

## **Penny Gallery Application**

Please submit your application to the Penny Gallery Coordinator at [baz.skinner@uleth.ca](mailto:baz.skinner@uleth.ca).

You will receive a confirmation of your booking by email from the Gallery Coordinator or the Dean's Office—depending on the booking. In order to expedite the process, please answer with as much detail as possible. In order to do so, please download this application to your computer, fill it out, save it with a different file name, and attach it to an email. Your application is not considered until ALL appropriate information is provided AND has been signed and dated by the applicant.

### **CONTACT INFORMATION**

#### **Primary Contact**

Name:

Organization or Department:

Uleth ID number (if applicable):

Office/Work Number:

Cell Phone Number:

Email Address:

#### **Secondary Contact**

Name:

Organization or Department:

Uleth ID number (if applicable):

Office/Work Number:

Cell Phone Number:

Email Address:

### **BOOKING INFORMATION**

Type of booking (event, exhibition, rehearsal, etc.):

Title of booking:

First date of setup:

Last date of strike:

Dates and times open to public:

Number of keys requested:                      1                      2

Will a student be in the gallery during public hours?                      Yes                      No

If no, do you have any special requests for Volunteer Lethbridge when opening the gallery to the public beyond opening doors and turning on lights? (Example: Do not turn on lights, plug in lamp, etc.)

## EVENT CATERING INFORMATION

*Please note that all events in the Gallery must catered by campus approved caterers*

Reception Date(s):

Reception Start Time:

Reception End Time:

Name of mandatory greeter or FOH for off hours reception:

Alcohol Service: Yes

No

Please note: all applications for alcohol service must be submitted to the University of Lethbridge Risk and Safety NO LATER than 1 week prior to date of alcohol service.

<http://www.uleth.ca/risk-and-safety-services/node/add/alcohol-application>

If yes, please indicate date of alcohol service and times of service:

Please name the individuals with ProServe training who will be serving alcohol (if you are catering the event, please indicate the name of the caterer):

## SETUP REQUIREMENTS

NOTE: All setup requirements for tables, chairs, coat racks, additional caretaking, must go through Facilities Event Setup at least two weeks prior to your event.

[http://servicedesk.uleth.ca/event\\_bldg.html](http://servicedesk.uleth.ca/event_bldg.html)

Please describe the installation, the number of approximate pieces and how long they will be installed in the space:

Please list the personnel who will be setting up and striking the installation:

Please describe the staging setup (if applicable):

Will you be using the Projection Room?

Yes

No

## TECHNICAL REQUIREMENTS

The space does not come equipped with theatrical technical elements, but they can be used in the space. Will you be bringing in any of the follow equipment:

Projectors	Yes	No	If yes, how many?
Microphone	Yes	No	
Additional Lighting	Yes	No	
Sound Requests	Yes	No	
Seating Requirement	Yes	No	If yes, for how many?
Piano Required	Yes	No	Tuning fee will be applied

Advertising and Signage plans? (Posters, public service announcements, etc.)

Please indicate your storage needs if your book involves more than one date:

## GALLERY SAFETY PROCEDURE

Have you read the Security Procedures for the Penny Gallery? Yes No

*This document is required reading before using the gallery*

[http://www.uleth.ca/sites/default/files/2018/12/sop\\_penny\\_building\\_security.pdf](http://www.uleth.ca/sites/default/files/2018/12/sop_penny_building_security.pdf)

Will your exhibit/event be using the non-permanent walls in the space? Yes No

*If yes, please note they must not be end-to-end and they must be 6' from all doorways. All exit signs must be able to be seen with the wall placements. Failure to do so may result in walls having to be relocated.*

Will your exhibit/event be hanging or draping anything from the ceiling? Yes No

If yes, please describe

Will your exhibit/event involve any type of bodily fluids? Yes No

If yes, please describe

Will your exhibit/event have any liquids? Yes No

If yes, please describe

Will your exhibit/event have any tripping hazards? Yes No  
All cables and wiring need to be secured to the floor with gaff tape and/or carpet. (Tape and carpet available on request) If there are any tripping hazards beyond cables/wires, please describe

Will your exhibit/event have any technology equipment? Yes No  
If yes, please describe what type and how they will be kept secured from public theft

Will your exhibit/event have any strobe, smoke, haze effects? Yes No  
If yes, please describe

Will your exhibit/event have any open fire or heat sources? Yes No  
If yes, please describe

Safety of all involved (yourself, patrons, Penny Building staff) is of highest importance. Are there any parts of your event/exhibition that are outside the norm or may involve any health or safety risk? (Examples: live bands playing, startling noises, live animals, heavy objects, etc.)

## USAGE CONSIDERATIONS AND RULES

- It is understood that the Penny Building is an active, multi-use facility, used by both University staff, by Volunteer Lethbridge staff, and by members of the public. Multiple events may be booked throughout the building during the day and evening. Access to the loading dock is at the back of the Penny Gallery. All Penny Gallery users are advised to be aware of the loading dock and that the space could be accessed at any time for Penny Building activities. Users must also be mindful of egress paths of people who need to walk through the gallery for parking/emergency reasons.
- The University of Lethbridge shall be responsible for the reasonable safekeeping of the object(s) being loaned in accordance with routing practices associated with public access gallery space and after hours securing and alarming. The U of L is not responsible for loss or damage to the object(s) resulting from any incidents during the Exhibition/Event period.
- The University of Lethbridge does NOT provide insurance coverage for artworks in this Agreement. Artists must provide their own insurance coverage or assume all risks and liability associated with this Agreement.
- The Penny Gallery resides in a building owned by the University of Lethbridge, and at all times must comply with all University policies. Users can access these policies here: <http://www.uleth.ca/policy/external-resource>. As such, The University of Lethbridge reserves the right, at all times, to immediately correct any safety violations or restrict access to spaces until safe conditions have been restored.
- Penny Building business operation hours are Monday – Friday 8:30am – 4:30pm. It is understood that the Penny Building must be secured upon entering and exiting and it is the responsibility of each after-hours user. It is recommended that all after-hours access be coordinated between two people. ALL USERS AGREE TO NEVER PROP THE DOORS OPEN (FRONT (MAIN) OR BACK DOORS).
- For public openings and functions, especially after hours (after 4:30pm or on weekends) there must be a front of house person assigned to watch the front door at all times. When a front of house person can't be present, the door must be locked. ALL USERS AGREE TO NEVER PROP THE DOORS OPEN (FRONT (MAIN) OR BACK DOORS).
- The security procedure document for the Penny Gallery is available on the website, and via a link on this digital application. It is the user's responsibility to abide by it and it MUST be read prior to use of the Penny Gallery. The Penny Gallery Coordinator and/or University of Lethbridge Security must be notified immediately of any damage caused to University property, or injury to any person, as a result of any activity associated with this application.
- The lobby, front lobby windows and front doors in the Penny lobby are not available for your use for signage etc. If you would like to advertise your event, the front gallery windows can be available, although Faculty of Fine Arts events are also advertised in those windows. You may also book sandwich signage boards that you would be responsible for displaying and taking down, through Facilities.
- The Penny Building Fine Arts Coordinator MUST be consulted before set up to approve the set up plan. Under no circumstances will paint, tape, or any other treatment be applied to the walls or any part of the physical space without approval from the Coordinator.
- You are required to reset the space, walls, floors and all parts of the Gallery back to its original state. The Penny Gallery Coordinator, Baz Skinner, will coordinate via email a date that works for all parties, to ensure the Gallery is brought back to its original state.
- Should factors pertaining to your exhibit/event change after submitting the application, an email notifying the Gallery Coordinator is required 2 days prior to it being open to public.
- Should any of these procedures or rules be broken, or the submitted form is discovered to not be complete, the Dean's office will be notified and future bookings of the space will be required to seek approval from the Dean's office.

Name

Signature

Date

An emailed submission is considered a formal signature.

Questions related to the technical setup, strike and coordination of your booking may be directed to:

Baz Skinner at [baz.skinner@uleth.ca](mailto:baz.skinner@uleth.ca) or (403) 915-7003

Questions relating to the date booking of your contract may be directed to

Amanda Berg at [amanda.berg@uleth.ca](mailto:amanda.berg@uleth.ca) or (403) 329-2616

The outlets are separated between six 15amp breakers, please plan accordingly when using the space.  
This is a diagram of each breaker, separated by colour.

