

## City Hall Gallery Space

- 1. Applicants must submit a proposal which provides a sample of their works of art (photographs, examples, electronic renderings on CD or flash drive, etc.) to be presented to the Arts and Culture Commission (ACC) for review and consideration. Submittals will be accepted any time. Please prepare a cover letter including:
  - Artist information, including name, address, phone number, email
  - Artist resume, curriculum vitae, or background material
  - Proposed works of art to be exhibited
  - Preferred exhibition period (cannot be guaranteed and is subject to ACC approval)

Include photographs of or examples of works of art with proposal and submit to Suzanne Iarla, Community Outreach Specialist/ACC Staff Liaison, 10890 San Pablo Avenue, El Cerrito, CA 94530; <a href="mailto:siarla@ci.el-cerrito.ca.us">siarla@ci.el-cerrito.ca.us</a>; (510) 215-4302. Submissions will not be returned.

From time to time, the ACC may announce themes for upcoming shows, so artists may consider those before submitting. Contact the ACC Staff Liaison for details.

- 2. The ACC reviews submissions for Gallery Space exhibitions twice each year, in May and November. Submissions are due at the close of business on the last working day of the first week of May and November of each year (please see <a href="www.el-cerrito.org">www.el-cerrito.org</a> for the most up-to-date City Hall hours of operation). Preference is given to artists who are residents of the City of El Cerrito.
- 3. Following ACC approval, the Gallery exhibit will be scheduled with the artist(s). Exhibits are scheduled for six weeks, and the artist will comply with the following:
  - a) Artist(s) must sign Artist's Agreement and provide complete inventory list on day the artwork is installed in the Gallery Space. The ACC recommends that artists arrange for private insurance coverage for their exhibit.
  - b) Artist(s) must install artwork on the designated date under supervision of the ACC and City staff, who will provide access to the Gallery Space, and must remove artwork at the end of the six week period on the designated date. Available hours for installation and removal are 8:00 a.m. to 4:00 p.m. on regular business days (closed every other Friday), or by special arrangement with the ACC Staff Liaison.
  - c) The Gallery Space is a north-facing wall on the second floor loft hallway in City Hall, overlooking the lobby, with plenty of natural light. The exhibit space measures 42.75 feet (513") in length and 7.33 feet (88") in height, with a rail-wire hanging system. Artwork may be hung on open wall space in the designated gallery space area only using the provided hanging system. The artist is responsible for installation of artwork, removal, and any repair as stated in the Artist's Agreement. Exhibits involving multiple artists will be curated by the ACC.
  - d) The artist(s) may have a reception at City Hall during the exhibit period. Receptions must be scheduled in advance with the ACC Staff Liaison to determine an available date and time. The artist is responsible for the reception, set-up, supplies, refreshments, and clean-up following the reception.
- 4. The City will publish the scheduled exhibition list in various City publications and on the City's website at <a href="https://www.el-cerrito.org">www.el-cerrito.org</a>. Additional advertising and the sale of the artwork is handled entirely by the artist(s).