

## 1.0 Purpose

The purpose of this policy is to allow groups, organizations, schools or individuals to temporarily exhibit their artwork at Town Hall in the designated spaces.

- 1.1 This policy provides guidance: in the selection of exhibits, informing the public about the principles upon which exhibits are arranged, and encouraging equitable utilization of the exhibit areas by artists.

## 2.0 Policy Statement

Exhibitions provide visual enrichment and a welcoming environment to municipal facilities and promote diverse educational and cultural experiences benefiting the community, visitors and staff.

- 2.1 An accessible exhibition space will:

- a. broaden horizons by presenting a wide range of art, collections or displays
- b. support community cultural and artistic activities
- c. increase public awareness and appreciation of the arts
- d. nourish intellectual aesthetic and creative growth
- e. promote cultural diversity

## 3.0 Applicability

Town of Yarmouth, Town of Yarmouth Council, and Yarmouth Community Arts Committee. This policy takes precedence overall other display / exhibition policies.

## 4.0 Definitions & Abbreviations

- a. **Town:** The Town of Yarmouth.
- b. **Town Hall:** Located at 400 Main Street, Yarmouth Nova Scotia
- c. **Council:** Town of Yarmouth Council.
- d. **Staff:** Employees of the Town of Yarmouth, Yarmouth Nova Scotia
- e. **Exhibition Space:** Designated areas within Town Hall, which have been determined to be suitable for the display of artwork.
- f. **Artists:** Refers to the designer/creator of a piece of artwork and may include, but is not limited to, professional visual artists, artisans, graphic designers, collaborative artists groups, architects and landscape designers.

- g. **Yarmouth Community Arts Committee (YCAC):** Members of the public and Town Council who have been selected or have volunteered to jury and assist with exhibitions in Town Hall.

## 5.0 Responsibilities

### Yarmouth Community Arts Committee (YCAC)

- a. The YCAC is responsible for coordinating a program of exhibitions for each calendar year.
- b. The YCAC organizes exhibitions by sending out a call for artists or inviting individuals to curate exhibitions twice yearly. The YCAC also considers exhibition proposals submitted by art students, school art programming, as well as members of the public.
- c. The YCAC is responsible for evaluating proposals for exhibitions and making recommendations to the Town Council twice yearly.
- d. Staff or a designate of YCAC is responsible for informing exhibitors that their proposal has been accepted. Staff or representative(s) of the YCAC will meet with the artist/exhibitor to establish specific dates for installation and removal, and co-ordinate any activity related to the exhibition. An exhibit may be canceled at any stage if the exhibitors have not met the agreed upon conditions.
- e. The YCAC addresses any complaints about exhibitions. The Committee Chair will forward written complaints to Town Council.
- f. There will be no receptions for exhibitions in Town Hall.

## 5.1 Exhibitors

- a. Exhibitors must be a resident of South West Nova Scotia.
- b. Exhibitors are responsible for setting up their exhibits. This will usually be done with-in two days (no less than two and no more than seven) of the scheduled start of the exhibition under/with the guidance of the YCAC.
- c. Exhibitors are responsible to check periodically their exhibits to be make sure everything is in order.
- d. Cancellation of the exhibit is the responsibility of the Exhibitor and must be communicated by email or in writing to the YCAC within two (2) weeks of the scheduled exhibit date.
- e. Exhibit hours are the same as the regular operating hours of Town Hall.
- f. Exhibitors are responsible for including gallery/archival standard labels, signage and an information panel. The YCAC will provide guidance and labeling standards (didactic placement and methods).
- g. Exhibitors are responsible for the dismantling of their exhibits. Exhibitions must be removed within two days after the end of the scheduled period of exhibition.
- h. Exhibitors work will have the option of insurance coverage under the Town's Insurance Policy for theft and damage as part of the Art Exhibitor Loan Application and Agreement

(Exhibit A) It will be at the discretion of the YCAC to request separate Exhibitor insurance coverage if the estimated value of the work exceed total Town Insurance Coverage capability.

- i. Exhibitors may not affix price tags to the works or distribute price lists in the building. Pieces may not be sold and removed during the exhibition.
- j. Exhibitors will not involve the Town of Yarmouth in the sale of any exhibition pieces.
- k. The artists contacts will be posted on the Town’s website page designated for public art.

**5.2 Council**

Town Council to provide approval or rejection of YCAC proposed exhibits twice yearly.

**5.3 Staff**

The implementation of the Policy will be responsibility of the CAO or designate.

**6.0 Application Process (response to twice yearly Expressions of Interest):**

- a. Responding to Expression of Interest, a written request is made to YCAC.
- b. The person or organization making the request are provided with this Policy, and Art Exhibitor Loan Application and Agreement (Appendix A)
- c. If the requester decides to accept the conditions of the Policy and the Art Exhibitor Loan Application and Agreement, the YCAC will evaluate the proposed exhibit request.
- d. YCAC brings a Request for Decision to Town Council, twice yearly with recommendation for exhibitions.
- e. If all is in order the YCAC oversees the installation, adherence to conditions, and dismantling of display on schedule.

<b>Clerk’s Annotation for Official Policy Book</b>	
Date of Adoption: July 9 <sup>th</sup> , 2020	
I certify that this ‘Art Exhibitions in Municipal Spaces Policy’ was adopted by Council as indicated above.	
Town Clerk:	Date: