



## General information, terms and conditions for events held at FUMA

### Availability

FUMA is a cultural facility located at the University's Bedford Park campus in the Social Sciences North building. We have oversight of four interconnected spaces which are bookable for Flinders University events subject to exhibition restrictions, availability and approval. Generally, FUMA spaces are available for University events 7am - 10am and 5pm - 9pm. FUMA is closed during the installation of new exhibitions, on public holidays and through January, and is not bookable during these periods.

### Access

Disabled car parking is available adjacent FUMA in Carpark 5 – off Humanities Road. FUMA's ground-floor spaces are wheelchair accessible from the carpark via the SSN lift on level 1. The closest wheelchair accessible toilet is located off the breezeway adjacent the Matthew Flinders Lecture Theatre. The Terrace does not have wheelchair access. We highly recommend that access requirements are ascertained ahead of the event and that people are on hand to provide directions/assistance to guests on arrival as required.

### Booking procedure

Please note, **prior to submitting** the booking form please [contact](#) FUMA to flag event, check availability of space(s) and secure 'in principal' agreement. If you are not familiar with our layout please arrange a visit at this time. Following initial agreement complete and submit the Booking Request Form. Please ensure this is submitted at least 6 weeks ahead of the event. All bookings will be confirmed by FUMA in writing.

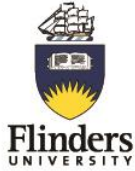
### Administration

FUMA does not manage or supervise events on behalf of Colleges or Portfolios. A dedicated Event Manager and relevant support staff must be assigned to this role. As part of our Terms and Conditions however, FUMA must be kept abreast of event planning, delivery and evaluation.

### Fees and charges

FUMA does not charge a booking/hire fee however all costs associated with the event must be borne by the Event Organizer, including but not limited to:

- Catering
- Glassware
- Tablecloths / napery
- Liquor license
- Staffing



- Security
- Cleaning

Pending availability, lectern, PA system, trestle tables and chairs are available free of charge.

### **Catering**

FUMA **does not** have a kitchen onsite. All catering must be prepared and delivered in advance. Food and bar tables must be set up in the Foyer and/or on the Terrace. While patrons are generally permitted to eat and drink in the Gallery catering stations are not permitted in this space so as not compromise the exhibition or put artworks at risk. To avoid crumbs and other food related mess we recommend finger food. Anything bigger than bite-size will require plates. There are no restrictions around eating/drinking on the Terrace.

### **Alcohol**

Service of alcohol requires a licence and must be accompanied by the provision of food under the Responsible Service of Alcohol Act. Please refer to the [Flinders' 'Alcohol on Campus Policy'](#).

To apply for a permit to consume alcohol at FUMA. Please [complete the liquor permit form](#).

Please note that it is a legal requirement to display the liquor licence during the event and to ensure that any person serving or supplying alcohol is over 18 and qualified to do so.

### **Furniture, multimedia and arrangements for set up and pack down**

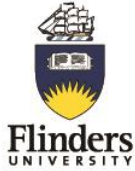
FUMA has 30 chairs and 45 small folding stools. Any furniture that may be required in addition to this must be discussed with the Caretakers and booked through [ServiceOne](#). Furniture that is not University property must be approved by FUMA in advance. FUMA does not store furniture before or after an event.

A lectern and PA system can be set up in the Gallery however there are no facilities for projection in this space. The Seminar Room does provide for multimedia/projection and is equipped with lectern, computer and PA. The Event Manager – in consultation with IDS – will be responsible for any audio-visual equipment brought onto the premises for use during the function and will pay all associated hire costs. All electrical equipment brought into FUMA must be tested and tagged in accordance with WHS Policy.

*The desired configuration of spaces must be communicated to the Caretakers in person by the Event Manager and job logged via ServiceOne ahead of the event in consultation with FUMA staff. FUMA staff are not responsible for event set up or pack down. FUMA requires that pack down take place as soon as possible after the event.*

### **Photography and filming**

Due to strict regulations around copyright, permission must be sought from FUMA prior to filming, videoing or photographing on the premises.



## Signage

Event related signage must be noted on the booking form and positioning approved by FUMA staff in advance.

## Parking

Please visit [Parking at FUMA](#) for more information.

## Deliveries

Deliveries must be scheduled within the agreed set up period, unless prior alternative arrangements have been made. Delivery vans can be instructed to back up the laneway on the eastern side of the Humanities building if cleared with Caretakers in advance. The Event Manager must provide instructions to drivers and be on hand to receive deliveries and arrange set-up and pack-up of goods supplied.

## Cleaning

The Event Manager must ensure all rubbish and empty bottles are removed by the agreed finish time of the function. Any debris on the floor must be swept up and spots removed with a damp cloth. If a deeper clean is required, FUMA must be advised immediately in writing. Additional cleaning – if required – will be arranged and overseen by FUMA. Specialised cleaning costs will be passed on to the Event organiser.

Respect for the artworks is essential and any damage to artworks, repairs to the space or additional cleaning will be charged to the Event Organiser.

## Air-conditioning

The air-conditioning is set at 20 degrees and is not adjustable.

## Smoking

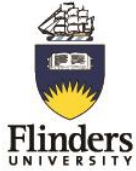
Smoking - including on the outdoor Terrace - is not permitted.

## OHS&W

The Event Manager is responsible for compliance with Occupations Health, Safety and Welfare Regulations in accordance with Flinders University policies and procedures. This includes completion and submission of the [University's Event Safety Checklist and Safety Assessment](#).

## Security

Automatic doors to FUMA Gallery are set to operate between 10am and 5pm. To extend these hours for the purpose of an event, FUMA will submit a request to security via ServiceOne in accordance with the requested booking period and/or supply Event Manager with temporary swipe card.



**Flinders University Museum of Art**

Telephone +61 8 8201 2531  
[museum@flinders.edu.au](mailto:museum@flinders.edu.au)  
[www.flinders.edu.au/museum-of-art](http://www.flinders.edu.au/museum-of-art)

The Event Manager must notify security at the end of the event and remain in the Gallery until doors are reset to the lock-setting.

### **Emergency procedures**

In the event of an emergency the Event Manager is responsible for ensuring that University procedures are followed as detailed in the [Flinders University emergency procedures](#).

The Event Manager will take all reasonable precautions against loss or damage to FUMA. Smoke machines, candles, explosive devices or any items with a naked flame are not permitted on site. No equipment, fittings, or materials may be placed in a position that will in any way obstruct egress to designated exits.

### **Cancellations**

FUMA must be notified of cancellations at least 10 working days prior to the event.

### **Reserved rights**

FUMA reserves the right to refuse bookings and to cancel bookings that contravene the terms and conditions set out in these guidelines. Tentative bookings will be held for a period of 14 days.