Exhibiting at the Cullity Gallery

The Cullity Gallery is a unique and exciting venue, showcasing innovative works in architecture, visual arts and landscape architecture. Situated on the faculty’s ground floor, the gallery provides a window into the latest generation of works by students and lecturers.

Works from external artists and practitioners are also exhibited in the gallery with the aim of inspiring and challenging members of the faculty community.

The gallery attracts a wide range of audiences - the wider university village, alumni, professional groups and community members.

Opening Hours
Monday to Friday 9am to 5pm

Address
FACULTY OF ARCHITECTURE, LANDSCAPE AND VISUAL ARTS
Corner of Stirling Highway
and Clifton Street, Nedlands

Requests to Exhibit

A Request to Exhibit Form can be downloaded from the UWA website or requested via email (alva.admin@uwa.edu.au), phone (08 6488 2582) or fax (6488 1082).

The exhibition proposal 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 proposal should be accompanied by slides or other documentation as examples of the work to be exhibited.

Please note that the gallery may often be heavily booked and therefore proposals should be submitted as early as is practicable.

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.
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.

* IMPORTANT NOTE - 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 bluetack 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, 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. On receipt of your booking form, the Receptionist will confirm these dates with the installation staff.

In most instances, exhibitions will be installed and dismantled by the Faculty of Architecture, Landscape and Visual Arts Senior Technician who can be contacted on 6488 1551.

If you have any technical queries, they will be able to assist you. If the exhibition is not an ALVA student or staff exhibition, or if the exhibition is particularly time-consuming to install, then the cost of installation will be charged to the exhibition organiser. The charge will be based on the time taken to complete the installation, the number of staff employed and the cost of materials.

In the case of mid and end of year student exhibitions, the students will usually hang their own work in studio groups. They will be supervised by the coordinator of each studio and the technicians.

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 for the school to have the gallery cleaned or to have any material moved, you will be charged for any costs incurred.
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 Reception to arrange for a Visitor’s Card.

To facilitate delivery of exhibitions, vehicles can be brought up to the front doors of the gallery on arrangement. Please see the receptionist 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, then please inform the Receptionist in advance, so arrangements can be made to hire moving equipment.

Storage of Exhibition Crates or Containers.

As our storage facilities are limited, please inform the Receptionist 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 to Gallery

In the event that the works in your exhibition are to be delivered to the Gallery by artists, couriers or lenders, please 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 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.

Disclaimer - Costs

The Faculty of Architecture, Landscape and Visual Arts will take **no responsibility for any costs** incurred for any exhibition unless such costs have been **approved in advance** by the Head of the School.
Use of School 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 Receptionist, when submitting your booking form.

Insurance

Work exhibited at the Cullity Gallery will normally be covered by The University of Western Australia’s insurance policy while that 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 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 of the 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.

Condition reports for all work to be exhibited at the Cullity should be undertaken before the commencement of the exhibition.

Invitations and Postage

Invitations are usually posted three weeks before the opening date of an exhibition.

If you are a guest curator, you will be responsible for the design and printing of invitations for your exhibition. We will need to receive them at least 20 days before the opening of the exhibition. We will require sufficient additional invitations printed to send out to those on the Faculty’s own invitation lists. Please check with the Receptionist how many invitations will need to be added to your own list.

Organisers of student or staff-curated exhibitions may wish to ask the Receptionist for assistance to produce an invitation. Realistically, this process should begin no later than 6 weeks before the proposed opening date to allow for production, editing, printing and postage. Invitation lists provided by curators or artists for particular exhibitions are welcome. Postage is usually paid by the School. However, if your invitation list is particularly lengthy, please consult with the Receptionist.

Labels

Curators, artists or students exhibiting in the gallery will generally 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. Please seek advice from the technician if in doubt.
Catalogues

If a catalogue is to accompany your exhibition, please ensure that a copy is submitted to the Receptionist before it is sent to the printer. This is to ensure that the catalogue includes appropriate acknowledgements and UWA and ALVA logos and that it does not include material which contravenes the University’s policy on offensive material. If you require assistance to edit or proof-read the catalogue please submit it allowing sufficient time for staff to adequately perform these tasks.

Materials which 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 Head of the School 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.

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

Opening Function

The Cullity Gallery will usually apply for a Liquor Licence for exhibition openings and will operate the bar. Refreshments will be available by the glass at nominal charges. The charge covers the cost of the alcohol, plus staffing and other costs. As the gallery is funded solely by ALVA and the opening function adds significantly to the cost, we have found it necessary to offset some of the expense by charging attendees a small amount for refreshments.

If you are hiring the Cullity Gallery for an exhibition or function which is independent of gallery involvement then please take note of the following:

A liquor permit is required before any alcohol can be served or consumed in the gallery. If you are neither selling alcohol nor allowing BYO liquor to be consumed, but plan to serve alcohol free to your guests then you need only apply for approval from the Receptionist and the Security Office of The University of Western Australia.
In these cases, a **Liquor Permit Form** must be submitted to the Security Office at least **twenty-one days** before the event. These forms can be obtained from the reception and must be signed by the Head of School.

They should be returned to the receptionist who will send to the Manager, Security and Parking.

In **addition** to this permit, if alcohol is to be sold, BYO allowed, or an admission fee is charged to attend an opening function or event, then you must **also apply** for an **Occasional or Extended Licence** from the Liquor Licensing Division.

To obtain an Occasional Licence the Liquor Permit Form must be:

1. authorised by the Head of Faculty or delegated nominee
2. signed by the Manager, Security and Parking **at least 21 days prior** to the event
3. presented to the Liquor Licensing Division **at least 28 days prior** to the event.

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.

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 address for the Liquor Licensing Division is the Hyatt Centre, 87 Adelaide Terrace, Perth. Telephone 9425 1888.

The Cullity Gallery has a small bar and kitchen area from which drinks can be served. There are no facilities for cooking or heating food.

**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.**

**Under no circumstances is any alcohol or other food or drink which may be stored in the kitchen area, but which was not purchased specifically for the event, to be consumed or removed from the premises. Nor is any alcohol left over from the function to be consumed or taken away unless solely purchased by the function organiser with no contribution from the Faculty.**

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

**Sale of Works Exhibited at the Cullity**

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.

The Cullity Gallery also reserves the right to charge a fee for the use of the gallery for a function or exhibition.