

# **Townsend Meeting Hall Gallery Policy**

Townsend, Massachusetts



# TABLE OF CONTENTS

## **TOWNSEND MEETING HALL GALLERY COMMITTEE**

Mission.....	1
Committee Members.....	1

## **TOWNSEND MEETING HALL GALLERY**

Information for Exhibitors .....	2-4
Application Form .....	5
Fee Schedule .....	6
Main Hall & Corridor Layouts .....	7
Liability Waiver Form .....	8

## **TOWNSEND MEETING HALL GALLERY**

### **Gallery Mission**

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

### **Committee Members**

The Gallery Committee consists of five members, appointed by the Townsend Board of Selectmen. Membership term is for one full year.

## INFORMATION FOR EXHIBITORS

Where is the Gallery?	The Townsend Meeting Hall Gallery is located in the center building of the new Library/Meeting Hall/Senior Center complex at 12 Dudley Road, Townsend, MA. For directions and information, see the Library web site at <a href="http://www.townsendlibrary.org">http://www.townsendlibrary.org</a> .
Who may exhibit?	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.
How do I apply for exhibit space?	Applications for Exhibit Space are available in the Library, the Senior Center, and on the Townsend Library web site (click the Meeting Hall Gallery link). Submit the completed application through the library.
Can I schedule an Artist's Reception?	The Meeting Hall Gallery Committee can work with you to schedule a reception. Please try to reserve space as soon as possible.
What fees are charged?	Exhibit - We request a fee toward Meeting Hall upkeep costs. Fees are \$50 for the Meeting Hall, and \$20 for the corridor outside the Meeting Hall
What subject matter is suitable?	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.
What types of work can be displayed?	<p>We will consider a wide variety of works including paintings, drawings, photography, screened prints, textiles, quilts, collages, wreaths, holiday displays, etc. All works must be ready for wall hanging.</p> <p>Our hanging system consists of cables suspended from overhead rails, with height-adjustable hooks on each cable to support the artwork. Each frame must be securely prepared with a hanging wire on back. Our system does not accommodate saw-tooth or "alligator" clips; works with this hardware may require an additional wire attached to the back.</p> <p>Quilts or textiles must be suspended from a dowel or other support that can be attached with hooks. Sculptures, three-dimensional works, easels, and other items that require floor space are discouraged due to the risk of damage during activities in the room.</p> <p>Exceptions may be considered, for example, short-term displays of non-hanging items.</p>
How long may I exhibit?	Long term exhibits – Typical exhibits will run for 1-2 months. In some months, we may limit an exhibit to three weeks in order to

accommodate a short-term or special exhibit.

Short-term exhibits – Exhibits of shorter duration, typically one week, can be scheduled.

Special exhibits – Other arrangements will be considered, for example, a weekend show or an afternoon event to display works without leaving them unattended.

On closing date for exhibit, artwork needs to be picked up. Artwork will not be stored without prior arrangements.

How many works may I show? Are there weight or size limits?

We have 50 cables and 70 hooks, each of which can support 45 lbs. For heavier items, we may be able to use multiple cables and hooks. In the case of numerous smaller works, we can hang multiple items per cable.

For exhibitors with fewer works, an attractive gallery space is also available in the corridor that connects the Meeting Room, Senior Center, and Library. The corridor can also be used to accommodate overflow from the main room.

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.

Who will hang my work? When?

The gallery committee will work with you to schedule your installation. One or more committee members will be available to help you set up your show.

How can I publicize my exhibit?

You are responsible for all announcements. We recommend the following:

- Press release in local newspapers--Consider attaching a digital image or two.
- Postcards--You are responsible for printing and postage.
- E-mails--You are responsible for sending announcements to your contacts.

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

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 for signs at the Library and Senior Center (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 stencilling tape or other adhesive for hanging title

cards. DO NOT USE TAPE OR ADHESIVES ON THE GALLERY WALLS.

Please label each work on the back with your name, address, and phone number.

---

What hours will the Gallery be open?	<p>The gallery is open during all Library hours. Regular hours for the Townsend Public Library are: 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 <a href="http://www.townsendlibrary.org">http://www.townsendlibrary.org</a>.</p> <p>The gallery can also be accessed through the Senior Center. Regular hours for the Senior Center are Mon-Thurs 9-3 and Fri 9-2. For more information, contact the Senior Center at 978-597-1710.</p>
What if the Meeting Room is in use?	<p>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.</p>
May I sell my work?	<p>The gallery 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.</p>
What security measures are followed?	<p>The Meeting Hall is used for many events while exhibits are on display. Typical activities include slide presentations, dinners, and children's story times. 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 particular works.</p> <p>Each exhibitor must sign a waiver to exclude the town from liability. In addition, you will be asked to declare a nominal value for your works.</p>
Whom can I contact for more information?	<p>Email: <a href="mailto:MeetingHallGallery@gmail.com">MeetingHallGallery@gmail.com</a>          Alice Struthers: <a href="mailto:astruthers1@comcast.net">astruthers1@comcast.net</a> 978- 597-2057</p>

---

The Townsend Meeting Hall Gallery Committee

Revised 02/15/2011

## APPLICATION FOR EXHIBIT SPACE

Before submitting an exhibit 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, Senior Center, to a member of the Meeting Hall Gallery Committee, or by email to MeetingHallGallery@gmail.com.

### Primary Contact Person

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Town: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

### Exhibit Description

Name of artist(s) or group: \_\_\_\_\_

Type of artwork, approximate number and size of pieces:

\_\_\_\_\_  
\_\_\_\_\_

### Space Requirements

Main hall gallery: \_\_\_\_\_ Corridor gallery: \_\_\_\_\_ Both galleries: \_\_\_\_\_

Additional information or special space requirements:

\_\_\_\_\_

### Schedule Preference

Please indicate your choices of month or describe any special scheduling:

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.

The Townsend Meeting Hall Gallery Committee

Revised 01/25/2011

## TOWNSEND MEETING HALL GALLERY

### FEE SCHEDULE

The following table provides rental fee rates and criteria:

<b>Category</b>	<b>Rent</b>	<b>Reception</b>	<b>Additional Information</b>
<b>Exhibitions Sponsored by the Gallery</b> (ie. Call-for-Entries)	\$0 - \$20 range/person Entry Fee	Sponsored by Gallery Committee	Fees are subject to Gallery Committee involvement and resources required.
<b>Group Show</b>	\$50 hall space \$20 corridor space	Sponsored by Gallery Committee	Group or club can rent one or both spaces, if available.
<b>Individual Artist Show</b>	\$50 hall space \$20 corridor space	Sponsored by Gallery Committee	Individual can rent one or both spaces, if available.

\* All fees are subject to change and review by Gallery Committee.

\* Rent is paid in advance of event.

\* Proceeds from monies collected for use of the Meeting Hall to offset building operation and maintenance costs.

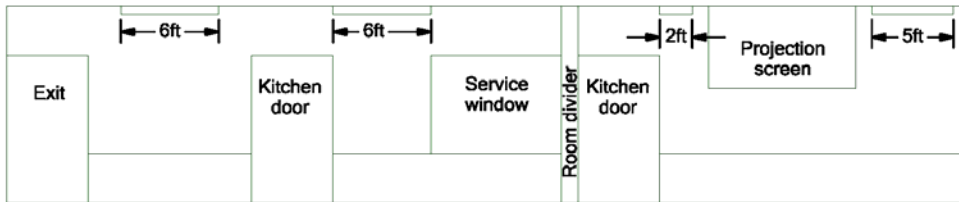
The Townsend Meeting Hall Gallery Committee

Revised 01/25/2011

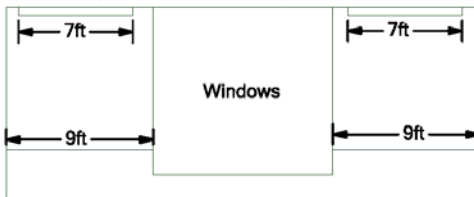
# Meeting Hall Gallery Layout

## Main Hall

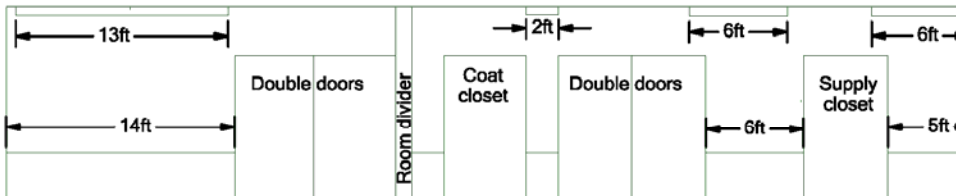
East wall (toward kitchen)



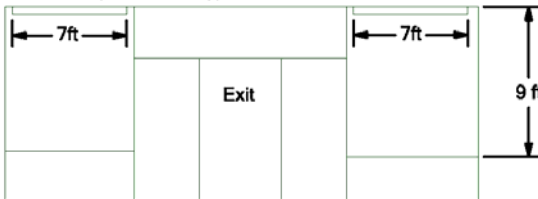
North wall (toward Senior Center)



West wall (toward hallway)

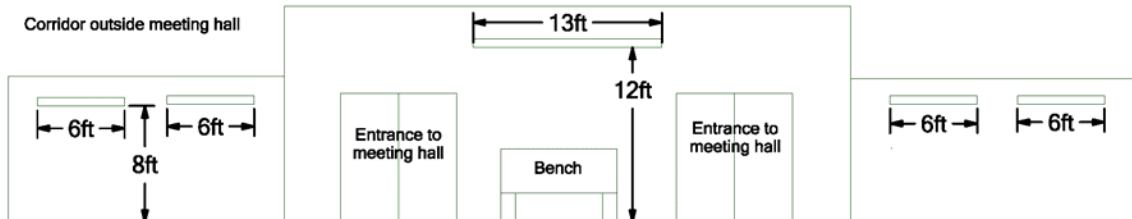


South wall (toward library)



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, the Townsend Meeting Hall 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:* \_\_\_\_\_

The Townsend Meeting Hall Gallery Committee  
Revised 01/25/2011