

Website information for the use of Sean O'Sullivan Theatre Lobby for Exhibits and/or Receptions

GUIDELINES FOR EXHIBITS:

1. All artists wishing to exhibit in The Lobby (The Sean O'Sullivan Theatre) and who have been accepted to exhibit must provide the Director of The Centre for the Arts with specific information and details (pictures, slides, diagram, etc.) regarding the nature of the exhibit.
2. Exhibits that alter the physical structure of The Lobby, including, but not limited to, carpets, floor, walls, lights, furnishings, shall be subject to written approval by the Director of The Centre for the Arts.
3. The Lobby is an exhibit space only – not a work place.
4. Whenever possible, pictures/prints should be framed. Works which contain carbon, pastels, etc. and not framed, will not be accepted for exhibition unless suitable alternative are found (e.g. spraying or matting).
5. Any exhibit that impedes or restricts existing fire routes and traffic flow will not be permitted.

Additional exhibit notes:

1. A curator is not provided. Lessee or artist is responsible for the hanging/ installation and removal of the work. All signage must be approved by CFTA.
2. Load-in and installation must be done during regular business hours and when CFTA staff is on site.
3. Prior arrangements must be made before any furniture can be moved.
4. Furniture is not to be used as a step stool. Please advise if you will need access to a ladder.
5. Rental rate is \$50.00 per day. Requests for a rental waiver or special consideration can be sent to Debbie Slade, Director, Centre for the Arts at dslade@brocku.ca.
6. Lobby hours of operation are the same as Box Office hours (Monday through Friday 11:00 A.M. to 6:00 P.M. and Saturday 10:00 A.M. to 2:00 P.M.) Summer and Holiday hours vary. The lobby is also closed for performances.
7. Security is not provided during exhibit hours. When the lobby is closed, the doors are locked and the alarm is set. Should you require security, please contact the University Campus Security Services Department at extension 4300.
8. For all Technical questions or needs, contact Alan Titley, Production Manager, at x 3218 or atitley@brocku.ca.

GUIDELINES FOR RECEPTIONS:

1. University Health & Safety requires CFTA Audience Service staff for all events. These trained staff members are supplied by CFTA at additional cost. However, with prior arrangement, you may be permitted to supply some of your own volunteers to work with the CFTA staff. Please call Elaine Smithies, Audience Services Manager, at extension 4113 for current rates.
2. Bar service will be available for an additional fee. Please contact Elaine Smithies, Audience Services Manager, at extension 4113 for information.
3. The Centre must be notified of all food/refreshment arrangements. If you require any food or beverage service other than house refreshments, please contact Sodexo Food Services directly at (905) 688-5550 extension 4516.

Lessee will agree to the following terms:

1. Compliance with the Guidelines listed above.
2. Lessee will pay the full estimated costs of room rental and reception labour in advance of the load-in or reception event date. Holding Fee and deposit due dates will be listed on contracts.
3. Lessee will provide Insurance coverage for exhibited works.