

Waterways Ireland Headquarters

Use of Exhibition Space

1.0 Introduction

Waterways Ireland Mission Statement:

“to provide a high quality recreational environment centred on the inland waterways in our care for the benefit of our customers”

1.1 Background

Waterways Ireland is the largest of the six North/South Implementation Bodies, and was established by means of an international treaty made on 8 March 1999 between the British and Irish Governments. This treaty was given domestic effect, North and South, by means of the North/South Co-operation (Implementation Bodies) (Northern Ireland) Order 1999, and the British-Irish Agreement Act, 1999 respectively.

Departmental responsibility rests with the Department of Culture, Arts and Leisure (DCAL) in the North and the Department of Arts, Heritage and the Gaeltacht (DAHG) in the South.

The Body operates under the policy direction of the North/South Ministerial Council and the two Governments, and is accountable to the Northern Ireland Assembly/UK Parliament and the Houses of the Oireachtas.

The statutory function of Waterways Ireland is to manage, maintain, develop and restore the inland navigable waterways system on the island, principally for recreational purposes.

1.2 Remit

The inland waterways are a significant resource and the benefits from their effective management, maintenance, restoration and development make an important contribution to the life of the island for recreation and the tourism industry and regeneration of local communities.

Waterways Ireland has responsibility for approximately 1,000 km of navigable waterways including:

- the Barrow Navigation
- the Erne System
- the Grand Canal
- the Lower Bann Navigation
- the Royal Canal
- the Shannon-Erne Waterway
- the Shannon Navigation

The Body was also charged with carrying out feasibility studies in relation to possible restoration of the Ulster Canal.

1.3 Exhibition Space

Within its new Headquarters building in Enniskillen, Co Fermanagh on the shores of Lough Erne, Waterways Ireland has an exhibition space which can be made available to provide a showcase for cultural, historical and artistic exhibitions.

Exhibition Hall details:-

The hall comprises a multi-purpose, ground-floor level space measuring 15.5m x 9.5m, with 2 no. columns down middle of area. Photos are shown in Appendix 2.

Facilities available include:-

- Audio and Projection equipment
- Picture hanging facilities along 38 m of walls
- 8 no. floor power / IT points
- A moveable stage and podium
- Can provide 60 no. chairs

Applications to use the exhibition space are welcomed from community groups, clubs, associations, local organizations, societies, public services and individuals. As the Navigation Authority for the inland waterways of Ireland, Waterways Ireland would particularly welcome exhibitions relating to the waterways, which would serve to promote, celebrate and increase awareness of those waterways as a recreational resource for a wide variety of users.

External Meetings

If the request is to use the exhibition space to host a meeting, please contact Strategy & Policy Section on +44(0)28 6634 6213 for further details.

1.4 Equality of Opportunity

Waterways Ireland is an Equal Opportunities employer committed to upholding the values of equity, fairness and inclusiveness in all of its activities.

Waterways Ireland is committed to the promotion and development of equality of opportunity for all throughout all its business activities.

It is expected that any organisation using the exhibition space within Waterways Ireland Headquarters must be compliant with relevant equality legislation in conducting its business. Applicants should demonstrate their commitment to equality in their proposals.

The following sections describe:-

- (i) the key criteria that any exhibition needs to meet and
- (ii) the process by which applications may be made for permission to use the exhibition space.

2.0 Exhibition Criteria

- 2.1 **Access** - Waterways Ireland will make the exhibition space available and will facilitate public access to the exhibition. Access will only be permitted during standard opening hours as follows:-

| | |
|---------------------------|-------------------------|
| Monday to Thursday | 9.15am to 5.30pm |
| Friday | 9.15am to 5.15pm |
| Closed lunchtime | 1pm to 2pm Daily |

- 2.2 **Openings and Launches** - At its discretion, Waterways Ireland may facilitate events outside these hours, such as for the opening or launch of an exhibition, however the exhibitor will be required to meet any additional costs which arise as a result, for example if WI security staff are required to be retained outside normal opening hours. At its discretion, Waterways Ireland may also *facilitate* catering arrangements for such events by making staff kitchen available.
- 2.3 **Car Parking** – A small number of Visitor Car Parking spaces are normally available within the grounds of the WI HQ building during standard opening hours as stated above.
- 2.4 **Costs** - The cost of the exhibition should be met from the exhibitor's own budget. Waterways Ireland will not make a contribution or give financial support. Any costs incurred during the course of the exhibition or display will be borne by the exhibitor, this includes any transportation of the exhibition to and from the exhibition space.
- 2.4 **Quality** - The exhibition needs to be of a high standard of presentation, appropriate to the designed space and not interfere with Waterways Ireland's activities.
- 2.5 **No Storage** - The exhibition must be delivered to and removed from the exhibition space on the agreed dates and at the specified times as no storage facilities are available and the safety of the exhibition cannot be guaranteed.
- 2.6 **Audience** - Applicants should be aware that Waterways Ireland has limited resources available to manage visitors to exhibitions displayed at its Headquarters building. The applicant should estimate and detail the audience the exhibition is expected to attract and describe the measures that are required to ensure a quality visitor experience. Following the exhibition, the applicant will be required to provide monitoring and evaluation information to the Marketing & Communications Division at 2 Sligo Road, Enniskillen, Co Fermanagh, BT74 7JY.

- 2.7 **Insurance / Indemnity** – Written confirmation will be required from your Insurers that you have adequate and appropriate Public/Products Liability insurance cover in place in respect of your use of the Exhibition Hall. You will be required to fully indemnify Waterways Ireland against loss or damage. Items/artefacts are displayed at the exhibitor's own risk and no redress will be available for loss or damage, however incurred. The exhibitor will also be required to make good any damage incurred to Waterways Ireland property during the course of the exhibition or display.
- 2.8 **Risk Assessment** - The exhibitor must consider the health, safety and welfare of staff and customers in relation to the nature and presentation of the exhibition. A Risk Assessment must accompany the application.
- 2.9 **Promotional** - The exhibitor must agree to clearly display the Waterways Ireland logo in any publicity associated with the exhibition. The exhibitor must get approval, in advance, for any press, radio or television reporters or cameras to enter the exhibition space and if Press are present, they must be accompanied at all times. Admittance will be refused to the media if prior agreement has not been reached.
- 2.10 **General Proviso** - The exhibition must be consistent with Waterways Ireland's over-riding aims and objectives as contained in its Mission Statement and Statutory Functions.
- 2.11 **Cancellation** - **Waterways Ireland reserves the right to cancel or rearrange exhibition dates without prior notice and Waterways Ireland's own requirements for use of the exhibition space will take priority over requirements of other users.**

Exhibition Application Process

- 3.1 **Application Form** - Applications to use the Exhibition Space are welcomed from community groups, clubs, associations, local organisations, societies, public services and individuals. Applications for proposed exhibitions should be made using the online Exhibition Application Form on the Waterways Ireland website at www.waterwaysireland.org under the “**Book a Venue**” section. Other supporting material (Letter from Insurer and Risk Assessment) should either be posted to Marketing & Communications Division at 2 Sligo Road, Enniskillen, Co Fermanagh, BT74 7JY or scanned and emailed to info@waterwaysireland.org
- 3.2 **Process** – Applications received online will be considered upon receipt of the required Insurance and Risk Assessment documents, and in line with the criteria outlined in the previous section.
- 3.3 **Assessment Criteria** - If Waterways Ireland receives more than one request to use the exhibition space during a particular period, Waterways Ireland reserves the right to give preference to the exhibition which, in its opinion, best serves to meet the aims and objectives of Waterways Ireland in promoting the recreation and tourist potential of the waterway regions. Appropriate timescales will be discussed and agreed with exhibitor.
- 3.4 **Procedure** - This procedure and the online application form may be updated or changed without prior notice; to receive the most recent versions or if you require this information in an alternative format please contact Marketing and Communications +44 (0) 28 6634 6232.
- 3.5 **Display Contents** - Displays by external organisations and individuals must comply with the following:-
- Displays and the materials on them must be of a high standard of presentation
 - Commercial displays will be considered on a case by case basis
 - Appeals for funds or sponsorship of any kind e.g. for charities, political parties, campaigning organisations and religious organisations are not allowed
 - All displays are accepted at the discretion of the Marketing & Communications Division, who have the authority to refuse or cancel any booking or display; or to terminate any display early if the facilities are needed for an urgent official purpose

Appendix 2 – Photos of Exhibition Space



Fig 1. View from entrance door, LHS facing down hall

Fig 2. View from top RHS, facing down hall



Fig 3. View from rear of hall, facing towards podium and lecturn.



Fig 4. View from middle of hall, facing towards podium and lecturn.



Fig 5. View from middle of hall, facing towards podium and lecturn.