

## Advice for Exhibitors: Peltz Gallery Protocols

Procedures for Birkbeck staff and students wishing to use the Peltz Gallery, School of Arts, Birkbeck, University of London, 43 Gordon Square, WC1H 0PD.

Please note the Peltz Gallery is not bookable as a teaching room.

Events/exhibitions accepted from other than the School of Arts will be charged a room fee:  
Receptions or other one-off events (up to 3 hours) £150  
Exhibitions Daily Rate £75

Please note that the fees may vary if there are any specialist insurance requirements.

If you are based at the School of Arts and are putting in a funding application for an exhibition please discuss in advance, the costs you should apply for with the School Manager (School of Arts) and the Director, Professor Annie E. Coombes.

### **Three steps to organizing your exhibition or event:**

#### **Step 1: Fill in the PROPOSAL FORM**

To put on an event or an exhibition in the Peltz Gallery you must complete the online [proposal form](#). **Please note that all proposals must be formally submitted by a member of academic staff at Birkbeck.**

The proposer takes full responsibility for ensuring that the correct procedures are followed.

#### **1) ONE-OFF EVENTS**

One-off events proposals are considered as soon as possible after they are submitted. They are subject to approval by the Director of the Gallery, Professor Annie E. Coombes (or her nominated deputy). Any final approval is subject to the agreement of the curator if there is a concurrent exhibition.

#### **2) EXHIBITION PROPOSALS**

Exhibition proposals are usually considered at a termly meeting by the Arts Space Steering Committee and Director of the Peltz Gallery.

- a. Proposals must be received in good time for consideration by the committee. Invitations, to the School of Arts in the first place, to tender proposals will be sent out in advance of each term's meeting. Please be aware that if you are proposing an event as part of a funding bid, you **must** make a provisional booking with the Peltz before submitting your application to funders. The Director and the Events and Communications Officer will need confirmation of the outcome of the grant application within 2 months of acceptance of the proposal by the Arts Space Steering Committee. Unfortunately the Gallery cannot keep availability open indefinitely without confirmation of the funding.

- b. Proposals must be accompanied by an illustrated list of exhibits, giving dimensions and media, and listing any special technical requirements.
- c. There is an agreed minimum budget that all exhibitors must have:
  - a. Launch - £150
  - b. Making good – £500
  - c. Vinyl wall text - £300
  - d. Labels/A3 publicity printing - £150
  - e. Generic contingency - £150
  - f. Outside of the School of Arts the budget needs to include the daily hire fee
  - g. Total: £1,250 (excluding f)

Making good charges are the responsibility of the exhibitor (usually around £500). If more extensive damage is done to the gallery, a complete refurbishment may be necessary and the exhibitor is also responsible for covering these costs in addition to the hire charge for the gallery if not collaborating with a member of the Faculty of Arts.

If the proposal is approved by the Arts Space Steering Committee, a member of the committee will be assigned to liaise with you and you will be asked to complete a liaison form setting out various details about the exhibition.

Please be aware curators or event organizers in the Peltz Gallery are entirely responsible for its organization, publicity, invigilation, setting up and taking down.

### **Step 2: Create a PROMOTION and MEDIA PLAN**

Once your proposal has been accepted, you should prepare a promotions plan identifying your target audiences and how you propose to publicize the exhibition. You should discuss this with the assigned Committee member liaison, and with the Events and Communications Officer, Natasha Marquiss ([n.marquiss@bbk.ac.uk](mailto:n.marquiss@bbk.ac.uk))

In the proposal form you will have supplied a lively 250-word description of your event and a minimum of 2 high resolution images. These will be used on the Peltz Gallery website to publicize your exhibition.

**NB. All publicity and media must follow the Peltz Gallery design template (supplied by Natasha Marquiss)**

Exhibition and event photography and filming can be booked through Birkbeck Media Services, Dominic Mifsud ([d.mifsud@bbk.ac.uk](mailto:d.mifsud@bbk.ac.uk)) and Mansour Shabbak ([m.shabbak@bbk.ac.uk](mailto:m.shabbak@bbk.ac.uk))

[See here for Birkbeck blog guidelines](#)

### **Step 3: SETTING UP and TAKING DOWN**

Please take note of the following information.

You must keep informed, and liaise, with:

1. **The Events and Communications Officer** in the School of Arts
2. **Estates and Facilities:** If you require any building works prior to an exhibition within the Gallery (eg holes for fixings) you must confirm the details with the Events and Communications Officer, you will then be asked to submit a [works request form](#).

You should also fill in the same form if you require security, additional furniture and/or attendant staff outside of their usual hours, etc. These requests will be dealt with by Elizabeth Whitehead, Facilities Manager ([e.whitehead@bbk.ac.uk](mailto:e.whitehead@bbk.ac.uk)).

There are 48 beech veneer chairs and 2 matching tables available for use in the Peltz Gallery. These are stored in the cupboard outside G10 and should be returned there after use. **(More details about the Peltz Gallery facilities are supplied [here](#).)** Setting out and collection of chairs should be booked and paid for via Anne McKeown, Facilities and Estates Services ([a.mckeown@bbk.ac.uk](mailto:a.mckeown@bbk.ac.uk)).

If you wish to organise catering for events during the exhibition please see: <http://www.bbk.ac.uk/roombookings/catering>

**Specialist cleaning requirements** If curators or artists require special cleaning care or attention or have specialist requirements for cleaning installations or equipment (including NOT cleaning or clearing away items) please contact Dumar Rivera ([d.rivera@bbk.ac.uk](mailto:d.rivera@bbk.ac.uk)). If Mr. Rivera is not contacted, the cleaners will clean as usual (dusting and mopping the floor, skirting boards, radiators and window ledges). Please be advised, unless Mr Rivera is specifically informed, any objects left on the floor may be cleaned or taken away.

Making good of the gallery after an exhibition is done by Birkbeck Estates and incurs up to a £500 fee.

### 3. **Additional promotional contacts**

- School of Arts Digital Editor - Nancy Campbell: [n.campbell@bbk.ac.uk](mailto:n.campbell@bbk.ac.uk)
- Communications Manager - Bryony Merritt [b.merritt@bbk.ac.uk](mailto:b.merritt@bbk.ac.uk)

In addition, you will need to:

4. **Check insurance** with Neil Chamberlain-Keen ([n.chamberlain-keen@bbk.ac.uk](mailto:n.chamberlain-keen@bbk.ac.uk)) in the Finance Office. The Peltz Gallery has a CCTV which links through to the front Reception at Gordon Square but as the curator of the exhibition/event you are responsible for insurance.
5. **Inform attendants** at the Reception Desk in Gordon Square (usually John Killick or Bernie

Webber)

6. The following teams may also be willing to help raise the profile of your exhibition:

- External Relations, Director of Development and Alumni - Chris Murphy [c.murphy@bbk.ac.uk](mailto:c.murphy@bbk.ac.uk)
- Communications Manager - Bryony Merritt [b.merritt@bbk.ac.uk](mailto:b.merritt@bbk.ac.uk)
- External Relations, Head of Corporate Partnerships – Matthew Jackson ([m.jackson@bbk.ac.uk](mailto:m.jackson@bbk.ac.uk)).

#### **4. INVIGILATION**

Please note the proposer/ curator is responsible for organizing invigilation throughout the duration of the exhibition, if this is required.

#### **5. CANCELLATION**

Cancellations must be confirmed in writing. If written cancellation is received less than 12 weeks before the opening date of an exhibition, the proposer will reimburse the School for any costs that may have been incurred in the preparation.

The School of Arts reserves the right to cancel any arrangement for the use of premises at any time for the following reasons:

- a. If the School or parts of it are closed due to maintenance; fire; dispute with employees or by order of any public authority.
- b. If it might, in the opinion of the School, prejudice the reputation of the School.

The School cannot accept liability for any inconvenience caused as a consequence of such cancellation.

#### **5. FEEDBACK**

Please complete the feedback form once the event or exhibition has been ended.

#### **6. OPENING HOURS**

During term:

- Monday – Friday 10am-8pm
- Saturdays 10am-6pm
- Sundays Closed

You can arrange other opening times but please note that attendant fees may be incurred.

#### **Key personnel directory:**

Director of the Peltz Gallery and Chair of the Arts Space Steering Committee	Professor Annie E. Coombes	E-mail: <a href="mailto:a.coombes@bbk.ac.uk">a.coombes@bbk.ac.uk</a>
Impacts and Knowledge Exchange Manager School of Arts and SSHP	Wendy Earle	E-mail: <a href="mailto:w.earle@bbk.ac.uk">w.earle@bbk.ac.uk</a>
School of Arts Manager	Chantal De-Silva	E-mail: <a href="mailto:c.de-silva@bbk.ac.uk">c.de-silva@bbk.ac.uk</a>
Events and Communications Manager	Natasha Marquiss	E-mail: <a href="mailto:Peltzgallery@bbk.ac.uk">Peltzgallery@bbk.ac.uk</a>

<b>Members of the Arts Space Steering Committee</b>		
	Dr. Patrizia di Bello	E-mail: <a href="mailto:p.dibello@bbk.ac.uk">p.dibello@bbk.ac.uk</a>
	Dr. Sophie Hope	Tel: 020 7631 6189 E-mail: <a href="mailto:s.hope@bbk.ac.uk">s.hope@bbk.ac.uk</a>
	Dr. Gabriel Koureas	Tel: 020 7631 6129 E-mail: <a href="mailto:g.koureas@bbk.ac.uk">g.koureas@bbk.ac.uk</a>
	Dr. Luciana Martins	Tel: 020 7631 6154 E-mail: <a href="mailto:l.martins@bbk.ac.uk">l.martins@bbk.ac.uk</a>
	Dr. Emma Sandon	E-mail: <a href="mailto:e.sandon@bbk.ac.uk">e.sandon@bbk.ac.uk</a>
	Dr. Michael Temple	Tel: 020 7631 6173 E-mail: <a href="mailto:m.temple@bbk.ac.uk">m.temple@bbk.ac.uk</a>
	Dr. Heather Tilley	E-mail: <a href="mailto:h.tilley@bbk.ac.uk">h.tilley@bbk.ac.uk</a>
<b>School of Arts Digital Editor</b>		
	Nancy Campbell	Tel: 02 3073 8218 E-mail: <a href="mailto:n.campbell@bbk.ac.uk">n.campbell@bbk.ac.uk</a>
<b>Estates and Facilities</b>		
Estates	Help Desk	Extension: 2001
Maintenance Support Officer	Gary McCarthy	Tel: 020 7079 0617 Mob: 07725 222 162 E-mail: <a href="mailto:g.mccarthy@bbk.ac.uk">g.mccarthy@bbk.ac.uk</a>
Maintenance Manager	Daniel Xuereb	Tel: 020 7631 6583 E-mail: <a href="mailto:d.xuereb@bbk.ac.uk">d.xuereb@bbk.ac.uk</a>
Director of Facilities and Estates Services	Elizabeth Whitehead	Tel: 020 7631 6012 E-mail: <a href="mailto:e.whitehead@bbk.ac.uk">e.whitehead@bbk.ac.uk</a>
Cleaning Supervisor	Dumar Rivera	Tel: 07799038754
<b>IT Services</b>		
Photographic & Media Technician	Dominic Mifsud	E-mail: <a href="mailto:d.mifsud@bbk.ac.uk">d.mifsud@bbk.ac.uk</a>
Video & Media Technician	Mansour Shabbak	E-mail: <a href="mailto:m.shabbak@bbk.ac.uk">m.shabbak@bbk.ac.uk</a>
Audio-Visual and Media Installation Supervisor	David Burke	Tel: 020 7631 6022 E-mail: <a href="mailto:d.burke@bbk.ac.uk">d.burke@bbk.ac.uk</a>
<b>Insurance</b>		
	Neil Chamberlain-Keen	Tel: 020 7380 3217 E-mail: <a href="mailto:n.chamberlain-keen@bbk.ac.uk">n.chamberlain-keen@bbk.ac.uk</a>
<b>Reception Desk – 43 Gordon Square</b>		
	John Killick	Tel: 020 7631 6111 E-mail: <a href="mailto:j.killick@bbk.ac.uk">j.killick@bbk.ac.uk</a>
	Bernie Webber	Tel: 020 7631 6111 E-mail: <a href="mailto:b.webber@bbk.ac.uk">b.webber@bbk.ac.uk</a>
<b>External Relations</b>		
Head of Corporate Partnerships	Matthew Jackson	Tel: 020 7380 3169 E-mail: <a href="mailto:matthew.jackson@bbk.ac.uk">matthew.jackson@bbk.ac.uk</a>

Director Of External Relations	Jonah Duffin	Tel: 020 7380 3126 E-mail: <a href="mailto:j.duffin@bbk.ac.uk">j.duffin@bbk.ac.uk</a>
Communications Manager	Bryony Merritt	Tel: 020 7380 3133 E-mail: <a href="mailto:b.merritt@bbk.ac.uk">b.merritt@bbk.ac.uk</a>
Head of Development and Alumni	Chris Murphy	Tel: 020 7380 3125 E-mail: <a href="mailto:c.murphy@bbk.ac.uk">c.murphy@bbk.ac.uk</a>