



## Cullity Gallery – Hire Information

### Background

The Cullity Gallery at The University of Western Australia is an exhibition space on the ground floor of the Architecture, Landscape and Visual Arts building, situated on the corner of Clifton Street and Stirling Highway.

It is possible to hire the space for an exhibition or simply as a location to hold a one-off function.

The exhibition policy of the gallery is to favour the display of exhibitions which are of educational value to the students of the Faculty of Architecture, Landscape and Visual Arts (**ALVA**) and/ or promote the Faculty's design or scholarly endeavours.

To further these aims the Gallery policy is to:

- ❖ exhibit the work of students, both undergraduate and postgraduate
- ❖ exhibit the work of staff, or work which relates to the scholarly activities of the staff of the Faculty
- ❖ exhibit work relating to architecture, landscape architecture and visual arts
- ❖ exhibit work of an experimental nature
- ❖ provide a venue to promote the Faculty and The University of Western Australia
- ❖ provide a venue for interaction between the Faculty, The University of WA, alumni, professional groups and the wider community

### Hire applications

To hire the Cullity Gallery please submit a request to the ALVA Reception desk via email [admin-alva@uwa.edu.au](mailto:admin-alva@uwa.edu.au) with 'Cullity Gallery Hire Request' as the subject line.

If the hire relates to an exhibition the request should contain a few paragraphs describing the work to be exhibited, a curatorial statement and the approximate date proposed for the exhibition. If possible, the request should be accompanied by images or other examples of the work to be exhibited.

Please note that the gallery may be booked many months in advance therefore requests should be submitted as early as possible to secure desired dates. For enquiries regarding exhibitions or events please ring +61 (0)8 6488 2582 during working hours.

### Gallery space

The Cullity Gallery can be configured in a variety of ways. The main gallery space, in its smallest configuration, has approximately 265 square metres of space and 40 linear metres of hanging space.

There are four dividing walls within the gallery, each measuring 4.2 metres, which can be pivoted to open up the gallery space or separate each section of the gallery into a discrete unit.

By including additional rooms and spaces the gallery can be expanded to 330 square metres with 72 linear metres of hanging space. However it should be noted that some hanging spaces are small.

Expanded to its maximum limit the gallery is 410.7 square metres, with 123 linear metres of hanging space. However, as this configuration includes a seminar room, G.22, this option is only available during non-teaching periods.

## Gallery hours and access

The gallery is open from **Monday to Friday 9am to 5pm**. It is possible to arrange to open the gallery during the weekends, but you must take responsibility for ensuring that there is someone on duty in the gallery at all times.

If you wish to access the gallery outside normal hours to take delivery of works, install the exhibition or for any other purpose, please see the Front Office Administration to arrange for an Access Card.

To facilitate delivery of exhibitions, vehicles can be driven up to the front doors of the gallery on arrangement. Please see the ALVA Front Office to arrange for the removal of the bollards blocking the entrance from the car park.

Large vehicles or containers may need to remain in the car park. If you have crates or objects to be moved which cannot be easily carried by two people or moved on a small trolley, please inform the Technicians in advance. Arrangements can be made to hire moving equipment.

## Hanging system and gallery walls

Throughout the gallery, metal hanging rails are attached above all hanging spaces. Work to be exhibited is usually suspended from these by metal rods, but a crimped wire hanging system can also be used.

Most walls in the gallery are painted canvas on board, but some of the smaller hanging spaces are a polished plaster surface which resembles concrete.

**N.B. - Nothing at all may be affixed to the grey 'concrete' walls in the gallery. Works must be hung from the rails above these walls. No blue tack or Velcro can be used to attach either works or labels.**

The floors in the gallery are polished wood veneer. The veneer is easily damaged. Therefore, please take great care when moving boxes or furniture in the gallery including any liquid or other substance likely to come into contact with the floors or walls during the course of your exhibition.

## Installation and dismantling of exhibitions

When completing the Booking Form (which you will be given upon request), please ensure that you include adequate time to hang the exhibition before the proposed opening date, and time to dismantle, pack and clear the exhibition after the closing date.

The Hirer is responsible for the installation of their exhibition. If you have any technical queries, our technical staff will be able to advise during Cullity Gallery hours (Monday – Friday, 9am – 5pm).

At the conclusion of your exhibition, please ensure that all **work is removed** from the gallery **promptly. The gallery must be left in a clean state**. If it is necessary to have the gallery cleaned or to have any material moved, you will be charged for any costs incurred.

## Storage of exhibition crates or containers

As our storage facilities are limited, inform the ALVA Front Office when booking the gallery, if it will be necessary to set aside space to store crates, or to arrange with University administration to park shipping containers within University grounds.

## Delivery of work

In the event that the works in your exhibition are to be delivered to the Gallery by artists, couriers or lenders, ensure that you are on hand to take receipt of the deliveries and to sign for the works if necessary. The Faculty of Architecture, Landscape and Visual Arts will take no responsibility for any work that arrives at the Gallery and is not signed in by the guest curator, hirer or organiser of an exhibition.

Exhibition organisers are responsible for arranging transport of all work to and from the Gallery.

Deliveries should be arranged between the hours of 9am and 5pm Monday to Friday unless special arrangements have been made to access the building.

## Use of gallery equipment

The gallery has a number of plinths and a variety of frames which may be used for display purposes for exhibitions booked into the gallery. Other equipment which may be booked subject to availability includes television and video, slide projectors and video camera. Hire charges for the use of equipment may apply.

Please discuss any equipment requirements you may have with the ALVA Front Office Administration, when submitting your booking form.

## Insurance

Work exhibited at the Cullity Gallery is covered by The University of Western Australia's insurance policy while work is within the Gallery.

In order to fulfil the requirements of The University's insurance policy, it is imperative that the value of all works included in an exhibition are recorded and sent to the University's Insurance Officer.

Please supply a list, stating the artist, date, title, value and medium of each work in your exhibition.

You should also advise if any work in your exhibition is particularly fragile or susceptible to theft due to size, the nature of the work or difficulty in affixing to the gallery walls. The Cullity Gallery is not air-conditioned. Any works that are susceptible to heat or cold conditions may risk damage. The gallery lights give off a considerable amount of heat. Any works that are susceptible to heat may risk damage.

UWA insurance contact:            Mr Grant Wallace  
Insurance and Risk Management Officer  
Insurance (Risk Management)  
Phone 6488 3214  
Email [Grant.Wallace@uwa.edu.au](mailto:Grant.Wallace@uwa.edu.au)

## Labels

Curators, artists or students exhibiting in the gallery will be responsible for supplying labels for their work.

Please note that **labels cannot be affixed to the grey cement surfaces in the gallery**. Labels for any works hung on these walls must be placed on the floor below the work, on the frame of the work, or on the material covered panel nearest to the work. Seek advice from the technician if in doubt.

## Catalogues

If a catalogue is to accompany your exhibition, ensure that a copy is submitted to the Faculty Marketing and Communications Officer before it is sent to print. This is to ensure that the catalogue includes any appropriate acknowledgements, has the correct use of the UWA logo and does not include material which contravenes the University's policy on offensive material.

Please allow 5 working days for this process.

## Materials that may cause offence

Curators of exhibitions, staff and students should be aware that regardless of the intent of the author, written, visual or audio visual material may be deemed offensive if it is perceived to be offensive by the reader or the viewer. The dissemination of some offensive material, including material which describes unnatural sexual practices, paedophilia and bestiality is forbidden by law. If the material in your exhibition or catalogue may contravene the law or The University of Western Australia's policy on such matters, then you must alert the Dean of the Faculty of Architecture, Landscape and Visual Arts, so that advice can be sought from The University's legal advisers.

The Faculty may require such materials to be re-worked and re-submitted or withdrawn from the exhibition or catalogue if necessary.

As the Cullity Gallery is a public exhibition space a respectful social conscience is advised.

Students wishing to obtain further information on University policy on such issues should seek advice from the Dean of the Faculty of Architecture, Landscape and Visual Arts.

## Functions

If you are planning a function in the Gallery please take note of the following:

A UWA Liquor Permit is required before any alcohol can be served or consumed in the gallery. If you plan to serve alcohol **free** to your guests you will need to apply for a UWA Liquor Permit.

The UWA Liquor Permit must be submitted to the Security Office of UWA via the ALVA Front Office Administration at least **10 working days** before the event. These forms can be obtained from the ALVA Front Office Administration and must be signed by the Dean of the Faculty.

If alcohol is to be **sold or an admission fee is charged to attend the function or event**, an additional license must also be obtained from the Department of Racing, Gaming and Liquor (RGL). Application is made on-line <http://www.rgl.wa.gov.au/Default.aspx?NodeId=84>

To obtain an Occasional Licence:

- ❖ Apply for an UWA Liquor Permit a minimum of **four (4) weeks prior** to the function.
- ❖ On receipt of an approved UWA Liquor Permit, apply to the RGL a **minimum of 14 days prior** to the function. A fee will be payable.

The permit must be **accompanied by a diagram of the venue** showing 1) the name of the building, 2) its location on campus, 3) north-south directional markings and 4) location of nearby car parks. The area where liquor is to be consumed should be highlighted in colour. The application fee for an **Occasional** will be the responsibility of the function organisers (Hirer). A map can be obtained from the ALVA Front Office.

Alcohol cannot be consumed outside the Cullity Gallery. For the consumption of alcohol in external areas to the Cullity Gallery, seek advice on the application process and conditions from the ALVA Front Office Administration and the RGL.

**Under no circumstances is alcohol to be provided in unopened containers or for takeaway. Water must be made available free of charge during any function.**

There are conditions regarding the consumption of liquor on campus. These are set out on the back of the Liquor Permit and should be read carefully by all event organisers.

The Cullity Gallery has a small bar and kitchen area from which drinks can be served. In reference to the function, be advised that there is no cooking permitted in the building. Caterers may bring heating equipment. The Gallery does not supply glassware, flatware or equipment. The Cullity Gallery must be left in a clean and tidy state after a function.

At the conclusion of the function, all glasses must be washed and re-packed, all rubbish disposed of and the kitchen and gallery left in a clean state.

All costs of the function, including refreshments and staff, will be the responsibility of the exhibition curator or organiser if the exhibition is independent of ALVA.

**Any alcohol left over from a function must not be taken away unless solely purchased by the function organiser without financial contribution from the Faculty.**

**A bond of \$200 is payable prior to any function.** A cheque for the bond amount is to be made payable to The University of Western Australia. The Bond must be received by the Gallery no later than one week prior to the function. In the event that extra cleaning or repair to damages is warranted, the cheque will be deposited. Should no extra cleaning be required, or damage sustained, the cheque will be returned to the hirer.

## **Hire fees**

The Faculty of Architecture, Landscape Architecture and Visual Arts reserves the right to charge a fee for the hire of the Cullity Gallery.

## **Sale of works**

A **commission of 10%** of the listed price of any work sold during an exhibition held at the Cullity Gallery will be payable to the Faculty.

A cheque made payable to 'The University of Western Australia' is to be forwarded within thirty days from the end of the exhibition to:

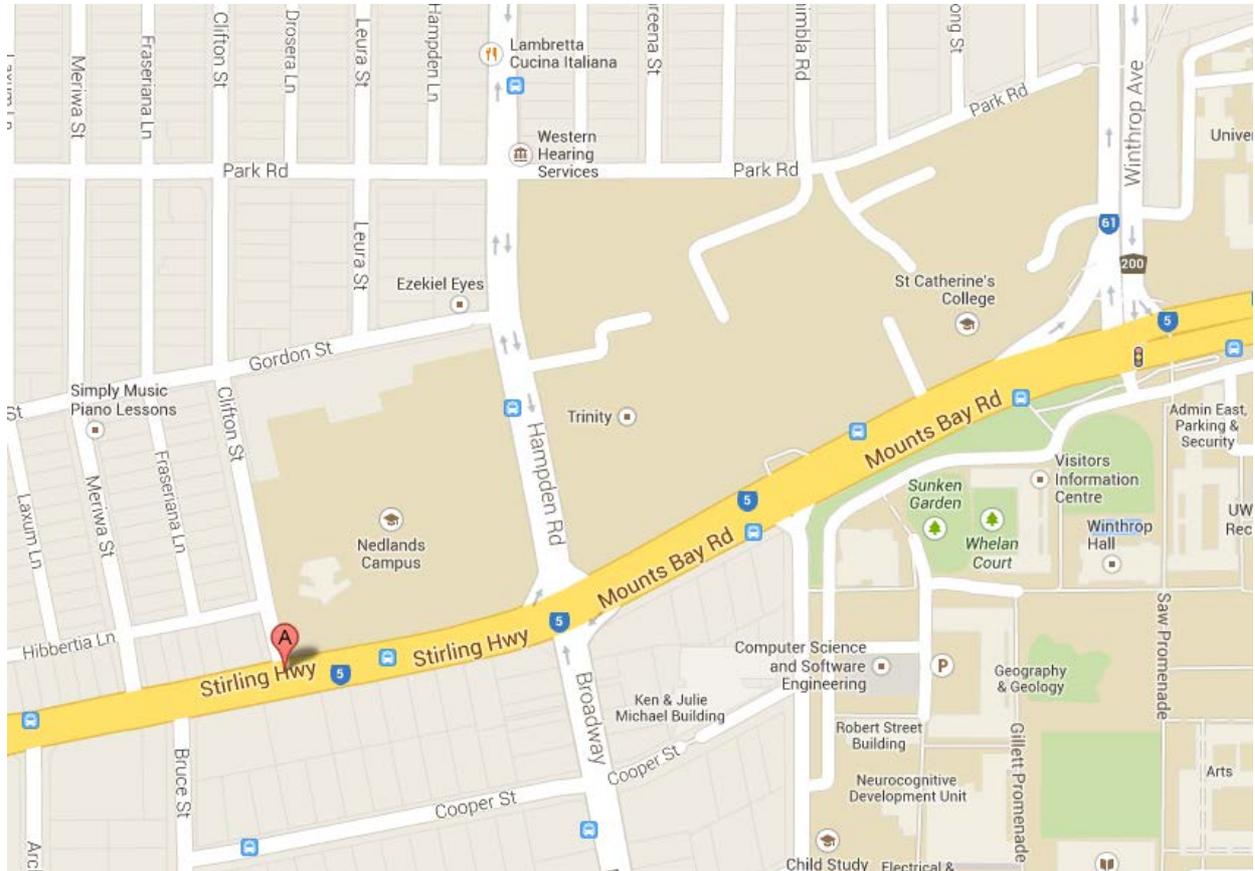
Cullity Gallery  
Faculty of Architecture, Landscape and Visual Arts  
The University of Western Australia  
M433, 35 Stirling Hwy  
Crawley WA 6009

## **Security**

In the event on an incident the hirer must contact UWA Security on 6488 3020 or emergencies on 6488 2222.

## Physical address

Cullity Gallery  
Ground floor  
Architecture, Landscape and Visual Arts building (681)  
cnr Clifton St & Stirling Hwy  
Nedlands WA



## Further information

Please see [www.alva.uwa.edu.au/cullity-gallery](http://www.alva.uwa.edu.au/cullity-gallery) or call +61 (0)8 6488 2582

## Disclaimer

The Faculty of Architecture, Landscape and Visual Arts **will not** be responsible for any costs incurred for any exhibitions booked by staff or students of UWA, unless such costs have been **approved in advance** by the Dean of the Faculty.