

The Gourgaud Gallery
At Cranbury Town Hall
Application for Room Use and Agreement to Exhibit

Applicant(s) _____
Address _____
Telephone _____ Contact Person _____
Type of Exhibit/Performance _____
Medium _____ No. Pieces in Exhibit/Performance _____
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 Cranbury Arts Review Committee (hereinafter referred to as ARC) and a final approval of the Cranbury Township Administrator. Non-juried, unauthorized pieces shall not be included in the exhibit. 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 Cranbury Township Clerk's Office.

Building/Room Use

- No cash may be exchanged on premises; sales must occur away from the premises of any Township facility.
- Interested buyers shall contact the Exhibitor directly; the Township shall not facilitate any sales or take any commission.
- No alterations may be made to the room or building.
- The Gallery shall provide picture hangers for two-dimensional artwork. No alternate picture hooks may be used without written permission from the Township Administrator, upon the advice of ARC.
- Artist's Receptions shall be the responsibility of the Exhibitor, and shall be scheduled on the First Friday of the exhibit; after any reception, the Gallery or other area, shall be cleaned and left in the condition received.
- Alcoholic beverages are prohibited in the Gallery.

Eligibility Requirements

- Exhibitors must be 18 years or older, unless part of a group, which must include at least one adult.
- All two-dimensional submissions must be properly matted and framed. With the exception of oil works, all framed pieces shall be presented under glass or Plexiglas; all pieces larger than 36" x 36' will use Plexiglas, only. Framed works must be properly wired for hanging. Improperly matted, framed, or non-wired entries will not be accepted.
- Artists/sculptors and other non-two dimensional exhibitors must provide easels, pedestals, stands and/or tables for free standing pieces.
- All art exhibitions shall open on the First Friday 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 some Sundays during their exhibit.

Jury Process

- Each exhibit will be reviewed and/or juried by ARC.
- ARC shall then make a recommendation to the Township Administrator whether a permit should be issued.
- The Township Administrator shall then issue or deny the permit.

Advertising & Promotion

- The exhibiting artist or group shall provide their own advertising and promotion in any legitimate format. The Township, through ARC 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 ARC on placement to develop an effective exhibit.
- Exhibitors shall install their exhibit during the first week of the month, and shall be completed no less 24 hours prior to the planned opening.
- All installations must be approved by the Township Administrator, upon advice of ARC, before the exhibit can be open.
- Two-dimensional art must be properly matted, framed and wired, ready for hanging.
- Any artwork deemed unsatisfactorily framed ARC and the Township Administrator 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.
- Exhibits shall remain on view through the last weekend of the given month, and shall be removed no later than the last Sunday of the month.
- 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.

Liability

- Each exhibitor, either an individual or as a group must provide an insurance certificate showing current, in-force liability insurance of no less that 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 Township of Cranbury, 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 Township of Cranbury, nor the Arts Review Committee, nor any of their employees, officials, representatives, agents or assigns shall be held responsible for the damage, loss or theft or 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 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, photo, or computer generated), printed copy, and/or audiotape
- If 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 known as _____ (hereinafter, the applicant), 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 1 Schoolhouse Lane, Cranbury, New Jersey 08512; and,

WHEREAS the Cranbury Township Administrator, on the advice of the Cranbury Arts Review Committee, has granted permission to the applicant _____, to so display paintings and/or works of art;

NOW, THEREFORE, in consideration of the use of the premises herein set forth, the applicant hereby releases and discharges the Township of Cranbury, its employees, officials, agents and assigns, and specifically the Arts Review Committee, for any liability whatsoever resulting from loss, damage or theft concerning the aforesaid paintings and/or works of art, regardless of the cause of thereof. Additionally, the applicant agrees to hold harmless, indemnify and defend the Township of Cranbury, its employees, agents, officials and assigns and specifically the Arts Review 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 or Artist Group (Print) _____

By Artist or Representative of Artists Group (signed) _____

Dated _____