



SHELBURNE TOWN HALL ART GALLERY APPLICATION FORM

ARTIST INFORMATION

Full Name & Last Name :

Name of Show :

Begin Date DD/MM/YYYY : _____ / _____ / _____ Reception / Opening Yes No

Address : _____

Phone Number : _____ E-Mail : _____

Website : _____

Proposed Pieces of Artwork: 15-20 20-25 25-30 30+

Medium : _____

Description of Proposed exhibit : _____

FEES AND CHARGES

Prime Months (April 1 to June 30 and September 1 to November 30)	21 calendar days plus 3 days for setup and dismantle. One 4-hour opening/reception included	\$150 + HST
Non-Prime Months (January 1 to March 31 and July 1 to August 31)	21 calendar days plus 3 days for setup and dismantle. One 4-hour opening/reception included	\$75 + HST
Additional 4-hour Opening/Reception		\$115 + HST
Additional 8-hour Opening/Reception		\$230 + HST

50% non refundable deposit is due between January 1 and January 31 2025.

Shelburne Town Hall Art Gallery

203 Main Street East

(519) 925-2600

Shelburne.ca



ADDITIONAL INFORMATION

Exhibiting at Shelburne Town Hall Art Gallery (STHAG) Conditions

1. Shelburne Town Hall Art Gallery (STHAG) does not provide insurance. The Artist is responsible.
2. An inventory of all artwork hung or displayed in STHAG must be provided at least two weeks prior to the time of **hanging**. Information needed is title, medium and price.
3. The artist acknowledges that no formal security staff is in the building and that patrons may view the artwork unsupervised from time to time.
4. STHAG accepts payment of Cash and Cheque (plus HST if applicable) on behalf of the artist. Payment is remitted to the artist within 30 days of exhibition's close. No sold pieces may be removed until the end of the exhibit without the permission of both the Artist and STHAG, unless prearranged and agreed to by both the Artist and STHAG.
5. The Artist is responsible for hanging and take-down of the artwork at a pre-determined time and date as provided by STHAG.
6. The opening reception is held at the mutual convenience of STHAG and the Artist. All expenses relating to the reception will be the responsibility of the Artist.
7. STHAG is a multi-use facility. Normal operating hours are Monday to Friday 8:30 a.m. to 12:00 p.m. and 1:00 p.m. to 4:30 p.m., with occasional hours in evenings, Saturday and Sunday for scheduled events. This is subject to change. Please check with Town Hall staff regarding available hours prior to advertising your exhibit. Please note the galleries may be closed occasionally for private events.
8. At no time should any nails or hanging apparatus be used other than the system provided in the Gallery space. Artist or artist's representative will be held accountable for any and all damage incurred to walls at time of hanging/take-down (outside "normal wear and tear" as observed by staff).
9. Our policy is not to censor artwork. We may make a choice not to exhibit a piece during the curatorial process. Artwork of images with bodies not covered with clothes are to be excluded in all exhibits.
10. STHAG commission are expected to be applied in the future.

APPLICATION AGREEMENT

I certify that all artwork in this exhibition is the property of the Artist and that said Artist is legally permitted to display/sell at their discretion.

I confirm that I wish to submit this application form for consideration of the 2025 Shelburne Town Hall Art Gallery at Shelburne Town Hall and that all information provided is accurate. I understand that, if selected, a fee will be charged for the exhibit. A 50% non refundable deposit is due to be paid between January 1, 2025 and January 31, 2025. The remaining balance will be due at time of setting up the exhibit.

The personal information on this form is collected pursuant to the The Municipal Freedom of Information and Protection of Privacy Act, Municipal Act 2001, S.O. 2001, C.25,. Questions about the collection of personal information should be directed to the Clerk at 519-925-2600.

This is to certify that I have read and understand the Shelburne Town Hall Art Gallery Application and that I agree to the conditions.

Name : _____ Signature : _____

OUR COMMITMENT

The Shelburne Town Hall Art Gallery (STHAG) is committed to celebrating, representing and uplifting our community's cultural, artistic and historic diversity through our organization's values and programming. We are committed to providing opportunity and access to the arts for all people across differences of race, color, religion, sex, age, gender identity, sexual orientation, marital or domestic partner status, national origin, ancestry, citizenship, physical or mental disability, medical condition, family care status, military status, veteran status or any other basis protected by local, provincial, or federal laws. We are committed to creating a safe space for personal expression and cultural appreciation, as well as fostering a climate of inclusiveness, open-mindedness, empathy and authentic connection.



A People Place, A Change of Pace
SHELburne
 ONTARIO, CANADA


SHELburne
 TOWN HALL ART GALLERY
 YOURS TO DISCOVER
STHAG

ADVERTISING AND PROMOTION

Any and all advertising/promotion utilizing the name or logo of the Corporation of the Town of Shelburne or any other information including contact details pertaining to this facility must be approved by the Town of Shelburne in advance.

You will be required to provide one electronic hi-res image of one of your pieces, a head shot, biography and signature for advertising. Please email gallery@shelburne.ca. STHAG will complete a media kit for advertising on the Towns platform. You may leverage this material. All media kits will be consistent with STHAG designs. Artists will be sent this kit prior to advertising to correct any verbiage discrepancies.

Standard marketing opportunities included in the Galleries exhibition (subject to restrictions and approval):

- website exposure at www.shelburne.ca
- press release
- posting on electronic LED billboards
- posting on social media (Facebook, Instagram and 'X' formerly Twitter and LinkedIn)

To take advantage of these opportunities, information must be supplied with exact exhibit information. Please check with STHAG for deadlines. STHAG endeavors to provide marketing support but cannot be held responsible for errors or omissions.

RELEASE & WAIVER - PHOTOGRAPHS, AUDIO AND VIDEO

Shelburne Town Hall Art Gallery (STHAG) plans to take photographs, audio, and video during exhibits. Shelburne Town Hall Art Gallery reserves the right to use any photograph/video taken at any event without the expressed written permission of the artist. Shelburne Town Hall Art Gallery may use the photograph/video in educational, news, or promotional materials, whether in print, electronic, social media, or other forms of media, including on our website. An Artist holding an exhibit who does not wish to have their artwork recorded for distribution should make their wishes known to the Gallery, and/or the organizers.

By participating in a Shelburne Town Hall Art Gallery Exhibit or event and failing to notify the Shelburne Town Hall Art Gallery, in writing, your desire to not have your artwork used by the Shelburne Town Hall Art Gallery, you are agreeing to release, defend, hold harmless and indemnify the Shelburne Town Hall Art Gallery from any and all claims involving the use of your artwork.

- I Authorize the Shelburne Town Hall Art Gallery to take photographs, audio, and video during my exhibit duration.
- I Authorize the Shelburne Town Hall Art Gallery to use photographs, audio, and video of my artwork in educational, news, or promotional materials, whether in print, electronic, social media, or other forms of media, including on the Town of Shelburne website.
- I agree that I will not receive any monetary compensation for usage of my photographs in educational, news, or promotional materials, whether in print, electronic, social media, or other forms of media, including on the Town of Shelburne website.

WAIVER SIGNATURE

I HAVE CAREFULLY READ THIS RELEASE AND WAIVER AND UNDERSTAND ITS CONTENTS. I AM AWARE THAT THIS IS A RELEASE AND WAIVER THAT PERTAINS TO THE USE OF MY ARTWORK BY THE TOWN OF SHELburne. THAT THIS IS BETWEEN MYSELF, AND THE TOWN OF SHELburne AND I SIGN IT FREELY AND VOLUNTARILY.

Name : _____ Signature : _____



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DISPLAY OF ARTWORK - RELEASE AND WAIVER OF LIABILITY

In consideration of having my artwork, as further described below, displayed at 203 Main Street East, Shelburne Ontario, L9V 3K7 (hereinafter referred to as "Town Hall"), I hereby agree to the following:

1. I waive and release the Town and its officials, officers, employees, agents and volunteers from any and every liability of loss, including, but not limited to, liability or loss for damages or personal injury or property damage related to any claim that may be filed concerning, on behalf of, or for myself, either now or in the future, that results from or is connected in any way to the artwork which I am permitting the Town to display at Town Hall. The waiver and release applies even if the liability or loss results or is connected with the active or passive negligence of the Town and/or their officials, officers, employees, agents or volunteers.
2. I acknowledge that the display of my artwork at Town Hall presents known and unanticipated risks that could result in physical injury, or damage to myself or my property, I hereby assume the risk of, and responsibility for any such injury, or damage which I or my property may sustain arising out of or in any way connected with the display of my artwork, including injury or damage resulting from any acts or omissions, whether negligent or not, by or on behalf of the Town, their officials, officers, employees, agents or volunteers.
3. I agree not to sue and to indemnify, and to the fullest extent available by law, the Town and hold harmless the Town and their officials, officers, employees, agents, and volunteers from and against any and all liability or loss, damage, claims, expenses and costs (including without limitation, attorneys' fees and costs and fees of litigation collectively "Liability"), related to any claim that may be filed concerning, on behalf of, or for myself and/or any other person or entity either now or in the future, that results from or is connected in any way with the display or storage of my artwork at Town Hall. This agreement to not sue and to indemnify and hold harmless applies even if the liability of loss results from or is connected with the active or passive negligence of the Town, their officials, officers, employees, agents or volunteers.
4. This release and waiver of liability will bind me, and my heirs, successors, and shall remain in effect so long as my artwork is displayed or stored on Town property.

SIGNATURE

I HAVE CAREFULLY READ THIS RELEASE AND WAIVER AND UNDERSTAND ITS CONTENTS. I AM AWARE THAT THIS IS A RELEASE AND WAIVER OF LIABILITY BETWEEN MYSELF, AND THE TOWN OF SHELBURNE AND I SIGN IT FREELY AND VOLUNTARILY.

Name : _____ Signature : _____

ATTACH THE FOLLOWING WITH YOUR APPLICATION

1. Hi resolution image (JPEG or PNG) of one of your pieces of art.
2. Headshot
3. Biography
4. Signature on a plain white piece of paper.

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