



THE UNIVERSITY OF  
**WESTERN  
AUSTRALIA**

# **ARTLAAB**

Guidelines and Booking Information

## **Background**

ARTLAAB was established in 2011 by to support ALVA students, staff and graduates who need a readily available space to develop and exhibit work in a venue that connected with the broader community, facilitating an exchange of ideas about art. Located in the Masonic Hall at No. 6 Broadway (on one of the main café strips) it enjoys excellent exposure to a vibrant university community and the general public.

## **Objectives**

The main purpose of this gallery is to provide a platform for the testing of ideas and development of creative work by students studying fine arts, architecture and landscape architecture, allowing for engagement with the broader public. Its use also extends to ALVA staff and alumni and students from other arts institutions in Western Australia.

ARTLAAB is particularly receptive to experimental, participatory and performance based work. While works can be exhibited for sale please note the main purpose of this gallery is to provide a 'Lab' for the testing of ideas and development and showing of experimental creative work and should not be treated as a commercial opportunity in its own right. If you require further info please contact the ARTLAAB Coordinator.

The space supports short term experimental studio use in which an artist can conduct work.

## **General Enquires and Bookings**

ARTLAAB Coordinator  
E: [admin-alva@uwa.edu.au](mailto:admin-alva@uwa.edu.au)  
P: 6488 2582

ALVA Front Desk  
The University of Western Australia  
E: [admin-alva@uwa.edu.au](mailto:admin-alva@uwa.edu.au)  
P: 6488 2582

## **Proposals and Bookings**

Bookings are generally for 1 to 4 week periods. Depending upon demand longer or shorter periods may be requested. A written proposal is required for all bookings and is emailed to the ARTLAAB Coordinator for consideration (contact the Coordinator for the Proposal Form info document). Please make booking dates inclusive of set-up (bump-in) and removal (bump-out).

On acceptance of your Proposal the ARTLAAB Coordinator will email you a Booking Form and Liquor License Form (if applicable). Prior to the commencement of the booking arrangements will be made to meet and handover the ARTLAAB key.

## **Support**

The space is free to use but it comes with the expectation that the exhibitors and/or people using the space for project development are fairly self-sufficient in regards to organising, setting up (and taking down), promoting the event and hosting the space.

## **Layout**

The gallery is approximately 4 x 4 x 4m in size. It has 2 exits front and back. The back door exits to the laneway. See the floor plan on the last page of this document.

### **Opening Hours**

There are no set hours for when the gallery is open. The exhibitor is entirely responsible as to when and how long ARTLAAB is open during the set period. However there is an expectation that all proposals will include some public engagement. The exhibitor is responsible for ARTLAAB hosting and security whilst the doors are open to the public.

### **Sale of Works**

Whilst ARTLAAB has no objection to artists selling works, please keep in mind the space is mainly for the development and showing of experimental creative work and should not be treated as a commercial opportunity in its own right. All sales are completely the exhibitor's responsibility. ARTLAAB is only providing a space. There is no commission or percentage taken and all transactions, delivery and pick-ups are to be handled by the person exhibiting. Usually the Faculty takes 10% commission but this has been waived in regard to ARTLAAB.

### **Subletting**

Exhibitors are not permitted to sublet or receive a fee from other participants for using the ARTLAAB space. ARTLAAB is provided free for use and we expect that benefit to apply to all participants using the space. **All exhibitors and/or people using the space for project development must be listed on the proposal.**

### **Fees**

At present ARTLAAB is free to use and requires no rent or bond. In order to maintain this we rely upon exhibitors to treat the space well and to clean up before you have left the space.

Please take due care with the key for ARTLAAB. If the key is lost a replacement fee will be charged (cost approx \$97).

### **Setting Up (Bump-in)**

Wall mounted works must be hung using the hanging rails provided. The ALVA Workshop can provide the materials required to hang works. It can also provide free standing easels, tables and chairs. Please contact the ARTLAAB Coordinator for information concerning hanging equipment and other set-up items or contact the ALVA Workshop on 6488 1551.

Because the building is heritage listed **mounting holes cannot be drilled into the walls and nails in walls are not permitted.** Care should also be taken to keep the floors in good condition and free from liquid. If needed drop-sheets are available from the ALVA Workshop.

**Adhesive tapes, blue-tac or Velcro are NOT permitted as they will remove plaster from the walls. Please only use blue gallery tape to adhere items to walls.**

### **Labels**

Exhibitors are responsible for the production of labels.

### **Catalogues**

The exhibitors are entirely responsible for any supporting material or documents used for the exhibition.

### **Leaving (Bump-out)**

It is *essential* that all items you bring to the space are removed by the last day of occupancy and that the premise is 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. **ARTLAAB has no capacity to store items.** No items can be stored for later removal (there is no back room).

## **Functions/Alcohol**

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

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

The UWA Liquor Permit form 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 ARTLAAB COORDINATOR or the ALVA Front Office Administration and must be signed by the Dean of the Faculty before being sent to Security.

**2. If alcohol is to be sold or an admission fee is charged to attend the function or event, an additional licence (Occasional Licence) 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?NodId=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.

(A map is not required for applications that are not selling alcohol or charging an admission fee)

The application fee for an **Occasional Licence** will be the responsibility of the function organisers. A map can be obtained from the ARTLAAB Coordinator or the ALVA Front Office.

**Alcohol cannot be consumed outside of ARTLAAB.** For the consumption of alcohol in external areas to ARTLAAB, seek advice on the application process and conditions from the ARTLAAB Coordinator, 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.

For more information regarding events management at UWA, see:

<http://www.student.uwa.edu.au/life/health/fit/tap/toolkit>

There are toilets in the main part of the building, however these may be shut and after hours the closest toilet may be the service station (24hrs) or the EDFAA library (if open).

## **Promotions**

The ARTLAAB website is currently under development.

ARTLAAB Facebook: <https://www.facebook.com/groups/595199237231275/> (or search for "UWA ARTLAAB")

If you would like your event posted on Facebook send the ARTLAAB Coordinator relevant information, images and an invite via email and it will be posted online.

### **Materials that May Cause Offence**

Exhibitors 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.

Exhibitors 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.

### **Security**

In the event of an incident exhibitors may contact UWA security on 6488 3020 or emergencies on 6488 2222.

### **Disclaimer**

The University of Western Australian, The Faculty of Architecture, Landscape and Visual Arts, and The Cultural Precinct will not be responsible for any costs incurred for any exhibitions booked by any person, unless such costs have been approved in advance by the Dean of the Faculty

**ARTLAAB FLOOR PLAN**

\* The ceiling is about 5 metres high.

