



Ainslie+Gorman Venue Hire FAQ's

Key Information

How do I book a venue?

1. Either email our venue hire team at enquiry@ainslieandgorman.com.au with a detailed description of your needs; or complete our **Venue Hire Enquiry Form**.
2. View venue (optional).
3. Review and accept the quote provided.
4. Sign a Venue Hire Agreement.
5. Provide a copy of your Public Liability Insurance (minimum coverage of \$20,000,000 is required). We cannot confirm your booking without this.
6. Complete an in-person venue hire and security induction and collect keys during our office hours of 10:00 am to 4:30 pm, Monday to Friday.
7. Pay the venue hire invoice in full, 7 days prior to your hire.

Where are you located?

Ainslie+Gorman comprises two separate heritage-listed arts centres in Braddon, ACT:

- Ainslie Arts Centre: 30 Elouera Street, Braddon ACT, 3 blocks from Lonsdale St.
- Gorman Arts Centre: 55 Ainslie Avenue, Braddon ACT, one 500m-block from the Canberra Centre Mall.

When are your spaces available for hire?

Spaces are available for hire from 8:30 am to 11:30 pm, Monday through Sunday. Our staff are onsite from our office hours of 10:00 am to 4:30 pm, Monday to Friday.

Hires outside these hours require a pre-event in-person induction during office hours.

Can I visit the spaces before booking?

Yes, venue tours are available within our office hours of 10:00 am to 4:30 pm, Monday to Friday. Please get in touch to schedule a visit via enquiry@ainslieandgorman.com.au or 02 6182 0000.



Is there parking available?

Yes, both Ainslie and Gorman offer limited free onsite parking in marked bays, with free and paid off-site options nearby. More detailed information can be found via our [Car Park Policy](#).

Are there any house rules?

Yes, as caretakers of public heritage-listed facilities, we enforce several house rules:

- No smoking on the premises.
- All electrical equipment must have current test-and-tag certification.
- No naked flames, candles, sparklers or fire twirling allowed.
- Pets are not permitted, except for registered service animals.
- Venues must be returned to their original condition post-hire to avoid cleaning fees.
- If working at heights above 2 meters, a Working at Heights certificate is required.

Are we a match?

What types of events are suitable for hire?

We provide spaces for arts and community-related activities. We do not accommodate private events such as birthday parties.

Are your spaces accessible?

Accessibility varies by space. All spaces at Ainslie Arts Centre are on the ground level with ramp access and a push-button main entrance. At Gorman Arts Centre, all spaces are ground-level but do not have push-button door access. Please contact our staff for detailed information on specific spaces.

Can I serve alcohol and soft drinks at my event?

Yes, with prior written permission from A+G. You must provide RSA certificates for bar staff and a liquor management plan. A liquor permit from Access Canberra may be required. Note: A+G does not provide drinkware or bar services.

Is catering allowed?

While A+G does not provide catering, hirers can arrange their own. We recommend coordinating with our staff who can also suggest caterers. Note: please ensure all food waste is properly disposed of to avoid additional cleaning fees.



Do you offer marketing support?

Yes. If your event is open to the public and appropriate to advertise, we can display it on our website's event page and include it in our monthly newsletter by filling out our **Event Marketing Form**. Tagging us on social media also gives us permission to share your event.

Cost

What's included in my hire?

Each space includes standard amenities which can be viewed in detail on our website's **Venue Hire** page or via our Venue Hire Spec sheet. Additional resources, such as extra tables and chairs, are subject to availability and must be discussed with A+G staff.

What other costs may be incurred?

Additional charges may include:

- A+G staff or management fees.*
- Cleaning and waste collection fees.
- Out-of-office hours inductions or call-out assistance fees.
- Additional resource or furniture removal fees.
- Charges for lost keys or damaged resources.
- Security fees.
- Excess site tours or additional venue inductions.

*Most hires don't require staffing, however based on the size and scope of your event, A+G staff may be required to assist.

What if I need to cancel my booking?

Cancellations must be communicated in writing at least 7 days prior to the event. Cancellations within 7 days will incur full charges. Refunds or credits are available for cancellations made more than 7 days before the event.

Do you offer discounts?

Yes. Discounts are available for not-for-profit organisations, artists, arts-related activities and A+G resident artists.