



## Appendix A: Application for Use of Art Display Space

<b>Date</b>	
<b>Contact Person/Applicant</b>	
<b>Address</b>	
<b>Phone Number</b>	
<b>Description of Exhibit</b>	
<b>Dates Preferred</b>	<b>Dates Confirmed (for staff use only)</b>
<b>Name of Insurance Company</b>	

I/we understand and agree to abide by the rules as outlined in the Art Exhibit Guidelines.

### **Waiver of Liability:**

I/we agree to indemnify and hold harmless the Stratford Public Library, its employees, and the Board from liability in case of theft, vandalism, or any other loss or damage to the exhibited materials.

### **Please include:**

- A list of the artworks to be displayed, including dimensions
- Photos of the original artwork proposed for exhibition
- A biography, outlining your background
- A description or discussion of your display for the benefit of the public

<b>Signature of Applicant</b>	<b>Date</b>
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***Application Approval:***

<b>Signature of Library Staff</b>	<b>Date</b>
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### **Responsibilities of the Applicant**

1. Applicant must have an active library card at one of the libraries in Perth County.
2. The individual or organization shall be responsible to the Board for all damages to the building or equipment and shall indemnify and save harmless the Library Board from any claim whatsoever by or in respect of any persons.
3. The individual or organization must assume all responsibility for loss of or damage to their works. It is recommended that all artists have their works fully insured. The Library accepts no responsibility for lost or stolen works.
4. Federal, Provincial and Municipal by-laws and fire regulations must be observed at all times.
5. By agreeing to display art at SPL, the applicant waives liability on the part of SPL.
6. Publicity is the responsibility of the individual or organization.
7. All art must be properly prepared for hanging and hung in a manner acceptable to the Library using the equipment in the Library only.
8. The individual or organization is responsible for delivering, display and removing the works on display on the dates outlined on the application.
9. The individual or organization may provide typed cards for each piece of artwork, stating the title, medium and price. Patrons interested in purchasing art will contact the artist directly. The Library cannot act as an intermediary in sales.
10. The individual or organization will provide a one page biography and description of the display for public viewing.