

BOOKING EXHIBITION SPACE

All those wishing to book space for an exhibition in the Atrium Gallery at Grand Parade, Dorset Place and the Ground Floor and First Floor Galleries at Edward Street must follow the procedure outlined below, at least 1 month prior to the desired opening of the exhibition. This is to ensure the adequate time for planning, the safety of staff and visitors, proper use of spaces, equipment and facilities.

WHAT'S PROVIDED:

Each of the gallery spaces will be provided clean and clear with painted walls and basic lighting.

Technical Support:

Where possible, and depending on availability, Brighton CCA staff may be able to support you with the installation of your exhibition. This support will need to be agreed and booked at least 1 month prior to the start of the project.

If staff support is not available, Brighton CCA can book – depending on availability – qualified technicians to support and help you with the installation. However you will be responsible for managing the technician's time and payment for their services.

AV Equipment:

Limited technical equipment for exhibitions can be sourced from the Media Centre: mcg@brighton.ac.uk | 01273 643170

Facilities:

At Edward Street it is not possible to drill or fix into the walls. A bespoke hanging system is available to use should this be required. Additionally a modular Flexhibition wall system can also be booked from the School of Media – subject to availability – contact: t.r.lane@brighton.ac.uk

If you require vitrines or display cabinets, a limited number of these are available and can be booked via Brighton CCA. Please refer to the attached appendix for sizes and types.

Catering:

Limited catering facilities are available at all gallery sites if you wish to provide refreshments for private views or other events. All catering must be booked in advance through Erica Martin at university catering services: e.martin2@brighton.ac.uk

HOW TO BOOK

STEP 1

Contact Clari Little – c.little@brighton.ac.uk - to check availability of spaces.

At this point you will need to have a clear idea of when your exhibition will open and how long you would like it to last.

These dates should include time to install the exhibition, take it down and return the space in the condition it was provided in – clean, white walls, all art, items and rubbish removed. Depending on the exhibition you should allow at least 3 days at each end of the project to do this.

STEP 2

All those wishing to stage an exhibition at either the Atrium Gallery at Grand Parade, Dorset Place and the Ground Floor and First Floor Galleries at Edward Street must provide the following information at least 1 month prior to the start of their project before a booking can be confirmed:

STUDENTS - if you wish to put on an exhibition, you will need to provide written support from your course leader stating they are responsible for supporting you in the delivery of the project.

STEP 3

Meet with Brighton CCA staff to confirm:

- Dates
- Exhibition feasibility
- Technical requirements
- Costs

To begin, please complete the following form and return it to Clari Little

EXHIBITION BOOKING FORM

Proposed exhibition dates / times

(including install / take down, what days you would like the exhibition to be open and at what times – opening at weekends can incur extra costs)

Description of the exhibition

(a brief outline of content/theme and the types of work on display – painting, sculpture, film, performance etc)

An installation plan

Number of technicians required?

How many works will be in the exhibition?

What are their approximate sizes?

Layout of where things will go – please use the floor plan provided)

<p>Who will install / take down your exhibition?</p> <p>(Remember to think about lighting)</p>	
<p>Do you have access to all the tools you need – ladders, drills etc?</p>	
<p>Are you using electrical equipment – projectors, speakers etc? – Provide details. (All equipment not provided by the university must be PAT tested)</p>	
<p>Will your exhibition need invigilation to protect the work?</p>	
<p>Does your exhibition require caretakers?</p> <p>(Exhibitions which open at the weekend may require you to book Caretakers to open and close the relevant building and this may incur a cost. Caretakers are not responsible for invigilating exhibitions)</p>	

APPENDIX 1

CONDITIONS OF USE

All those wishing to stage an exhibition in the Atrium Gallery at Grand Parade, Dorset Place and the Ground Floor and First Floor Galleries at Edward Street must read and sign the following guidelines for presenting an exhibition in university spaces.

Only those providing all the information outlined above within the stated time frame will have projects approved.

Only authorised personnel are allowed to work in the exhibition areas – exhibition organisers are responsible for the maintaining a safe working environment during the project.

Anyone working at height must be supervised by a competent person (ie completed a ladder training course or equivalent).

The Exhibitors will make **no alterations** to fixtures, fittings and exhibition furniture without approval from the Artistic Director.

Fixed gallery walls may only be painted with Albany Trade Brilliant White Emulsion. Flexhibition boards may not be painted. Any boards purchased by the exhibitor may be painted. Throughout installation and take down, adequate floor protection must be used.

Under no circumstances must any **sockets or window frames** be painted and must be masked off when the walls are painted.

No items should be hung from the gallery ceiling.

All electrical items brought into the gallery must be electrical safety certified (Pat tested) by a competent person prior to use.

No lights should be moved without checking with the gallery technician.

Any damage and or defects must be reported immediately to the Senior Gallery Technician.

Gallery Spaces must be made good and returned in a condition suitable for exhibition. Charges may be made to the exhibitor for damage caused by misuse, neglect or making good following the exhibition.

The Gallery (and surrounding exhibition areas) have an insurance excess of £2500. Exhibitors will need to arrange their own insurance if this excess is deemed insufficient.

All work exhibited is at the owners risk. Exhibitions in the public areas are less secure and should not contain uncovered work, work of a high value, irreplaceable work or work that may be easily damaged or removed.

All exhibition areas must be kept and left in a clean and tidy condition including the foyers.

Report an accident, incident or near miss immediately to the Gallery Manager or Duty Estates Site Manager and complete the relevant form.

Persons not observing these Codes of Working Practice may be asked to leave the exhibition area. These Codes are in addition to and separate from any other existing Codes of Practice provided by the University.

The gallery is licensed to play music but anyone wishing to use copyrighted material should read the guidance notes on licensing available from the Media Centre and Student Central as further licenses may be required.

CONTENT GUIDELINES

Content of the exhibition must be considered and may require approval from the **Ethics committee** (research projects).

Work proposals can be submitted to the necessary committee if a member of staff or student is questioning the suitability of an artwork for a particular location or the conditions that have been set for hanging the work. This may be for a number of reasons such as ethical concerns, extremist, explicit etc but is not limited to these reasons. This may occur when the artwork is border line between the U, 18 and restricted 18 classifications or is an unusual work which requires an individual assessment.

Sufficient time must be allowed in the planning to submit the proposed exhibits to these committees if there are concerns.

Artwork exhibited in public spaces (including corridors past the security doors) must be suitable for any audience including children. Consideration should also be given to work that can be seen from the pavement which must be suitable for all members of the community.

Explicit/disturbing material can be exhibited but it must be shown in a room where warning signs are prominently displayed and visitors have the ability to choose if they wish to view the work or not.

If there is any doubt as to the works suitability for public display, please refer to the guidelines below:

Universal – All ages admitted with nothing unsuitable for children

All work outward facing from the gallery out to the street must fit into this category, walls and exhibition spaces on the ground floor and all corridors throughout the building without exception. Life drawings/paintings are permitted as long as they are not sexually explicit – for example, an erect penis or implied sexual acts are not suitable.

18 Only adults are admitted.

No limitation on bad language. Hard drugs are generally allowed, and explicit sex references along with detailed sexual activity are also allowed. Scenes of strong real sex may be permitted if justified by the context. Very strong, gory, and/or sadistic violence is usually permitted. Strong sexual violence is permitted unless it is eroticised or excessively graphic.

Any work perceived to be with content suitable for over 18s must be in a designated area where the viewer can choose if they enter. They should be able to view the rest of the exhibition without having to see the content of the work for over 18s. The designated area must be accompanied by a warning sign such as 'exhibits in this area may not be suitable for under 18s' and must have a door or curtain which has to be opened to gain entry. The work must not be able to be seen by viewers outside the room when persons are entering.

Other signage that may be required in certain circumstances include: 'Caution, some viewers may find the content of this exhibit disturbing/distressing/offensive' or similar.

The following is the guidance for restricted 18s. Any work which fits into this category has to be referred to the Exhibitions Content Committee whom will make a decision on if the work can be publically exhibited and what conditions are put in place. Please notify the Gallery Manager if you foresee artwork falling into the restricted 18 category and the committee will be convened. Please allow time for this process to take place.

Restricted 18

(Refers to Films but a useful guide for artwork). Can only be shown at licensed adult cinemas or sold at licensed [sex shops](#), and only to adults, those aged 18 or over.

Films under this category always contain hard-core pornography, defined as material intended for sexual stimulation and containing clear images of real sexual activity, strong fetish material, explicit animated images, or sight of certain acts such as triple simultaneous penetration and snowballing. There remains a range of material that is often cut from the R18 rating: strong images of injury in BDSM or spanking works, urolagnia, scenes suggesting incest even if staged, references to underage sex or childhood sexual development and aggressive behaviour such as hair-pulling or spitting on a performer are not permitted. More cuts are demanded in this category than any other category.

Work in studios is unclassified, however, consideration should still be given to other students that share the space, staff and visitors and signage is required.

I have read and agree to comply with the above guidance and terms of use in both spirit and letter.

Signed:

Print Name:

Date: