering.com.au | topguncatering.com.au

Capital Woodfired Pizza

Authentic woodfired pizza that comes to you.

0410 815 776 | info@capitalwoodfiredpizza.com.au | capitalwoodfiredpizza.com.au

CAKES + DESSERTS

Mellabella

Handcrafted gelato & sorbet served from a beautiful vintage style cart.

0432 323 982 | events@mellabella.com.au | mellabella.com.au

La Ombre Creations

One stop shop for stunning and uniquely designed cakes and desserts.

0421 087 873 | laombre.c@gmail.com | laombrecreations.com.au

Sweet Bones Bakery

Sweet Bones is an organic vegan bakery specialising in whole foods with a rustic feeling and inventiveness.

0413 067 890 | hello@sweetbonescompany.com | sweetbonescompany.com



CHECKLIST

FIRST THINGS FIRST

- ☐ Set the date, however have a couple of alternative dates in mind

YOU HAVE A DATE

- ☐ Determine the style of your wedding and the atmosphere you want on the day
- ☐ Book venues for both your ceremony and reception. If you are planning an outdoor event, make sure you have a wet weather alternative, just in case
- ☐ Book a caterer
- ☐ Book the celebrant or chaplain
- ☐ Book a photographer

6 MONTHS OUT

- ☐ If you need to hire any equipment for the day, book whatever you need now. Inform your venue of when equipment will be brought in and removed
- ☐ Book the florist for your bouquets, buttonholes, corsages, flower crowns and decorations
*discuss styling options with the Wedding and Events Team
- ☐ Book music for both ceremony and reception
- ☐ Order a cake
- ☐ Book your wedding transport

3 MONTHS TO GO

- ☐ Finalise the guest list

2 MONTHS BEFORE

- ☐ File 'Notice of Intended Marriage' with your celebrant or chaplain at least one month and one day prior to the wedding date

4 WEEKS TO THE BIG DAY

- ☐ Confirm transport and pick up times
- ☐ Confirm flower order and delivery time
- ☐ Confirm music
- ☐ Confirm photographer
- ☐ Confirm cake delivery time
- ☐ Notify the Wedding and Events Team of contact names and numbers for each supplier, as well as their arrival time
- ☐ Order a cake knife
- ☐ Organise place cards for the tables (have them in order of table setting for an easier set up)
- ☐ Notify your caterer and the venue of the final guest count
- ☐ Compile a run order for the day so everyone involved knows what's going to happen

1 WEEK AWAY

- ☐ Have a full rehearsal of the ceremony at the location if possible
- ☐ Re-confirm details with the venue

NOTES

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