

**CITY OF HOLYOKE  
PUBLIC ART/EXHIBIT APPLICATION**

The City of Holyoke wishes to encourage local artistic endeavors, provide a showcase for local talent, promote dialogue and interaction with art within the community, and visually improve our shared spaces by making public space available to display art.

Please fill out all information and return to City Hall – Mayor’s Office at 536 Dwight Street

**Today’s Date:**

Installation Date:	
Removal Date:	

**Exhibit Location Requested:**

<b>Name of Artist/Group/Organization:</b>	
Address:	
Phone:	
Email:	
URL:	

**Installing Exhibit**

Name:	
Phone:	
Email:	

**Type of Art or Exhibit Title:**

**Describe what will be displayed. Include # of items, medium, theme or content:**

**CITY OF HOLYOKE  
ART/EXHIBIT POLICY & WAIVER FORM**

I, (Please print) \_\_\_\_\_, the "Artist", agree to the following:

Artist grants permission for City of Holyoke to reproduce his/her name, information describing his/her work, representations of his/her work and any other information he/she has provided for the purpose of display, promotion and publicity either now or in the future.

The Exhibit will be displayed for a period of \_\_\_\_\_ and will be removed on the agreed upon date. Artist will coordinate installation and removal dates and times with the City of Holyoke's Creative Economy Coordinator. Artist agrees to display, pack, transport and provide for the return of his/her artwork at his/her own risk and expense. The City of Holyoke reserves the right to remove exhibition from public space at anytime for any reason.

The City of Holyoke shall not be liable for any injury to Artist, their personnel, agents or employees nor for any damage or loss of Artist's work, equipment or other personal property arising out of the above Exhibitions, the mounting and/or any other activities involved in the preparation and/or presentation of the Art Exhibitions. Artist agrees to assume all risk of damage to or loss of his/her own art from whatever cause. Artist further agrees to release and to hold harmless the City of Holyoke its employees, volunteers and agents from any and all liabilities and damages to art work and/or persons as a result of any part of Artist's participation in the Exhibit.

Artist shall indemnify, save and hold harmless the City of Holyoke, its employees, volunteers and agents and the participating exhibition venues from any and all claims, demands, causes of action and judgments, losses, costs and expenses, including but not limited to reasonable attorney's fees, arising due to the negligence of Artist, their employees, agents or other personnel hereunder, including but not limited to any representation, warranty, term and/or condition of this Agreement.

Artist shall be solely and exclusively responsible to insure properly and adequately their work and property. The Artist further agrees that the City of Holyoke shall have no obligation to insure artwork while on exhibition or during installation or removal.

The City of Holyoke will refer all sales requests directly to the Artist. The City of Holyoke will not manage any sales or take any money in exchange for artwork. Artwork will remain in the exhibit until the final date. The Artist is responsible to pick up the artwork and deliver any sold artwork to the buyer.

I have read and understand the City of Holyoke Public Art/Exhibit policy.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

**CITY OF HOLYOKE**  
**GUIDELINES FOR PUBLIC ART EXHIBITION**

**Artwork Requirements:**

The following guidelines define the considerations the City of Holyoke will use when reviewing artwork for potential exhibition a public space:

- Only original artwork will be considered: mass-produced items, limited-editions and/or copies are not eligible.
- Only artwork approved by the Holyoke Local Cultural Council (HLCC) and Department of Public Works (DPW) will be allowed.
- The primary purpose of this program is to create a public benefit. Therefore, images that convey messages appearing to advertise, or promote a private entity (corporation, neighborhood business, chamber of commerce, or other community organization), create driver distraction or could be confused with traffic signs will not be permitted.