

The Assembly Hall Art Gallery is a public gallery space, available to both individual artists and arts groups. Gallery exhibitions are viewed both by dedicated visual arts enthusiasts and by people who have come to the Assembly Hall to attend other events, providing a great opportunity to present the works on display to a larger community.

General Information

Gallery Hours:

- **Monday through Friday: 12:00 – 5:00 pm; Saturday: 10:00 am – 1:00 pm**
- Gallery hours are guaranteed for the Hall Gallery only. Viewing of works in the Lobby and the North Room may be restricted, due to other Assembly Hall bookings
- Casual visitation of all gallery spaces will be accommodated at other times when the facility is open, provided it does not interfere with other Assembly Hall events

Application & Booking

Application Process:

- An application form must be completed and returned to assembly@toronto.ca attention: Katriina Campitelli, or in hardcopy to the Assembly Hall.
- 5-10 electronic images of artwork must accompany the application. Images can be sent electronically through email or Dropbox, or on a CD.
- The application will be reviewed by the AH Gallery Committee, who will decide whether an exhibition slot can be offered. Assembly Hall staff will notify all applicants.
- **Please note:** To ensure fairness and to provide accessibility for all arts groups and individual artists, returning arts groups may apply every two years and individual artists may apply every three years.

Application Dates:

- Applications are accepted at any time but will only be reviewed at scheduled Gallery Committee meetings
- Applications may be submitted for exhibition dates up to 18 months in advance

Selection Process:

- A variety of factors will be considered by the Gallery Committee when assessing of applications. They include but are not limited to:
 - Opportunities for artists (shows that are open to multiple participants)
 - Community engagement and/or relevance of theme or artists to the local community
 - Suitability for the physical limitations of the Assembly Hall gallery space
 - Artistic merit, including the applicant's selection process (juried, curated, etc.)
 - The balance of the whole season of gallery shows at the Assembly Hall
- In an ongoing effort to promote youth art opportunities, group shows that feature the work of young artists (ages 29 and under) may apply to present an exhibition on a yearly basis.

- In an effort to increase both the quality of work shown and opportunities for participation by a wide range of artists, open juried shows may apply to present an exhibition on a yearly basis.
- Returning arts groups may apply every two years and individual artists may apply every three years.
- All selection decisions made by the Assembly Hall Gallery Committee are considered final.

Booking and Fees:

- If the artist/arts group agrees to the offered exhibition slot, a contract meeting will be arranged with AH staff to determine all details of the booking.
- A City of Toronto permit will be prepared by Assembly Hall staff, based on the decisions from this meeting, requesting payment and signed acceptance of the permit.
- A deposit is due upon receipt of the permit. The balance is due two weeks prior to the installation date.
- The fee for an Assembly Hall Gallery exhibition is \$197.75 (\$175 + HST) **NOTE:** All fees are subject to change without notice.
- This fee covers use of the facility for installation, opening, gallery hours and take-down, provided that these activities occur during the standard times, described above.
- Discussion of additional fees will take place after application approval. Additional fees can be charged for a variety of services, including:
 - Extra facility time for drop-off/installation, jurying, opening or take-down/pick-up
 - Coffee/tea service for opening reception
 - Alcohol service (liability insurance, additional staffing)
 - Use of extra equipment, including candles, AV equipment... etc.

Exhibition Details

Coordination of the Gallery Installation:

- The Assembly Hall Gallery Committee is responsible for the arrangement of works and overseeing the installation of each exhibition that goes on display.
- It is the responsibility of the artist or arts group to deliver and remove the artwork.

Exhibition Spaces:

- Two dimensional works can be accommodated in the main floor Hall Gallery, as well as in the North Room and upstairs Lobby (subject to availability/scheduling).
- The Assembly Hall Gallery can accommodate up to 60 pieces. We recommend that a minimum of 40 pieces be submitted to fully use the main gallery space.
- If the number of pieces exceed the gallery space to allow for an aesthetic arrangement of works, the artist/arts groups will be asked to reduce the number of artworks for the installation.
- Small three dimensional art works may be displayed in the main floor hall gallery space **only**. The gallery offers five display cases for this purpose. Small works and fragile pieces may be displayed in the cases as well.
- Please note that the Assembly Hall Gallery is not suitable for large three-dimensional works or installation works.

Opening Reception:

- The exhibitor is required to host an opening reception and should provide light refreshments.
- Openings usually occur from 6:00 – 8:00 pm but may be shorter in duration, at the request of the exhibitor.
- The Assembly Hall provides use of the Foyer, Hall Gallery and Lobby for the reception, plus access to the kitchen for food preparation. Any additional space, staffing or equipment may result in additional fees.

- Alcohol service is only allowable with a Special Occasion Permit and liability insurance, provided by the exhibitor and can only be offered at invitation-only receptions.
- Compliance with the Municipal Alcohol Policy and LLBO regulations is required. Please contact Assembly Hall staff for more details.

Promotion:

- The exhibitor is responsible for promoting their exhibition and opening reception. This can be done through invitations, flyers, online advertising and social media.
- All printed materials must be reviewed by Assembly Hall staff prior to printing to ensure accuracy.
- The Assembly Hall will promote all exhibitions and any non-alcohol openings in their Upcoming Events flyers and on the Assembly Hall digital sign at no cost to the client.

Labels, Catalogues and Sales:

- Assembly Hall staff is responsible for creating and printing of both gallery labels and catalogues. The exhibitor must provide the staff with images, as well as the following information for the catalogue: Artist name, Title of Work, Media, Price of work or NFS (Not for Sale) designation. If NFS, a value must still be provided for insurance purposes.
- The Assembly Hall does not charge commission and is not involved in any sales. Sales contact information must be included in the catalogue, so that the artist/arts group can be contacted directly.

Additional Information

- The exhibitor must comply with all Assembly Hall Gallery Policies.
- The exhibitor must ensure that all participants comply with the Gallery Terms of Entry (see attached).
- Failure to comply with any of these regulations may result in the cancellation of the exhibition and/or the restriction of future shows by the exhibitor.

Cancellation:

If the exhibitor needs to cancel the exhibition for any reason, the Assembly Hall requests that as much notice as possible be provided in order to make the gallery available to others. The following fees apply to cancellations:

- A minimum fee of \$25 will apply to all cancellations
- If less than three months' notice is given, a cancellation fee of \$50 will apply
- No refunds will be provided for any cancellation made with less than one month's notice
- If less than one month's notice is provided, the artist/arts group may lose exhibition privileges at the Assembly Hall for up to two years

For more information on any gallery policies or the application process, please contact Katriina Campitelli, Assembly Hall Gallery Coordinator, at 416-338-7255 or assembly@toronto.ca.