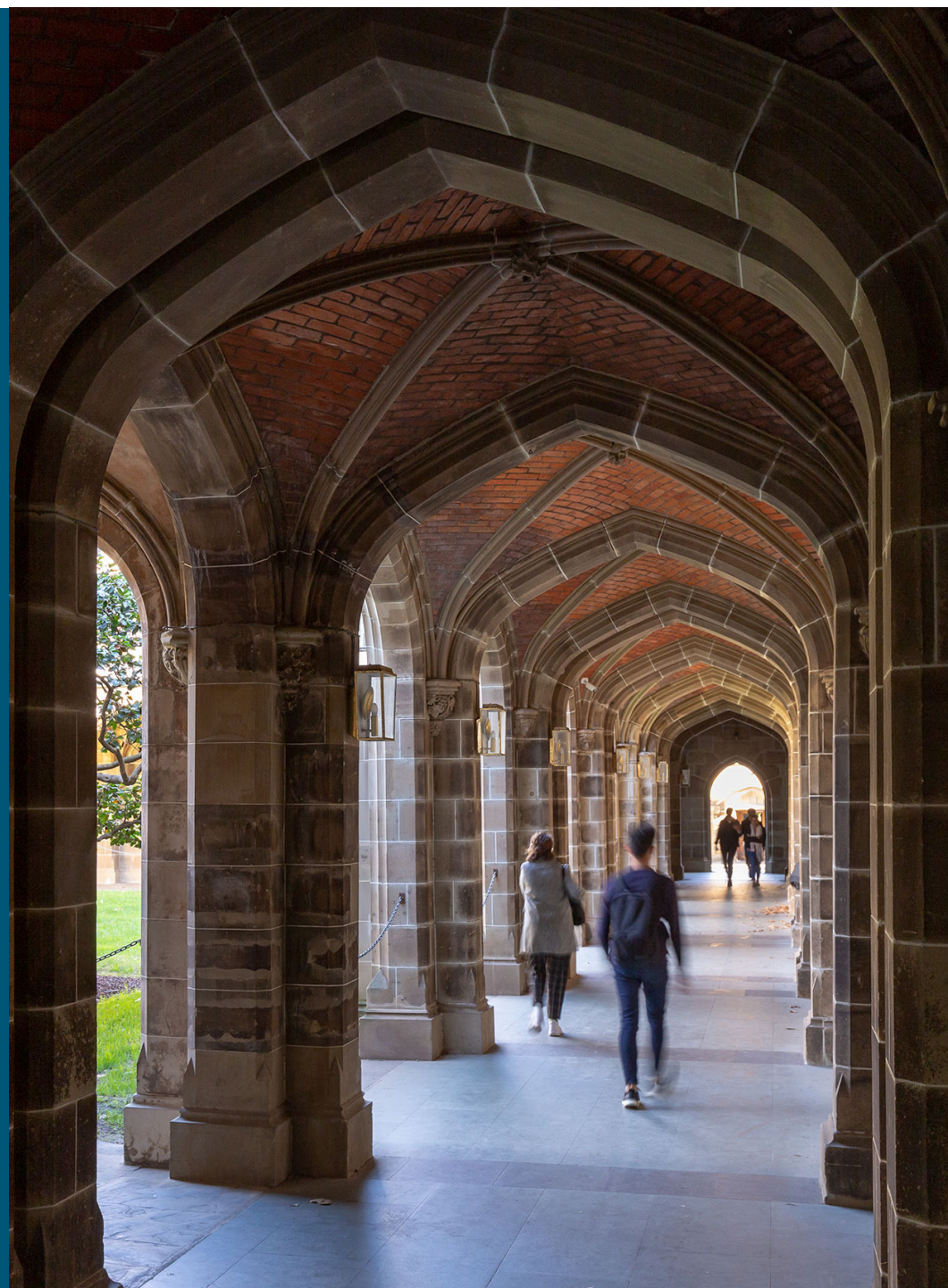




THE UNIVERSITY OF
MELBOURNE

Old Quad Venue Hire

2026 Venue Hire Information Pack
for Event Organisers





Acknowledgement of Country

We acknowledge Aboriginal and Torres Strait Islander people as the Traditional Owners of the unceded lands on which we work, learn and live. We pay respect to Elders past, present and future, and acknowledge the importance of Indigenous knowledge in the Academy.



About Old Quad

Centrally located within the University of Melbourne Parkville campus, the Old Quad is referred to as the cultural heart of the University. It is responsible for showcasing the extensive collections within the University and offers premium venue spaces for events.

The Old Quad offers flexible spaces which are available for events and meetings of University significance which promote the University's public profile, relate to strategic initiatives and are strongly aligned to the University's engagement strategy.

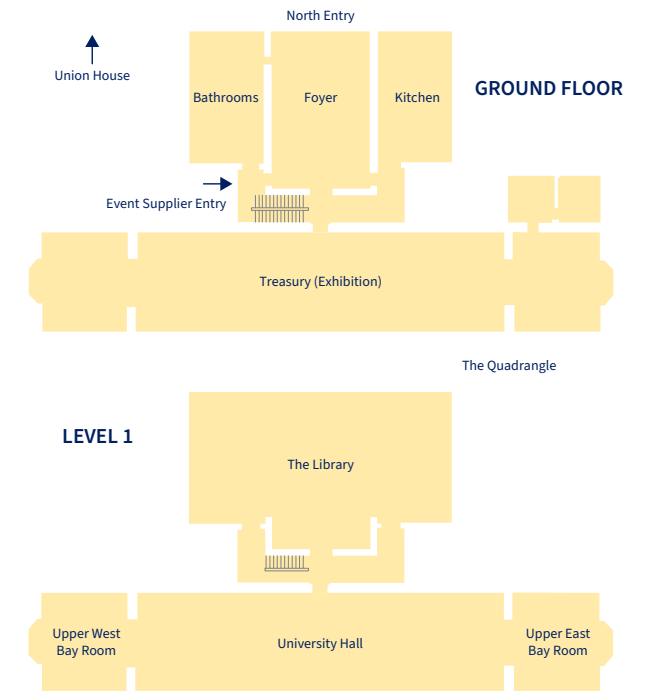
Event Approvals

The Old Quad will not accept bookings from external parties unless specifically endorsed by the Chancellor or Vice-Chancellor.

All UoM Faculty Booking Requests must be endorsed by a member of the University Executive, with written endorsement provided on request.

Events and bookings requested for the Old Quad are assessed against the following criteria:

- The event contributes to strategic alignments and initiatives of the University.
- The event raises the University's public profile and is of University significance.
- The event meets the requirements outlined in the Old Quad Terms of Hire.



Space booking requests will be prioritised as follows;

- Events and meetings hosted by the Chancellor and/or Vice-Chancellor
- Events and meetings hosted by members of the University Executive
- Other events and meetings of University significance, at the discretion of the OVC.

The Office of the Vice-Chancellor (OVC) have priority access at Old Quad. On the rare occasion that a space is required by the OVC on a date that is already booked, the event organiser will be notified, and an alternative location will need to be sought.

Old Quad Event Spaces

Nestled in the University of Melbourne's historic Old Quad, two distinctive spaces offer an exceptional backdrop for sophisticated events. With soaring ceilings, timeless design, and classic architectural details, these venues transform conferences, seminars, and celebrations into memorable experiences.

Blending rich heritage with modern amenities, the Old Quad provides a flexible setting that impresses. From academic conferences to elegant receptions, these spaces promise a distinguished atmosphere that elevates any gathering.

Room Hire

	Half Day Hire (<4 hours)	Full Day Hire (>4 hours)
The Foyer	\$850	\$950
University Hall OR The Library <i>Inclusive of Foyer use</i>	\$1,200	\$1,600
University Hall AND The Library <i>Inclusive of Foyer use</i>	\$1,800	\$2,100

All bookings have access to onsite furniture and AV equipment, with the support of Field Services. The additional charges for room set-ups are calculated during your planning phase. Refer to the Operations Manual supplied by the M&C Events Team. Standard total access period commences 2 hours prior to the start of your event, and concludes 1 hour post-event.



The Foyer Ground Floor

Capacity

- Cocktail – 118

Available for private hire outside of standard opening hours



University Hall Level 1

Capacity

- Cocktail – 332
- Theatre Style – 150
- Dinner (Long Table) – 80
- Dinner (Round/Square Tables) – 80



The Library Level 1

Capacity

- Cocktail – 300
- Theatre Style – 90
- Large Meeting – 32
- Standard Meeting – 20

Catering Supplier

The catering supplier for the Old Quad is Atlantic Group at Melbourne Connect. Whether you need a full-day conference menu, casual corporate lunch, or a spectacular cocktail party, their creative culinary team can curate the ideal menu to complement your occasion.

Indigenous catering partner Pawa Catering and Events can be engaged by Atlantic Group at Melbourne Connect. Please speak with the friendly team for more information.

For a catering quote and more details please email mc-catering@atlanticgroup.com.au.

ATLANTIC GROUP®





Furniture and Equipment

Old Quad offers a range of furniture and AV equipment to support your event. The list below provides an overview of the available items. Your Field Services Officer can assist with setup enquiries and advise on the most suitable configuration for your event. To connect with Field Services please refer to the Operations Manual supplied by the M&C Events Team.

Furniture

- Stackable chairs, chairs with tablet arms and upholstered chairs
- Boardroom tables and cocktail tables, including an accessible-height option
- Bollards with ropes and sign holders
- Coat racks (cloakroom ticketing system not provided)

AV

- Modular stage
- Lectern with dual gooseneck microphones
- Wireless handheld microphones
- Mobile TV screens

Available for additional hire

- Round banquet tables - seating up to 8 guests (10 available) – \$30 each
- iPads for event check-in – \$20 each

Furniture and AV equipment are subject to availability and venue configuration. Additional equipment may be arranged where required.

Charges apply for the setup and packdown of equipment and furniture.



How to Book Old Quad

1 Event Enquiry

Submit Event Request enquiry via our **website**

2 Review and Approval

Pending endorsement and approval requirements, Museums and Collections Events Team will confirm the availability of the Old Quad and generate a Venue Hire Agreement to be signed and returned.

3 Planning Phase

Event organiser to commence planning including booking all suppliers, developing risk assessments and managing University Security. A University of Melbourne staff account is required to complete bookings. Please refer to the Operations Manual for further information.

4 Final Approval Checklist

Event organiser to complete planning checklist supplied and return to Museum and Collections Events Team, three weeks prior to event.

5 Post Event Payment

Museums and Collections Events Team will process payment to the nominated FDM code provided in the Venue Hire Agreement, at the conclusion of the calendar month.



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Take a look at some of our other Museum and Collections venues available for your next event:

- ↗ Science Gallery Melbourne
- ↗ Buxton Contemporary
- ↗ MPavilion Parkville
- ↗ Grainger Museum
- ↗ Potter Museum of Art

