**Event Management and Event Safety Policy**

**Appendix E – Art Exhibitions**

**1.0 Planning/Proposing an Art Exhibition**

All applicants wishing to mount temporary art exhibitions must first submit a proposal to one of the following;

* 1. Their head of unit if it is an internal academic, research or support services led exhibition.
	2. The Arts Officer if it is an exhibition held in partnership with the Arts Office or as part of festivals organised by the Arts Office.
	3. The Societies Officer if it is a Societies exhibition.
	4. The Commercial Services Office if it is part of a commercial event booking on campus.
	5. The Buildings and Estates Office if part of the Galway International Arts Festival programme.

The proposal should include the following:

* Name of Exhibition;
* Duration;
* Artist(s) Name;
* Designated Sponsor (if different from Artist);
* Number and size of items;
* Photographic evidence of the exhibition content or a detailed written description of the work if the exhibition content is not yet completed;
* Proposed methodology and means of installation;
* Details of any supports services required;

A minimum of one month is required to consider such requests.

**2.0 Definition**

An art exhibition may compose pictures, paintings, drawings, photographs, video, sound, installation, performance, interactive art, new media art or sculptures by a single artist, group of artists or a collection integrated by a theme, and must run for a specified time period.

**3.0 Permission and Approval**

The content and detail of all art exhibitions will be considered in terms of their suitability and appropriateness for the university community and visitors by one of the aforementioned offices (1.1-1.5). They will respond to both the applicant and the Buildings and Estates Office with an approval/non approval. The Buildings and Estates Office have the right to approve all events, request further information or decline events in the interests of NUI Galway.

Permission will be considered on the basis that the exhibition is appropriate for a healthy and respectful working and teaching environment.

The exhibition should

* be presented well for public viewing;
* be available for installation and removal at agreed dates and times;
* be suitable for the limited space that is available;
* be legally compliant;
* be adequately insured with indemnification where required to NUI Galway;
* be accompanied by a site specific risk assessment for installation, duration and set down;
* consider the nine grounds of discrimination set out in the Gender Equality and Diversity report;
* meet all University standards and conform to all University policies and procedures.

NUI Galway reserves the right to cease events in progress or remove unauthorised elements thereof in circumstances where continuing the exhibition or event would damage the reputation of the university or threaten the health and safety of university staff, students or visitors in the interests of NUI Galway and its campus community.

**4.0 Appeals Process**

In the event that a proposed exhibition plan does not receive approval to proceed the proposer may choose to submit an appeal in writing via email to space@nuigalway.ie clearly stating ‘Appeal under the Event Management and Safety Policy’ in the subject title. The appeal will then be referred to members of the Art Exhibitions Appeals Committee which shall comprise:

* The Arts Officer
* The Dean of Arts, Social Sciences and Celtic Studies
* The Vice President for Student Experience
* The Students Union Equality Officer

The group will consult and revert with a decision within ten days.

**5.0 Costs and Installation of Art Exhibitions**

The artist/sponsor is responsible for the costs and installation of the exhibition. They will be provided with a date and time to load in and load out of the venue in question in writing by one of the aforementioned offices (1.1 – 1.5) as appropriate. Support services required from the university such as furniture, additional power or network requirements, carpentry, or audio visual facilities will be arranged to coincide with installation providing they were requested as part of the original proposal and approved thereafter.

Any additional security requirements will be the responsibility of the artist/sponsor to finance must be discussed and agreed in advance with the Buildings and Estates Office.

**6.0 Insurance**

NUI Galway will not accept responsibility for material or equipment on display and will not at any time be responsible for the loss or damage of exhibition contents regardless of the means by which they were lost or damaged. Artists will be required to insure their own work and must provide an indemnity to the University for the period of the exhibition. In some limited circumstances, the Arts Office can extend insurance cover for exhibitions organised in partnership with them.

**7.0 Commercial, Sales and Promotional materials**

Whilst NUI Galway will not generally host commercial exhibitions, any queries in relation to sales/promotional materials intended for display during an exhibition must be directed in the first instance to the Commercial Services Office. Charges will apply to events/exhibitions deemed to be commercial in their nature, such exhibitions will be managed by the Commercial Services Office, in line with University policy.