

Appendix 17 - Renfrew Public Library

Request to Display Art/Collections

Name of artist: _____

Mailing address: _____

Town: _____ Postal code: _____

Phone numbers: (Day) _____ (Evening) _____ (Cell) _____

E-mail address: _____

Name of exhibit: _____

Artistic medium: _____

Number of pieces in exhibit: _____

Preferred month for show: _____ (Each artist is given 3 to 4 weeks to display his/her work; the Library will consult with the artist to determine opening and closing dates.)

GUIDELINES

The following is a list of responsibilities to be assumed by the Renfrew Public Library and the participating artists:

The RENFREW PUBLIC LIBRARY will offer:

- The opportunity to display works in the Library, on the wall-hanging system provided or available open shelves.
- Limited materials for hanging, (i.e. ladder, art hanging devices), so artists must supply their own if more specific items are required.
- The Renfrew Public Library cannot insure against theft or vandalism of art works, and strongly advises that all artwork be insured by the artist.
- The artist must sign the waiver below.
- Selection of art works for exhibition is subject to approval by the Renfrew Public Library. Art works must be suitable for all public audiences including children.

The ARTIST will be responsible for:

- Framing, cleaning, and otherwise preparing works for exhibit.

- Delivering and picking up art works during regular library hours after days have been decided upon with Library Staff. ***If works are NOT picked up within 48 hours of agreed upon end date, a \$5/day storage fee per piece will be charged to the artist.**
- Artist may assist in the hanging of the works, but staff has final say on location.
- Discussing the limitations of our hanging system (tracks, hooks, weight) with Library Staff.
- Displaying his/her contact details within the exhibit in order for patrons to reach the artist if interested in purchasing pieces (if they are for sale) or contacting the artist. (Library staff will **not** handle the exchange of money for exhibited works.)

The ARTIST may also wish to display:

- A poster to introduce the artist and the show
- The artist's CV /Bio/Statement
- Business cards
- Price list (if works are for sale)

**Please note that space is limited and Library staff has final say on what can be accommodated*

Waiver of Liability

This waiver of liability between the Renfrew Public Library and the Artist waives any liability on the part of the Renfrew Public Library or its employees with regard to a public exhibition by the Artist of his/her works of art ("Works") to be held at the Renfrew Public library.

It is hereby understood by the Artist that the only intention of the Renfrew Public Library is to provide a venue for the exhibition of the Works during the above period and that the Renfrew Public Library can accept no responsibility or liability for the Artists or the Works.

The Artist hereby agrees to hold harmless the Renfrew Public Library and/or its employees and volunteers from any liability for the Artist of the Works, including but not restricted to, damage to or theft of the Works.

Signature of artist _____ Date _____

Print name _____

Thank you for your interest in exhibiting at the Renfrew Public Library.

We love being able to support local artists!