



THE UNIVERSITY OF WESTERN AUSTRALIA
Achieving International Excellence

Cullity Gallery Information Guide

The Cullity Gallery at The University of Western Australia is an exhibition space on the ground floor of the Faculty of Architecture, Landscape and Visual Arts building, situated on the corner of Clifton Street and Stirling Highway. The exhibition policy of the gallery is to favour the display of exhibitions which are of educational value to the students of the School and/ or promote the School'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

Requests to exhibit in the Cullity Gallery should be submitted to the Receptionist on 08 6488 2582, fax 6488 1082 or email alva.admin@uwa.edu.au.

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, reception will confirm these dates.

If you have any technical queries, our technical staff will be able to advise and or 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 Front Office Administration to arrange for an Access 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 Technicians 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 Front Office Administration 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 Front Office Administration, 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 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.

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

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 reception before it is sent to the printer. This is to ensure that the catalogue includes appropriate acknowledgements and the ALVA logo 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.

Functions

If you are hiring the Cullity Gallery for an exhibition or function which is independent of gallery involvement, 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 **21 days** before the event. These forms can be obtained from the Front Office Administration and must be signed by the Head of School.

If alcohol is to be sold or an admission fee is charged to attend the Function or event, an additional License must **also apply** for an **Occasional or Extended License** from Racing, Gaming and Liquor. Application forms can be obtained from the Front Office Administration or downloaded from http://www.rgl.wa.gov.au/ResourceFiles/ApplicationKits/Liquor/Occasional_licence.pdf

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

- Apply for an UWA Liquor Permit **28 days prior** to the Function.

- On receipt of an approved UWA Liquor Permit, apply to the Department of Racing, Gaming & Liquor **at least 21 days prior** to the function.

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 or Extended Licence** will be the responsibility of the function organisers.

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 Department of Racing, Gaming & Liquor is the Hyatt Centre, 87 Adelaide Terrace, Perth. Telephone 9425 1888 Fax 93251041.

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 be the responsibility of the exhibition curator or organiser if the exhibition is independent of the ALVA Faculty.

Please Note: A Bond is payable prior to any function or event. The amount of the Bond will be determined and advised on receipt of the Function Booking Form.

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

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. A cheque 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.