



The Gourgaud Gallery at Cranbury Town Hall
23-A N. Main Street, Cranbury, NJ 08512
ggcchair@cranbury.org

Application for Room Use and Agreement to Exhibit

Applicant(s) _____ Contact Person _____
Address _____
Telephone _____ E-Mail Address _____
Type of Exhibit/Performance _____ Medium _____ No. Pieces _____
Exhibit or Performance Title _____
Requested Date(s) _____ Alternate _____

All applicants must attach to this form: a biography, a list of pieces to be exhibited, including a price list (if applicable), and a signed Waiver of Liability. All submitted pieces must be represented by photographic reproductions (slides, photos, or computer generated), printed copy, and/or audiotape. All pieces are subject to jury review by the Gourgaud Gallery Committee (hereinafter referred to as the GGC) and must be original artwork. Giclee and reproduction art can be included for sale in display racks only. Non-juried pieces shall not be included in the exhibit, without the express consent of the GGC. If the applicant is a group of individual exhibitors, a list of the individuals must be attached, including name, address and telephone number. Return completed application, and attachments, to the Gourgaud Gallery, at the address shown above. If artist(s) wish to have artwork appear on the Cranbury Arts Council website during the month of their exhibit, please submit jpegs to alamico@aol.com - no later than one month prior to exhibit reception.

Building/Room Use

- No cash may be exchanged on premises; sales must occur away from the premises of any Township facility. Interested buyers shall make contact through the Gourgaud Gallery Committee/Cranbury Arts Council.
- No alterations may be made to the room or building.
- The Gallery shall provide picture hangers for 2-dimensional artwork – No alternate picture hooks may be used without written permission from the GGC.
- Artist's Receptions shall be the responsibility of the Exhibitor, and shall be scheduled on the First Sunday of the exhibit; after any reception, the Gallery or other area, shall be cleaned and left in the condition received.
- Alcoholic beverages are prohibited on Township property, including the Gallery

Eligibility Requirements & Commissions/Donations

- Exhibitors must be 18 years or older, unless part of a group, and pre-approved, in writing, by the GGC.
- All two-dimensional submissions must be properly matted and framed. With the exception of oil and acrylic works, all framed pieces shall be presented under glass or Plexiglas; all pieces larger than 36"x36" shall use Plexiglas, only. Framed works must be **properly wired** for hanging. Improperly matted, framed, or non-wired entries will not be accepted.
- The Gallery has a limited supply of easels; artists, sculptors and other non-two dimensional exhibitors must provide easels, pedestals, stands and/or tables for free standing pieces, as needed.
- All art exhibitions shall open on the First Sunday of any given month and shall close on the last Sunday of the same month.
- Musical or verbal performers must provide their own instruments, props and other necessary items.
- Exhibitor(s) are responsible for gallery sitting on any Sunday, during their exhibit, not covered by GGC volunteers.

- After checks are made payable to the Cranbury Arts Council, a commission of 20% shall be assessed to all sales, and shall be a tax-deductible donation to the Cranbury Arts Council, for the benefit of the Gallery. You will receive payment after these transactions are complete.

Jury Process

- Each exhibit will be reviewed and/or juried by GGC.
- GGC may reject any or all works without further explanation to the applicant.
- The decision of GGC shall be final and uncontestable.

Advertising & Promotion

- The exhibiting artist or group shall provide their own advertising and promotion in any legitimate format
- GGC may, but shall not be required to, promote an exhibit.

Installation & Removal

- Exhibitors shall be responsible for the installation of the exhibit, but shall cooperate with GGC on placement to develop an effective exhibit.
- Exhibitors shall install their exhibit during the first week of the month, and shall be completed no later than 24 hours prior to the planned opening.
- All installations must be approved by GGC, before the exhibit can open.
- Two-dimensional art must be properly matted, framed and **wired**, ready for hanging. Any artwork deemed unsatisfactorily framed by GGC will be disqualified from the exhibit; the artist may reframe the artwork.
- Two-dimensional artwork exceeding 36" in any direction must be presented under Plexiglas.
- No artwork may be removed from the Gallery during the exhibit without the express permission from the GGC.
- Exhibits shall remain on view through the last Sunday of the given month, and shall be removed no later than the following day on Monday (Tuesday if Town Hall closed due to holiday).
- Exhibitors shall be responsible for the removal of the exhibit, and upon removal, the exhibitor shall leave the Gallery, or other exhibit area, clean, neat and in the same condition in which it was received prior to the exhibit, normal wear and tear excepted.
- All work not picked up within 5 days of removal due date will be considered abandoned, and shall become the property of the GGC, to be disposed of at its discretion.

Liability

- Each exhibitor, either as an individual or as a group must provide an insurance certificate showing current, in-force liability insurance of no less than one million dollars, which must remain in full force and effect during the entire time of the exhibit.
- A Hold Harmless and Indemnification Agreement, in form supplied by the GGC, shall be signed and submitted with this application, and may be accepted in lieu of the aforesaid insurance.
- Exhibitors are responsible for insuring their own exhibits while said exhibits are on Township property, and neither the Gourgand Gallery Committee, nor the Cranbury Arts Council, nor the Township of Cranbury, nor any of their employees, representatives, or designees shall be held responsible for damage, loss or theft of any exhibited piece.
- Submission of an entry constitutes the exhibitor's acceptance of these terms and will be regarded as a binding contract.

The undersigned applicant acknowledges and agrees to be bound by all of the above conditions of room use for exhibition purposes.

Applicant/Exhibitor Signature: _____ Date: _____

Attachments:

- ☐ Biography
- ☐ List of pieces to be exhibited, including a price list (if applicable)
- ☐ Signed Waiver of Liability
- ☐ Photographic reproductions (slides, photos, or computer generated), printed copy, and/or audiotape
- ☐ In the case of the applicant being a group of individual exhibitors: a list of the individual participants, including name, address and telephone number

HOLD HARMLESS AND INDEMNIFICATION AGREEMENT

WHEREAS, _____, an artist, or representative of a group of artists, or representative of a non-profit group or organization, known as _____ (hereinafter, the applicant), either desires to display paintings and/or other works of art to the general public in certain designated areas of the Cranbury Town Hall, located at 23 A N. Main Street, Cranbury, NJ 08512, or to use the area hereinafter known as the Gourgaud Gallery for a lawful meeting or gathering, and,

WHEREAS the Gourgaud Gallery Committee has granted permission to the Applicant to so display paintings and/or works of art and/or hold a lawful meeting or gathering;

NOW, THEREFORE, in consideration of the premises herein set forth, and for other good and valuable consideration, the applicant hereby releases and discharges the Township of Cranbury, its employees, visitors, designees and assignees, for any liability whatsoever resulting from loss, damage or theft concerning the aforesaid paintings and/or works of art, regardless of the cause thereof. Additionally, applicant hereby releases and discharges the Cranbury Arts Council, its employees, visitors, designees, and assignees, and specifically, the Gourgaud Gallery Committee for any liability whatsoever resulting from loss, damage or theft concerning the aforesaid paintings and/or works of art, regardless of the cause thereof. Further, the applicant agrees to hold harmless, indemnify and defend the Township of Cranbury, the Cranbury Arts Council, and their employees, agents, visitors, designees, and assignees, and specifically the Gourgaud Gallery Committee, against any and all claims of whatever nature for damage or personal injury caused by any action, negligent or otherwise, on the part of the applicant or its representatives, agents or employees.

Applicant Artist, Artist Group, or Non-Profit Organization (Print)_____

By Artist or Group Representative (Signed)_____

Dated_____