

City of Casselberry Artwork Release Form



Exhibit Title: _____

Exhibit Dates: _____

PLEASE PRINT CLEARLY

First Name: _____ Last Name: _____

Name on Gallery Card (*if different*): _____

Address: _____

City: _____ State: _____ Zip: _____

Number of Pieces: _____ Phone Number: _____

Email Address: _____

(Drop Off)

Artist Signature: _____ Date: _____

Receiving Signature: _____ Date: _____

(Must be City of Casselberry Employee)

(Pick-Up)

Artist Signature: _____ Date: _____

Releasing Signature: _____ Date: _____

(Must be City of Casselberry Employee)

1. Title: _____ Size: _____

Medium: _____ Price: _____

2. Title: _____ Size: _____

Medium: _____ Price: _____

3. Title: _____ Size: _____

Medium: _____ Price: _____

4. Title: _____ Size: _____

Medium: _____ Price: _____

5. Title: _____ Size: _____

Medium: _____ Price: _____

6. Title: _____ Size: _____

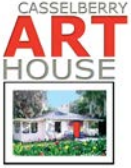
Medium: _____ Price: _____

7. Title: _____ Size: _____

Medium: _____ Price: _____

8. Title: _____ Size: _____

Medium: _____ Price: _____



City of Casselberry Art House Exhibition Guidelines & Contract

Available Space:

- ❖ Front 4 rooms of Art House
- ❖ Limited pedestals available for sculptures

Art House Objectives:

The Casselberry Art House exists to provide Central Florida area artists with a highly visible public space in which to exhibit their work. The Art House board has chosen to fulfill its responsibility for maintaining and scheduling art exhibitions in the Art House by establishing a competitive application process which is fair and open to all Central Florida area residents. Exhibits will serve the needs of the community while expanding and promoting the cultural arts in Central Florida.

Eligibility: In order to be eligible for consideration, artwork must meet the following criteria:

- Be original works of art (**ready to hang with wire**).
- Be the work of Central Florida artist(s), or be sponsored by Central Florida art organizations.
- Have completed and submitted all required application materials announced by deadline.

Exhibit Information: You will need to provide the Art House with detailed information regarding your exhibit as soon as possible and *no later than three months prior to exhibit opening*.

This information must include, but is not limited to:

- the title of the exhibit
- the number of pieces to be shown
- the type(s) of media to be used in the show
- whether or not the works will be sold and associated prices
- date and time of opening reception (Mutually agreed upon by both parties)
- all artwork titles: including title, medium, size
- Artist Statement/Bio (Optional)

The Art House reserves the right to decline, schedule, or cancel any exhibit, at any time, if the Board determines those courses of action to be in the City of Casselberry's best interest.

Setting and Striking the Exhibition:

Art House staff will be available for consultation during installation, and may be able to provide some installation assistance. Artists are expected to deliver, hang and pick up artwork according to the mutually agreed upon dates and guidelines set forth by the Art House.

- All paintings and drawings must be **framed, wired and ready for hanging**.
- The Art House has limited number of pedestals available for 3-D pieces. Check with an Art House staff member for availability.
- The Art House board reserves the right to restrict the number and size of items to be displayed.
- The Art House board reserves the right to restrict subject matter.

Sales and Pricing:

The Art House is provided by the City of Casselberry Parks and Recreation Department as a service to the Central Florida arts community and the general public and as such, there is no rental charge for the exhibit space; however you will be expected to pay a **20% commission** on any sale of artwork during your exhibition. A separate sales contract must be completed for each piece sold during your exhibit. City personnel or Art House personnel are not responsible for the arrangement or sale of your artwork, all transactions must be conducted between artist and potential buyer. You must provide the Art House Board with a copy of all sales receipts from your exhibition.

Publicity:

The Art House has personnel will design publicity for Art House exhibitions, at least two months in advance of shows. At least three months from the opening date, you must provide any photographs, drawings, or other graphics that you would like included in the publicity materials for the exhibit. Art House personnel will design a postcard and provide up to 100 copies of postcards, while also posting information about the exhibit online and on the City website.

Designing your own....

If you wish to design your own poster or invitations, you must deliver copies of publicity materials to the Art House board no less than one month prior to the opening date of the exhibition. The Art House board reserves the right to review all publicity materials (invitations, posters, press releases) related to exhibitions held at the Art House prior to their release.

Please include the following information on all publicity relating to the exhibit:

- Dates artwork will be on display
- Date and time of opening reception
- Artist's name(s)
- Title of exhibit
- Location of exhibit (address of Art House)
- Art House Logo

The opening reception is the responsibility of the artist(s), including food and drinks. Opening receptions for exhibitions sponsored by the City of Casselberry will be arranged and funded by the Art House. *Artists requesting permission for the use of alcohol must notify the Art House prior to exhibit opening. Artists providing alcohol must comply with all state and federal laws regarding alcohol consumption.*

Access to the Art House and Gallery Sitters:

The front doors to the Art House will be open and unlocked when hanging the show, during the opening reception, during meeting/programs scheduled in the gallery, when striking the show and at other times/events scheduled by the Art House staff or the City of Casselberry.

You may request the gallery be left open at a specific time. We make an effort to accommodate such requests, but cannot guarantee that the gallery will be opened at the time you request. If necessary, keys can be checked out for after- hours Art House access. Artists must check out keys from the City of Casselberry Parks and Recreation Director and return them upon the closing of the exhibition.

Viewing:

The art work on display will be available for viewing Mon.-Fri, 10am-5pm. If the door is locked, you may contact the Recreation office and a staff member will open the door.

Limits and Liability:

The Art House will be left open and unlocked at various times, including but not limited to the times you hang the show, during the opening, when meetings are held in the space, and when you take down the exhibition. It is also possible that the gallery may be left unlocked for an unspecified amount of time after the space has been used for these and other activities and before an Art House staff member can lock the space. **Under no circumstances** will the Art House or the City of Casselberry Recreation Division, nor their agents or representatives, undertake to provide security for your artwork or other belongings. An alarm system is activated at night and on weekends; this system is not guaranteed by the City of Casselberry or Art House.

Insurance and Liability...

The City of Casselberry and the Art House board and their agents will not insure an artist, his/her artwork and belongings. The City of Casselberry and the Art House board will not be responsible for any theft or damage of exhibited works or other belongings in the Art House. The artist(s) are to assume the risk of hanging artwork in the Art House. In signing our waiver of liability, you will be entering a hold harmless agreement, which releases the City of Casselberry and the Art House board from loss, damage, theft, or claim of any nature including but not limited to a claim of bodily injury or property damage which is due to any error, omission or negligence by you in connection with your use of the Art House.

I understand and agree to abide by these Exhibition Guidelines.

Artist Name (Printed): _____

Artist Signature: _____

Date: _____

Art Administrator Signature: _____

Date: _____

City of Casselberry

WAIVER OF LIABILITY

The undersigned hereby assumes all risk of loss incidental to participating in Art House exhibitions. Specifically, the undersigned assumes all risk incidentals to the displaying of any artwork that is displayed on exhibit in the Casselberry Art House or other City of Casselberry venue. The undersigned further waives any claim for liability resulting from any damage of loss incurred to artwork, by whoever caused and for whatever reason, whether intentional or unintentional. Artwork will be treated with care and respect while it is in our possession; however, the Art House is not responsible for damage to or loss of the property of artists. Artwork not picked up by the published date is considered abandoned property. The Art House Board reserves the right to exclude any work of art from the exhibits for any reason whatsoever, at their sole discretion. All artwork must be picked up within 5 days of the exhibit closing.

I have read and understand the above statement.

Exhibitor's Name (Printed)

Exhibitors Signature