



Banff Town Hall Art Gallery Artist Application Form

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 Town will consult with the artist to determine opening and closing dates.)

Guidelines

The following is a list of responsibilities to be assumed by the Town of Banff and the participating artists:

The Town of Banff will offer:

- The opportunity to display works in the Town Hall foyer hallway, on the wall-hanging system provided. Two glass display cabinets adjacent to the front counter may also be available.
- Limited materials for hanging, i.e. ladder, art hanging devices, adhesive putty for additional display materials (see below).

The Town of Banff 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 Town of Banff Community Art Committee. Art works must be suitable for all public audiences including children. Applications are welcome from all Bow Valley artists; however, preference will be given to Banff artists in the case of a scheduling conflict.

The artist will be responsible for:

- Sending electronic images of 1) samples of the works to be on display, 2) an artist bio, and 3) photo of the artist (optional) to Town of Banff Art Committee admin assistant community.services@banff.ca upon applying. This information may be used by the Town in promotional media (Town website, local newspaper, etc.).
- Framing, cleaning, and otherwise preparing works for exhibit.
- Installing art works and additional optional display materials (see below) during regular office hours. Please discuss the limitations of our hanging system (tracks, hooks, weight) with Community Services.
- Displaying the artist's 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. (Town staff will not handle the exchange of money for exhibited works.)
- Removing art works during regular office hours on the day following the close of the exhibit.

The artist may also wish to display:

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

The artist may also wish to send a press release to the Banff Crag and Canyon and/or the Rocky Mountain Outlook.

Waiver of Liability

This waiver of liability between the Town of Banff and the Artist waives any liability on the part of the Town of Banff or its employees with regard to a public exhibition by the Artist of his/her works of art ("Works") to be held at the Banff Town Hall. It is hereby understood by the Artist that the only intention of the Town of Banff is to provide a venue for the exhibition of the Works during the above period and that the Town of Banff can accept no responsibility or liability for the Artists or the Works.

The Artist hereby agrees to hold harmless the Town of Banff 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 Town Hall Art Gallery. We look forward to helping to showcase the works of Bow Valley artists.