

Townsend Meeting Hall Gallery Policy

Townsend, Massachusetts



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TOWNSEND MEETING HALL GALLERY COMMITTEE

Mission

To promote and manage exhibits in the Townsend Meeting Hall, that enhance the cultural climate of Townsend.

Membership

The Gallery Committee consists of five members, appointed by the Townsend Board of Selectmen. Membership terms are 1 – 1 year, 2 – 2 year, and 2 – 3 year positions. A “Volunteer Response Form” must be filed with the Town Clerks office.

The Gallery Policy is part of the Meeting Hall Policy that is held in Town Hall.

This policy is subject to review and amendment on an annual basis, or as deemed necessary by the Town. Final approval of all changes rests with the Board of Selectmen.

GENERAL EXHIBITION INFORMATION

***Gallery
Location***

The Townsend Meeting Hall Art Gallery is located in the center building of the Townsend Public Library, Meeting Hall, and Senior Center complex at 12 Dudley Road, Townsend, MA.

For directions and more information, see the Townsend Public Library website at <http://www.townsendlibrary.org>.

***Application
Process***

Anyone interested in showing art or craft work is invited to apply. The gallery is not restricted to Townsend residents, although preference may be given to local groups or individuals. We may request a photo or other representational sample of your work.

An application form may be found in the Gallery Policy (see page 8) or online at <http://townsendlibrary.org/?q=content/meeting-hall-gallery>, under the “Gallery Policy” link at the bottom of the page.

Also required is a signed “Exhibition Agreement and Waiver of Liability” (see page 12).

Submit the completed application: may be left at Townsend Public Library main circulation desk with ATTN: MH Gallery, mailed to the Library at 12 Dudley Rd., Townsend, MA 01469, with ATTN: MH Gallery, or emailed to MeetingHallGallery@gmail.com.

A show is not considered booked until the application form is submitted and has been approved by the committee. A Gallery Committee member will confirm approved date(s) by phone or email.

***Display
Options***

Paintings, drawings, photography, screened prints, textiles, quilts, collages, wreaths, holiday displays, and more may be displayed.

Any work exhibited in the Gallery cannot have been previously shown in the Meeting Hall Gallery. An exception would be made for a retrospective show or special exhibit of work by an artist who has deceased.

All works must be ready for wall hanging. Gallery hanging system consists of cables suspended from overhead rails, with height-adjustable hooks on each cable to support artwork. Each frame must be securely prepared with a hanging wire on back. The system does not accommodate saw-tooth or “alligator” clips; works with this hardware may require an additional wire attached to the back.

Quilts or textiles must be suspended from a dowel or other support that can be attached with hooks.

The Gallery does not currently have any 3D display options available. Sculptures, three-dimensional works, easels, and other items that require floor space may be on display during reception hours only, due to the risk of damage during activities scheduled in the Meeting Hall.

Subject Matter

Subject matter should be appropriate for public viewing by gallery visitors of all ages. The gallery committee reserves the right to judge whether show material is acceptable.

***Art Show
Schedule***

Typical exhibits will run for 1-2 months. Exhibits of shorter duration may be scheduled. Other arrangements and special exhibits will be considered, for example, a weekend show or an afternoon event to display works without leaving them unattended.

Artwork is not to be removed until posted show dates are complete. without prior committee approval.

Following the closing date for the exhibit, all artwork must be picked up at stated dates and times. If you cannot make stated pick up times, please contact a Gallery Committee member to make further arrangements.

No arrangements are available for storing artwork. If items are not collected after 30 days the Gallery Committee reserves the right to donate artwork to the Friends of the Townsend Library.

An artist who has shown their work in the Gallery is still eligible to enter “Call for Art” and themed exhibits sponsored by the Meeting Hall Gallery Committee.

***Selling
Artwork***

The Gallery Committee has no restrictions on selling your work. All transactions are between the seller and the purchaser with no involvement from the Gallery Committee.

Items sold may not be removed before end of show, without prior arrangements.

You are welcome to set up a sales table for additional related artwork, prints, cards, etc. during a reception only.

***Meeting Hall
Security***

The Meeting Hall is used for many events while exhibits are on display. Typical activities include slide shows, senior lunches, dance classes, cooking demonstrations, musical events, craft classes, and local group meetings. All efforts are made to respect the exhibitor's property, but safety cannot be guaranteed. We do have several "locking" hooks if you are concerned about specific works.

Gallery Committee may post signs asking visitors to not photograph artwork during exhibit, in respect for the artists' copyright.

Fees

Payment is due for rental of Gallery space(s) two weeks before exhibit is scheduled to be hung. No items are to be hung without payment in full.

See Fee Schedule on Page 13.

SMOKING IS PROHIBITED IN THE TOWNSEND MEETING HALL.

ADDITIONAL INFORMATION FOR GALLERY SPONSORED EXHIBITIONS

***Gallery
Committee
Sponsored
Exhibition***

The Townsend Meeting Hall Gallery Committee will occasionally host art shows with given guidelines or themes, generally know as a Call-for-Art.

Fees

Generally a minimal per item entry fee is requested.
See attached fee schedule on Page 13.

***Reception
Information***

Most Gallery sponsored exhibitions do include a reception, again sponsored by the Gallery Committee, with no additional fee charged to participants.

During receptions artists may be invited to display, sell, or demonstrate their talents.

***Call-for-Art
Publicity***

For committee Calls-for-Art exhibitions the Gallery Committee will design and display posters within building and around Townsend, provide a program listing artists and information, and post show information on the Townsend Library website. A news release may also be written for local papers.

ADDITIONAL INFORMATION FOR INDIVIDUAL OR GROUP EXHIBITORS

Can I schedule an Artist's Reception?	<p>The Gallery Committee can work with you to schedule a reception. You are responsible for all refreshments, invitations, etc.</p> <p>Please try to plan the date as soon as possible so we can reserve the room. We prefer that you schedule the reception during library hours.</p> <p>Available for use are a/v, tables, chairs, kitchen, dishes, and tablecloths. Please ask about details.</p>
What fees are charged?	<p>Fees are \$50 for the Meeting Hall, and \$20 for the corridor outside the Meeting Hall. You may exhibit in one or both locations.</p> <p>The fee includes rental of the Meeting Hall for a reception.</p>
How many works may I show? Are there weight or size limits?	<p>Each cable can support 45 lbs. For heavier items, the use of multiple cables and hooks is recommended. More than one smaller item may be hung on a single cable.</p> <p>Number of items that can be displayed will vary with individual dimensions of each piece, configuration (horizontal vs. vertical), and personal preference in overall appearance of arrangement.</p> <p>The Gallery consists of two spaces, the Corridor Gallery and the Main Gallery. One or both spaces are available for exhibits.</p> <p>You are strongly encouraged to visit the Gallery to evaluate the display areas and hanging system. If you have special requirements, please describe them to the Gallery Committee and we will work with you to plan your exhibit.</p>
Who will hang my work? When?	<p>The Gallery Committee will work with you to schedule your installation. One or more committee members will be available to help you set up and take down your show.</p> <p>Please label the back of each work with your name, address, and phone number.</p>
When are liability waivers due?	<p>Individual shows should have a signed liability waiver at time of hanging.</p> <p>For group shows a signed waiver for each participant exhibiting items must be presented at the time of hanging.</p> <p>The waiver form is part of the Gallery Policy and at www.townsendlibrary.org/content/meeting-hall-art-gallery.</p>

How can I publicize my exhibit?

Individual artists and groups exhibiting in the Meeting Hall Gallery must provide their own advertising and signage for their exhibit. This would include news releases, artwork tags, posters, price list, contact information, invitations, and programs or brochures. It is up to the artist or group to decide which of these is needed for their exhibit.

The following are recommended:

- Press release in local newspapers--Consider attaching a digital image or two.
- Postcards
- E-mails your contacts.

The committee will list your exhibit in the Calendar of Events on the library web site at www.townsendlibrary.org.

What presentation materials will I need?

The Gallery Committee recommends several ways to present yourself and provide your contact information:

- Prepare a biography/artist's statement for display.
- Identify each work with a small title card.
- Create posters to hang in display stands. (maximum size 18"x24").
- Leave brochures and/or business cards in the gallery.

We have several hanging display holders for 8.5x11" sheets, holders for business cards and brochures, and two free-standing signs.

We will provide stenciling tape for hanging title cards.

DO NOT USE ANY OTHER TAPES, PUTTY, OR ADHESIVES ON THE WALLS.

What hours is the Gallery open?

The Meeting Hall Gallery is open during all regular Library and Senior Center hours.

Townsend Public Library: Tue-Wed 10-9, Thurs 2-9, Fri 10-5, Sat 10-2. For more information, including holiday and special Sunday hours, contact the Townsend Public Library at 978-597-1714 or visit <http://www.townsendlibrary.org>.

Senior Center: Mon-Thurs 9-3 and Fri 9-2. For more information, contact the Senior Center at 978-597-1710.

If the Meeting Hall front doors are locked please enter through Library or Senior Center.

What if the Meeting Room is in use?

Gallery visitors are welcome during all Library and Senior Center hours, even if the room is being used for an activity such as a lunch or meeting. Gallery visits are not encouraged during lectures or performances. When in doubt, refer to the Calendar of Events on the library web site when planning a visit.

Whom can I
contact for more
information?

Email: MeetingHallGallery@gmail.com

Alice Struthers: astruthers1@comcast.net

978- 597-2057

Artwork Loans

In the event that an individual or organization desires to loan an item to the Townsend Meeting Hall Art Gallery for temporary display or use, the following policies apply.

See attached application on page 13.

1. At and during the loan period the donor must maintain adequate insurance to replace or repair the item.
2. Neither the Townsend Meeting Hall Gallery Committee nor the Town of Townsend assumes the responsibility for damage by fire, theft, loss or any other occurrence while on loan to the Townsend Meeting Hall Art Gallery.
3. The loan terms and conditions must be documented and records maintained by the Townsend Meeting Hall Gallery Committee. A written agreement must be signed by both the donor and Gallery Committee including any donor instructions.

Security Cameras

Security cameras are installed in the Townsend Public Library, Meeting Hall, and Senior Center Complex.

See Town Hall for full Surveillance Policy.

APPLICATION FOR EXHIBITION SPACE

Before submitting an exhibition application, please read Information for Exhibitors, which answers many frequently asked questions about exhibiting at the Townsend Meeting Hall Gallery.

Use the back of this sheet or attach additional pages if needed to provide more information. If needed, include one or more photographs of the work you plan to exhibit.

Submit the completed application at the Library (Attn: Gallery Committee), to a member of the Meeting Hall Gallery Committee, or by email to MeetingHallGallery@gmail.com.

Primary Contact Person

Name: _____

Address: _____

Town: _____ State: _____ Zip: _____

Email: _____

Phone: _____ Cell: _____

Exhibit Description

Name of artist(s) or group: _____

Type of artwork, approximate number and size of pieces:

Space Requirements

Main Gallery: _____ Corridor Gallery: _____ Both Galleries: _____

Schedule Preference

Please indicate your choices of month or describe any special scheduling. Refer to Gallery calendar at <http://www.eventkeeper.com/mars/xpages/T/TOWNSEND/EK.cfm?zeeOrg=TOWNSEND>

First choice: _____ Second choice: _____ No preference: _____

Additional information or special scheduling requirements:

We will do our best to accommodate schedule preferences; however, not all dates are available.

A committee member will contact you to discuss scheduling.

EXHIBITION PLANNER

This page is for use by the Meeting Hall Gallery Committee during consultation with the applicant.

Contact name: _____

Group name, if applicable: _____

Contact phone: _____

Contact email: _____

Circle one: Main Gallery only Corridor Gallery only Both Galleries

	Date (Day of week, XX/XX/XX)	Actual Event Time	Total time Reserved	
Deliver/hang show				
Reception				
Take-down				
Dates confirmed with exhibitor?	Y N	Waiver signed?	Y N	
Fee paid?	Y N	Amount:	\$20 = Corridor	\$50 = Main Gallery

Title of show: _____

Dates of show: _____

Show description for website:	
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GALLERY FEE SCHEDULE

The following table provides rental fee rates and criteria:

Category	Rent	Reception
Exhibitions Sponsored by Gallery Committee (ie. Call-for-Entries)	Entry Fee of \$5/person	Sponsored by Gallery Committee
Main Gallery: Group Show	\$50/1-2 months	Fee includes the use of the Meeting Hall for having a reception.
Main Gallery: Individual Artist Show	\$50/1-2 months	Fee includes the use of the Meeting Hall for having a reception.
Corridor Gallery: Individual Show or Group Show	\$20/1-2 months	Fee includes the use of the Meeting Hall for having a reception.

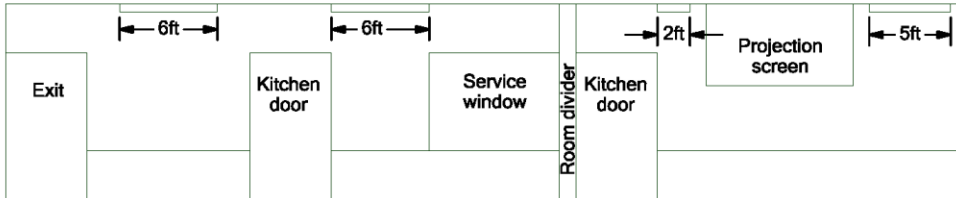
- Groups or individuals may rent one or both gallery spaces, if available, with all applicable fees.
- Rent must be paid in advance of the event.
- All fees are subject to change and review by the Townsend Meeting Hall Art Gallery Committee.
- Proceeds from monies collected for use of the Townsend Meeting Hall Art Gallery are used to offset operation and maintenance costs.
- No entry fees will be charged to Townsend Meeting Hall Art Gallery Committee members only, their families are not included.

TOWNSEND MEETING HALL GALLERY

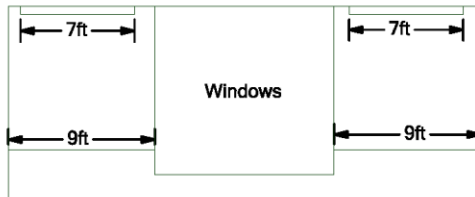
GALLERY LAYOUT

Main Hall

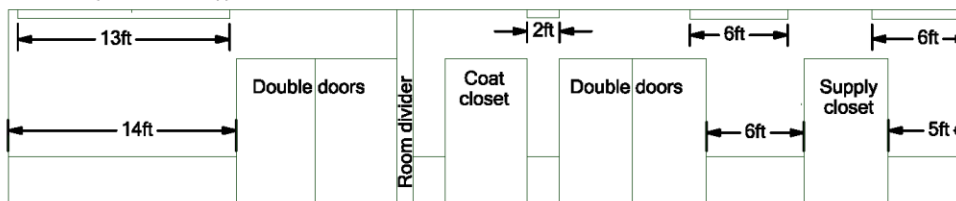
East wall (toward kitchen)



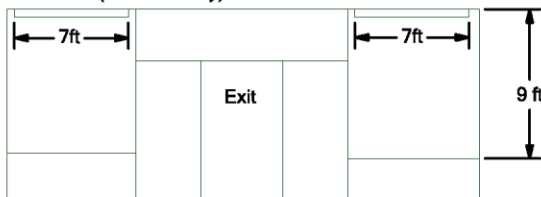
North wall (toward Senior Center)



West wall (toward hallway)

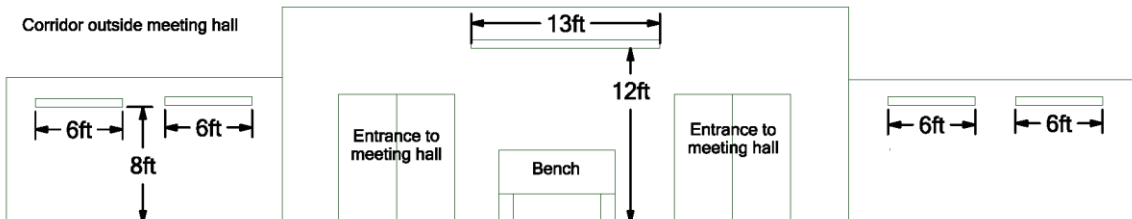


South wall (toward library)



Townsend Meeting Hall Gallery
NOT TO SCALE
01/13/2010

Corridor



Townsend Meeting Hall Gallery
NOT TO SCALE
01/15/2010

TOWNSEND MEETING HALL GALLERY

EXHIBITION AGREEMENT AND WAIVER OF LIABILITY

Notice: All possible care should be taken in handling and showing of artwork. Exhibitor understands and agrees that all entries are submitted at the owner's risk.

Neither the Townsend Meeting Hall Gallery Committee nor the Town of Townsend ("Town") will assume responsibility, for loss or damage to art work(s), the loss or damage to frames or glass, no matter how sustained, or the sale of the artist's artwork. We suggest that exhibitors carry their own insurance coverage.

Exhibitor shall indemnify and hold the Town and its elected and appointed officers, agents, employees, and representatives harmless from any and all claims, costs, and liabilities for any personal injury, death, or property damage which is the result of the handling and showing of artwork at the Art Exhibit. Nothing in this section shall be construed to mean that Exhibitor shall hold the Town harmless from any claims of personal injury, death or property damage arising from, or alleged to arise from, any sole negligence or willful act on the part of the Town, its elected and appointed representatives, officers, agents and employees, as it relates to Exhibitor's handling or showing of art work or of operation performed by Exhibitor or its contractors, subcontractors, agents or employees at the Art Exhibit.

By signing below I acknowledge and agree to the terms of this Exhibition Agreement and Waiver of Liability.

Signature: _____ *Date:* _____

Printed Name: _____

ARTWORK LOAN FORM

Name(s): _____ Phone: _____

Address: _____

Email: _____

The above named person(s), herein after referred to as the Donor, hereby offers to loan the Townsend Meeting Hall Art Gallery the following item(s):

For the following time period:

From / / To / /

Additional terms of loan (if applicable):

Please check box that Donor has a right to materials offered.

The Donor hereby understands that the use shall be at the sole discretion Townsend Meeting Hall Gallery Committee with the Loan Policy.

I/we agree with the terms of the Townsend Meeting Hall Art Gallery Loan Policy:

Donor Signature(s) _____ Date

The Townsend Meeting Hall Gallery Committee hereby accepts said loan(s)

this day of , 20 .
