The Chancellery Room is a symbolic venue in the heart of the University’s civic precinct. It is a uniquely designed, premium space, equipped to support key committees, formal functions and events. The Chancellery Room enables a range of events including formal catered dining, large group video conferencing capability and lecture style presentations. Premium furnishings support banquet and cabaret configurations, with the capacity to host up to 104 guests on round tables.

The Alan Finkel Room is a creative space in which staff, alumni, industry partners and distinguished guests can come together and showcase Monash’s success and achievements, and support engagement activities with our community. The room opens up to the impressive colonnade and adjoining atrium, and offers a flexible space with high-end AV presentation capability and no set configuration. A wide variety of event set-ups can be accommodated, catering up to 65 (standing).

The Atrium foyer is an impressive open space suitable for larger events (up to 320, standing.) The Atrium has a number of key design features, including Australian sourced hardwood and redstone flooring, and one of the Chancellery’s most spectacular design features, the clerestory ceiling, visible from all floors through the building’s central voids. This space can be hired as a standalone space after hours, or used to support events in either the Alan Finkel or Chancellery Room.

A sophisticated, semi private lounge, this space is available to visitors during business hours, equipped with tea and coffee facilities, seating 20. This venue may be booked for events outside of office hours 8am – 6pm. The lounge is located in the northeast corner of the ground floor. A large sculpted window provides views from the lounge to the Vera Moore Garden, which can be accessed via a set of glazed doors.

Located in the northeastern corner of level 2. The area provides seating for 75 staff and is acoustically separated from the rest of the floor. This venue may be booked for events outside of office hours 8am – 6pm. Custom wallpapers feature archival images of the campus and its rich history. Suited to informal internal events (staff only) the space includes an extensive small fridge and serving bench space, as well as fully equipped tea and coffee stations.

Venues for Hire

1. Chancellery Room
   Inspired by the former Council Chambers of building 3A, the Chancellery Room is a symbolic venue in the heart of the University’s civic precinct. It is a uniquely designed, premium space, equipped to support key committees, formal functions and events. The Chancellery Room enables a range of events including formal catered dining, large group video conferencing capability and lecture style presentations. Premium furnishings support banquet and cabaret configurations, with the capacity to host up to 104 guests on round tables.

2. Alan Finkel Room
   The Alan Finkel Room is a creative space in which staff, alumni, industry partners and distinguished guests can come together and showcase Monash’s success and achievements, and support engagement activities with our community. The room opens up to the impressive colonnade and adjoining atrium, and offers a flexible space with high-end AV presentation capability and no set configuration. A wide variety of event set-ups can be accommodated, catering up to 65 (standing).

3. Atrium
   The Atrium foyer is an impressive open space suitable for larger events (up to 320, standing.) The Atrium has a number of key design features, including Australian sourced hardwood and redstone flooring, and one of the Chancellery’s most spectacular design features, the clerestory ceiling, visible from all floors through the building’s central voids. This space can be hired as a standalone space after hours, or used to support events in either the Alan Finkel or Chancellery Room.

4. Peter Wade Lounge
   A sophisticated, semi private lounge, this space is available to visitors during business hours, equipped with tea and coffee facilities, seating 20. This venue may be booked for events outside of office hours 8am – 6pm. The lounge is located in the northeast corner of the ground floor. A large sculpted window provides views from the lounge to the Vera Moore Garden, which can be accessed via a set of glazed doors.

5. Staff Lounge (Level 2)
   Located in the northeastern corner of level 2. The area provides seating for 75 staff and is acoustically separated from the rest of the floor. This venue may be booked for events outside of office hours 8am – 6pm. Custom wallpapers feature archival images of the campus and its rich history. Suited to informal internal events (staff only) the space includes an extensive small fridge and serving bench space, as well as fully equipped tea and coffee stations.

The Chancellery has a variety of venues for hire, each with distinct specifications that cater to different event types. Select from the venues below or contact the Venue Services team for recommendations suited to your event needs.
Monash University’s Chancellery Building is located centrally within the major civic heart of the Clayton campus.

View on google maps
Supporting Services

Please advise our team if you wish to make use of any of the below supporting services available with Chancellery venue hire.

**Access to Building**
The Chancellery is a secure building. Appropriate security access to the selected venue will be arranged for hirers, event managers and guests accordingly. Any additional security provisions required to support your event will be included in your hire charges.

**Basement Car Park**
Dignitaries, honorary and distinguished guests may have parking reserved in the Basement car park, (car parking charges apply). Parking may also be organised for service providers. This service will require collection of car registration numbers for secure access.

**Cloak Room**
A cloak room is available for ground floor events, suitable for both coats and bags. A shared space with security between 8am – 5pm, Monday to Friday. Event staff are required to support this service.

**Drop off Zone**
This allows easy drop off outside of the Chancellery for event guests. Security presence will be required to operate the bollard before and after your event. If your event takes place after hours, security should be present for the duration of the event to ensure traffic keeps moving through the drop off zone and also for the rise and fall of the bollards. During business hours, while the security staff are on site, we can utilise them.

**Goods Lift**
A goods lift from the basement car park allows services to enter the building through the plating kitchen rather than the main lobby. Particularly useful to caterers, this may suit other contractors with bump-in and bump-out needs.

**Plating Kitchen**
A service kitchen available to support event catering. Facilities include: fridges, dishwasher, plate warmers, heat lamps, food warmers, storage room. May be hired in conjunction with any venue booking.

**Audio Visual Equipment**
Audio visual equipment is available for hire at the following Chancellery venues.

**Chancellery Room**
- Local PC content sharing from the Touchdown Point
- 1 retractable projector screen 160"
- Laptop content sharing, either from the Touchdown Point or at the lectern via the floor box
- Wireless Presenter content sharing
- Headset and handheld microphones (two of each)
- Video conferencing functionality (includes Zoom)
- Video conferencing camera installed just above the touchdown point
- Twenty wireless gooseneck microphones portable

**Alan Finkel Room**
- 2 LCD screens 98"
- LCD control touch panel
- Laptop, local PC, wireless presenter
- Media player

**Staff Lounge (Level 2)**
- 1 LCD screen 65" – Foxtel capability

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Cloak Room

Drop off Zone

Plating Kitchen
Cancellation Terms
All Chancellery venue bookings are subject to endorsement and approval. In accordance with the Venue Services Terms and Conditions of hire, the University may cancel any booking where the use of venue/s is, or is likely to be:
- Unlawful;
- Pose a security risk;
- Compromise the University’s duties to staff, students and visitors;
- Inconsistent with, or not aligned to, the objectives of the University as defined in section 5 of the Monash University Act 2009 (Vic);
- Unreasonably disrupt the operations or activities of the University;
- Interfere with staff and students’ enjoyment of their education, research and/or employment;
- Involve the advancement of theories or propositions that fall below scholarly standards.

Contractor Details
Contractors must be inducted when coming on site. Click here to access a contractor checklist and to ensure you meet the legal and safety requirements before you start working with us.
Catering is available at all Monash University campuses through a variety of caterers on campus. Alternatively you can organise your own caterer or refer to our external caterers list. You can contact them directly and they will be happy to assist you with your catering requirements. To view these catering options please click here to discover the great options Monash has on offer.
For more information regarding catering please contact us on 9905 3101.
If you are using an external caterer, note that external caterers (including their staff) must complete an OHS and site-specific online induction before providing their service. Prior to commencing work please ensure completion of the contractor induction for all staff members, click here for further details. Failure to complete the induction will result in a cancellation of your event.
Kindly advise at least two weeks prior to your event the name of your caterer to ensure all relevant food handling certificates and licences are forwarded to Venue Services.

Events During Business Hours
The Chancellery is an administration building with core hours of work between 8am and 6pm.
- All events held during business hours to be contained to their respective venues with minimal spill out into the Atrium for breaks and/or catering.*
- Atrium hire only available for use outside of business hours, 6pm – 10pm.^
- Available 7 days a week 7am – 10pm.
- After hours events are between 7am – 8am and 6pm – 10pm weekdays and 7am – 10pm, weekends.

Security
The Chancellery is a secure building and venue hire is subject to a security assessment. Based on the details of your event, the University will determine and engage any additional service required. Event organisers should note that:
- The associated costs will be paid by the hirer;
- The security assessment will require a full guest list to be submitted 7–14 days prior to your event;
- Where significant changes to the event have occurred that pose a security risk, the University reserves the right to relocate or cancel the booking.

Important Information
* Spill out requests for catering and/or breaks will be assessed by the Venue Services team, and restricted to a designated area. Large groups may require additional security presence or be deemed unsuitable for spill out beyond the venue.
^ Exceptions include VC hosted events and/or building/occupant specific events deemed appropriate by Venue Services.
Our venue
Galleries

The Chancellery is a celebration of Monash University’s heritage, values and culture. The revitalised Chancellery delivers modern, contemporary spaces that provide better opportunities to collaborate and engage with the University community and partners. The Chancellery offers unprecedented opportunities to showcase the excellent research, teaching and enterprising activities of the University.

Click here to view more
Contact Us

For further assistance

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e  venueservices@monash.edu
w  monash.edu/venues
    monash.edu/chancellery