

Our Community Exhibition Spaces

Wilberforce Exhibition Space

The Wilberforce House Museum exhibition space is located next to our new Legacies of Transatlantic Slavery gallery, developed by the Wilberforce House Advisory Board. Alongside this permanent display, we will programme the temporary exhibition space with an exciting mix including community displays, project work, and temporary exhibitions. It provides a dedicated area designed to increase access and encourage communities to take greater ownership of their museums. This space is for you!

Facilities

The space has a display system for exhibitions, two museum standard display cases that can display small objects. There is also spot lighting, a large display screen and sound system for films and presentations. The display system can easily take five, rigid panels of varying sizes.

Exhibitions

Wilberforce House Museum will show at least two community exhibitions per year. Groups wishing to apply for an exhibition are invited to submit a proposal which will be assessed by Hull Museums events and exhibitions panel.

Wall mounted items will need to be installed using our display system only or as pull-up banners. We are unable to fix directly to the walls or use vinyl graphics. Free standing items that cannot be accommodated in the display cases should be discussed with the curator.

This gallery is also a throughfare to the rest of the museum, so any content, especially visual content, needs to be appropriate for a family audience.

Availability

We aim to have two community exhibition slots available each year though this is subject to change. The available slots will usually last for three months:

- April – June
- October - December

Preference will be given to exhibitions which can meet at least one of the following criteria

- Links to subject matter and themes covered by Wilberforce House Museum's galleries.
- Increasing access and representation for under-served groups.
- Raising awareness of equality, diversity and inclusion in Hull.
- Local history.

Exhibition Terms and Conditions

Please take the time to read the points below. It will help you with the planning of your exhibition. In the conditions the term group refers to the community group or organisation using the Open Space.

1. Persons requesting an exhibition must submit an exhibition proposal to Hull Museums events and exhibitions panel using the appropriate form or accessible alternative. We cannot guarantee that your exhibition will be accepted.
2. If you are successful, the space will be free of charge. Preference will be given to groups rather than individuals.
3. You are advised to arrange your own insurance. Hull Museums can accept no liability for loss or damage to works submitted for exhibition.
4. Hull Museums retain the right to refuse or cancel any booking, e.g. if the content of the display is considered offensive, potentially dangerous, factually incorrect or inappropriate for the museum.
5. Hull Museums retain the right to close any exhibition before the end of its booked period if circumstances dictate, such as building maintenance, public complaints etc.
6. Booked dates include the installation and de-installation period of the display.
7. Any group using the area for an exhibition must ensure they have enough help to install and de-install the display independently. Hull Museums can offer no staffing help apart from access to the cases.
8. Wall mounted items need to be installed using our display system only or as pull-up banners.
9. No items (including Vinyl graphics) may be stuck directly to the walls and walls may not be drilled or screwed into.
10. Any items to be displayed outside of the display case must be discussed with the curatorial team for advice
11. The group will draw up and submit a list of the exhibition's content at least two weeks in advance of the display period.
12. Hull Museums are unable to store items for groups before or after their booking. Any items left in the display area, or the museum, after the period of booking will be disposed of after a fortnight, unless otherwise agreed with staff in advance.
13. Hull Museums are unable to accept items displayed as donations. The time period for display will be decided between the group and Hull Museums at least one month in advance of the display period. Except in exceptional circumstances the period of display will be three months.
14. Hull Museums may publicise the exhibition through the usual media and press releases.
15. The group will to the best of their knowledge ensure that any factual information supplied is accurate.
16. Where relevant, groups must secure advance written permission, to reproduce images as part of their display.
17. Hull Museums are unable to provide items from the collections for inclusion in community exhibitions.

- 18.** Hull Museums will provide the same level of care and security to community displays as their own, with regular patrols by our front of house team. Groups should be aware that the exhibition space is not constantly staffed and may be unattended at times. Items displayed outside of display cases are at exhibitors' own risk.
- 19.** Exhibitions may occasionally be closed to the public for short periods of time to allow for booked activities to take place in the space. All marketing and publicity should inform the public of this possibility.
- 20.** All publicity material must be agreed by Hull Museums.
- 21.** Wilberforce House may not be used for selling exhibitions unless otherwise agreed. If agreed, any sales will be subject to a commission of 25% plus VAT
- 22.** Any launch event must be booked in advance and take place during museum opening hours.
- 23.** Unless agreed in advance, food and drink will not be allowed in the room.

Accessibility

Exhibitions must meet the minimum accessibility requirements below:

- 24.** Any text within the display must comply with standard guidelines for legibility. The point size used must be 16 point or above.
- 25.** Any text should be coloured so as to be easily read, standard guidelines are black on a white background, preferably in Arial font.
- 26.** Wall mounted items should have a central height of 135cm
- 27.** Films/video should be subtitled
- 28.** Some visitors may have sensory sensitivities. Please let us know if your exhibition includes sounds, smell, flashing or bright lights so we can let visitor know in advance.

You can find useful guidance on creating accessible exhibitions here

[How to Put On an Accessible Exhibition | Shape Arts](#)

If you require support with making your exhibition accessible, please state this in your application.