

301 Center Street • Santa Cruz, CA 95060 [p] (831) 420-6177 • [f] (831) 420-6457

Hallway Gallery Policy

Exhibit Policy and Terms of Agreement

ART EXHIBIT POLICY

The Louden Nelson Community Center Hallway Gallery has exhibit space available at no charge to artists and craftspeople in the Santa Cruz area. Unlike commercial galleries, this space is intended to reflect the goals of the center and to support the expressive range of thinking and living throughout the community. Community Center patrons include people of all ages, from young children to senior citizens, attending programs and activities. Community Center staff reserves the right to deny an exhibit they feel would be inappropriate for viewing by the wide range of Community Center users. The Community Center actively encourages and supports multicultural and recreational programs. Community Center services and policies are administered without regard to race, color, creed, sexual orientation or political preference.

APPLICATION PROCESS

Completed applications are accepted by mail or can be turned in person at the Louden Nelson Community Center, 301 Center Street, Santa Cruz, CA 95060. Applicants will be contacted by the Gallery Coordinator to arrange appointments to review representative samples (approximately 25%) of their work (original work or slides accepted). Each artist whose work is to be included in a show must complete and sign an *Exhibit Application and Contract*.

THE REVIEW PROCESS

At the time the exhibit is hung, the Community Center reserves the right to deny any piece which has not been previously reviewed or approved. Artists are encouraged to submit for review as much work as possible to the Gallery Coordinator at least 2 months in advance of exhibit dates to insure works are in keeping with the Exhibit Policy stated above. In particular, works of a sensitive or controversial nature (e.g. works including nudity or violence) should be previewed so that the artist may take full advantage of the right to appeal should a piece be denied.

THE APPEAL PROCESS

Artists may appeal staff decisions regarding artwork that have been denied. Within 14 days of written requests, a Center Art Review Committee will be called upon to review appeals of staff decisions. Appeals should be addressed to: Art Review Committee, 301 Center Street, Santa Cruz, CA 95060

The exhibitor agrees to:

- 1. Exhibit only work that has been approved by Louden Nelson Center authorized staff prior to installation.
- 2. Take responsibility for hanging and dismantling of work; cooperate with staff on times and dates for doing so; hang/dismantle show in its entirety, rather than in stages.
- 3. Provide all presentation and hanging materials (mirror clips, glass, matte board, fishing line etc.)
- 4. Hang work securely to avoid encouraging theft.
- Leave all work hanging for the duration of the show, unless prior arrangements for changing pieces have been made with authorized staff.
- 6. Leave a complete and descriptive list of works, including titles and prices; indicate which works are available for sale; provide placards describing works for the public and an introduction to the show.
- 7. Arrange publicity and publicity costs.

The Center agrees to:

- 1. Provide a room at no charge for an opening or closing reception on an agreed time and date.
- 2. Communicate to the exhibitor all people who are interested in purchasing exhibited art work.
- 3. Be responsible in maintaining exhibit dates and prevent visual obstruction of the show; insure that lighting is optimum by arranging lighting and replacing burned out bulbs.
- 4. Be considerate of the exhibitor's needs and respectful of the work exhibited, maintaining a professional attitude toward inquiries and sales.



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Exhibit Application & Contract

Applicant's Name:	Phone:
Address:	Email:
Month Requested for Exhibit: JAN FEB	MAR APR MAY JUN JUL AUG SEPT OCT NOV DEC
Please briefly describe your proposed exl	hibit below:
If there were a large number of requests f joint exhibit? ☐ Yes ☐ No	for gallery space, or if your exhibit is small, would you consider a
that a breach of this agreement hereby understands and agreed exhibitor's artwork or other puresponsible for any damage or except to the extent that the Ci which may cover the loss in qu which it does not receive comp	em and agree to comply during the exhibit. I understand t could result in dismantling of the exhibit. The exhibitor is that the City of Santa Cruz is not obligated to insure roperty. It is further agreed that the City shall not be loss of artwork or other property during this exhibition ty receives compensation from any insurance policies estion. The City shall not be responsible for any losses for ensation through insurance proceeds. Date:
Installation Dates:	Dismantling Dates:
Authorized Signature:	Date:
Review Notes:	
	For Office Use Only