



Art Show Application – Individual Artists

All decisions regarding approval of gallery applications and scheduling of exhibitions are made by the Assembly Hall Art Gallery Committee and staff. The Gallery Committee is committed to providing the community with a varied and quality slate of shows each year, and as such strives to present a balanced roster of exhibitions in all media and styles, from all regions and age groups. To assist us in this process, please provide the following information.

Arts Organization / Collective Name: _____

Main Contact Name: _____

Main Phone: _____

Other Phone: _____

Website: _____

E-mail: _____

Address: _____

Unit #: _____

City: _____

Postal Code: _____

Requested dates for Exhibition:

There are six rental exhibition slots available per year. Exhibition **openings** generally occur on **Thursday** evenings, with the **takedown** occurring on a **Friday**, three or four weeks following the opening exhibition date. Please mark in priority (1, 2, 3, etc.) any slots that you are willing to consider. **Please Note:** Due to previous bookings, some slots may be available.

Winter 2017

Spring/Summer 2017

Fall 2017

Winter 2018

Exhibition space requested: Please mark all applicable boxes. Small shows will only be exhibited in the Main Gallery. Important Note: Gallery viewing hours are only guaranteed for the Main Gallery. Due to the nature of a multi-purpose facility, the Lobby and North Room will have limited viewing access. If you would like guaranteed viewing hours in the North Room, a daily rate of \$55 + HST (\$62.15) will apply.

Main Gallery

Lobby

North Room (additional fees apply)

Proposed title of show: _____

Estimated # of small works (all outside dimensions smaller than 24"): _____

Estimated # of large works (one or both dimensions larger than 24"): _____

Estimated # of 3D works for display cases: _____

Please note: The Assembly Hall Gallery can accommodate up to 60 pieces. To fully use the main gallery space, we recommend that a minimum of 40 pieces be submitted.

Description of show (theme, types of media):

Past participation in group and individual shows: (or attach curriculum vitae)

Images:

Please include 5 - 10 electronic (JPEG format) images of the work you intend to show, or if unavailable, images of your previous work that reflect the type of pieces that you intend to show. Electronic images must be submitted on a CD or by Dropbox. Please note that applications will not be considered by the Gallery Committee until images have been received.

Images included with application? Images to follow?

Coordination of Gallery Installation:

The Assembly Hall Gallery Coordinator oversees the arrangement of works and installation of each exhibition at the gallery. Gallery volunteers are booked to assist the Gallery Coordinator with the installation of artwork. It is the responsibility of the arts group to provide the necessary help for the delivery and take down/removal of the artwork. The main contact or designate from the arts group must remain onsite for the duration of the installation.

Exhibition Fee:

The exhibition fee is \$197.75 (\$175 + HST). This fee is not due until your application has been approved. Assembly Hall staff will arrange a contract meeting with you, at which time payment will be due.

NOTE: All fees are subject to change without notice.

Extra Booking Charges:

If your application is approved, you may request additional rental space and services to augment your opening or exhibition. These charges will be discussed with you at your contract meeting.

Declaration of Application and Acceptance of Assembly Hall Gallery Policies

I certify that the information in this application is true and that I have the authority to make this application on behalf of my arts group. I have received and read the *Assembly Hall Gallery Information and Policies* and will comply with all the stated regulations. In addition, I will ensure that all artists participating in this exhibition are provided with a copy of the *Assembly Hall Gallery Terms of Entry* and agree to comply with all the stated regulations. Failure to comply with the regulations outlined in the Terms of Entry, may result in the refusal of exhibiting future art shows at the Assembly Hall Gallery.

Name (print):

Date:

Signature

Return your completed application to the Assembly Hall, 1 Colonel Samuel Smith Park Dr., Toronto, ON M8V 4B6
Please direct any gallery-related questions to Katriina Campitelli at 416-338-7255 or assembly@toronto.ca.

Please note: Personal information provided is collected under the authority of the Municipal Act, 2001. The information is used exclusively by Assembly Hall staff and volunteers to process gallery applications. Questions about this collection can be directed to:
Community Cultural Coordinator, The Assembly Hall, 1 Colonel Samuel Smith Park Drive, Toronto, ON M8V 4B6 ph: 416-338-7256.

THIS SECTION FOR CITY USE ONLY

Application received on:

Application reviewed by Gallery Committee on:

Application approved

Not approved

More info requested

AHAC Gallery Chair Signature

Date