

Ventress Memorial Library

MARSHFIELD, MASSACHUSETTS 02050

Jeanne Horan Art Gallery Policies:

1. The Jeanne Horan Art Gallery offers library patrons the opportunity for public recognition and awareness of the visual Arts. The Art Gallery is the division of the Ventress Memorial Library and is overseen by the Board of Trustees and the Library Director.
2. The Trustees retain the right to cancel any event if, in the Art Gallery's judgment, the event would be inconsistent with Library commitments or policies.
3. The Trustees shall maintain the schedule of all events and should be extended an invitation to all gallery openings.

For all Art Exhibitors:

The following rules & regulations must be observed when renting the Art Gallery:

- No smoking is permitted in the Art Gallery. Guests who wish to smoke must do so outside the Library
- No adhesive tape or wire may be used to attach decorations to walls. Pictures will be hung on the hangers provided in Gallery.

No nails, thumbtacks, adhesives, etc. may be used directly on the walls unless the Library Director has approved an exception.

Fee:

Total fee for artist's displaying their work for sale is 10% commission on sales. Commission shall be waived if the artist agrees to the donation of a piece of art to the Friend of the Ventress Memorial Library for raffle. There is no fee for artist's displaying work not for sale.

Damages:

The Exhibitor is responsible for any damages to the Art Gallery's premises, contents, or persons caused by the Exhibitor, their guests or agents. Damages will be noted by Ventress Memorial Library Staff and costs charged back to the Exhibitor responsible. The Exhibitor must agree to pay for any such damage or loss.

For those artists participating from the North River Arts Society (NRAS), NRAS will take responsibility for any damages to the Art Gallery's premises, contents, or persons caused by the Exhibitor, their guests or agents

Indemnification:

The Exhibitor agrees to defend and indemnify the Ventress Memorial Library, (Hereafter VML) its agents, employees, representatives, officers, and directors against and hold VML harmless from any and all liability, loss, damage, cost, expense (including attorneys' fees), claim, demand, judgment or other action, whether pending or threatened, which arises out of or is in any way related to the use and or occupation of the Art Gallery Facilities (including, but not limited to, any set-up, installation, break-down, removal, cleaning, or maintenance) by the Exhibitor or guests, agents, or representatives assisting on the event.

Mounting Exhibits:

1. At this time, the Library doesn't have secure exhibit cases necessary for smaller three-dimensional artwork.
2. The poster board outside the Gallery may be used for announcing current shows. Exhibitors are encouraged to install promotional posters.
3. Any trash generated in setting up the Art show must be removed and placed in the dumpster located in the back parking lot. Keys needed for the above will be available from the library staff.
4. Prospective exhibitors must provide the Trustees with requests at least two months prior to the show.
5. Those artists participating from the NRAS shall provide assistance to the Marshfield student exhibits offering the use of professional flats and volunteer in the areas of planning, framing, hanging and promoting art shows.

Exhibitor Responsibilities:

1. Maintain the Gallery in a presentable condition. Arrange ahead of time with the Trustees for mounting new exhibits.
2. Scheduling will be at discretion of the Library Director and no one has priority over other exhibitors.
3. Generally exhibits will run for one month. Specific to NRAS, exhibits will run for eight weeks. Special arrangements may be made between any artist and the Library for longer periods of time.
4. The Art Gallery will be open **only when the Library is open**-----no exceptions.

Closing of Art Exhibits:

Exhibitors will remove all items from the Gallery and clean up any residue left from exhibit.