**Toi o Wairaka Gallery Protocol**

This protocol applies to all users of Toi o Wairaka (the School of Creative Industries Gallery) at Unitec - Te Pūkenga. The gallery operates in accordance with the principles of Te Noho Kotahitanga (a partnership document created in 2001 to express Unitec's commitment to the Treaty of Waitangi). This protocol aims to ensure the safe, effective, and impactful management of this research and presentation space.

**Event Organization and Management**

An Event Form (below) must be completed and submitted to the Curator/Manager to make/confirm a reservation (cancellations must be given with at least 4 weeks’ notice);

Event curators/organisers are responsible for the installation, de-installation and security of any exhibit/s for the duration of the event (all such costs must be met by the curators/organisers/exhibitors);

Installation of exhibit/s must be discussed with the gallery technical team beforehand to ensure compliance with health and safety requirements ([drowlandson@unitec.ac.nz](mailto:drowlandson@unitec.ac.nz) and [kcrisp@unitec.ac.nz](mailto:kcrisp@unitec.ac.nz));

Public access to the gallery can only take place in the presence of the event curator/ organiser;

Gallery use outside of gallery opening times must be discussed and agreed with the Curator/Manager and [Unitec Security](https://www.unitec.ac.nz/about-us/contact-us/campus-security) ([security@unitec.ac.nz](mailto:security@unitec.ac.nz));

The serving and consumption of alcohol is not permitted unless by prior arrangement, requiring approval from Unitec’s Chief Executive and the Head of School of Creative Industries;

The consumption of refreshments (food and drink) is not permitted within the gallery spaces (guests may use the foyer spaces for this purpose);

Any use of the gallery/event kitchen must comply with health and safety requirements. Event curators/organisers are responsible for leaving this space clean and locked after use;

Upon conclusion of the event, all spaces must be returned to their original state so that they are available for the next event (if necessary, walls are to be repaired using gallery filler and paint within the booking time frame; rollers and drop sheets can be supplied);

**Health and Safety**

External event curators/organisers/exhibitors must complete a Health and Safety Induction before operating in the gallery;

Event curators/organisers/exhibitors/visitors are expected to comply with Unitec’s [Code of Conduct](https://www.unitec.ac.nz/sites/default/files/public/documents/unitec-code-of-conduct.pdf) and [Health and Safety Policy](https://www.unitec.ac.nz/sites/default/files/public/health-and-safety-policy-2023.pdf).

The gallery and campus are smoke-free and vape-free.

**Communications and Publicity**

School and Unitec events – All material for signage, communications, publicity, publications, etc., must be provided within agreed time frames as determined by the gallery team, including the Curator/Manager, Designer, Photographer, and Publicist.

The use of published imagery and related material associated with Toi o Wairaka is subject to copyright law.

Using any supporting facilities, equipment, and/or technical resources at Unitec is at the discretion of the Curator/Manager.

The inclusion of sponsor information in any Toi o Wairaka communications/publicity must be discussed and agreed upon with the Curator/Manager.

**Security and Damage**

Any damage to gallery spaces, surfaces, equipment, furniture and lighting must be repaired by the event curator/organizer.

Toi o Wairaka will not be responsible for the loss or damage of any work, equipment or personal items. We encourage you to implement individual insurance measures external to Unitec.

Security cameras are installed and operational in and around Building 108 and managed by [Unitec Security](https://www.unitec.ac.nz/about-us/contact-us/campus-security). The gallery is unmanned during opening hours and locked and alarmed outside of opening hours except for openings/receptions.

**Acceptance of Protocol**

This protocol is not intended to cover all situations that may occur at Toi o Wairaka. Any event deemed to be inappropriate use of the gallery will be at the discretion of the Curator/Manager, Head of School or Unitec Security.

By signing below, I declare I have read and agree to adhere to the protocol outlined.

**Name**

(Please type)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Signature**

(Please insert digital signature)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Toi o Wairaka Event Form**

**Exhibition Dates**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | / |  | / |  |

DD/MM/YYYY

*Day/Month/Year to Day/Month/Year*

**Opening Event Date OR Closing Event Date & Time**

*Day/Month/Year*

*pm - XXpm*

(These dates must include installation and de-installation of any exhibit/s as well as any repair work necessary to return the gallery to its original condition)

**Opening/Reception Date and Time**

*Day/Month/Year 00:00-00:00*

**Event Details**

Provide a brief description of the event and intended use of Toi o Wairaka.

**Contact Information**

|  |  |  |
| --- | --- | --- |
| **Curator/Organizer/Exhibitor Name** | **Email** | **Phone** |
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