

## CULTURAL SERVICES AUXILIARY GALLERY GUIDELINES

Auxiliary Galleries have been created in support of local artists and community interest groups at the Alpharetta Arts Center. Each gallery will host 4-8 exhibits per year from August through July. Galleries are open to the public, free admission, during business hours with varying weekend and night hours. While accepted exhibitions will be scheduled throughout the year, applications can be received for review only twice each year in October and April.

For list of current gallery exhibits visit: <https://www.alpharetta.ga.us/government/departments/recreation-parks/cultural-services>. To verify gallery hours or to participate in an art exhibit con-tact [arts-culture@alpharetta.ga.us](mailto:arts-culture@alpharetta.ga.us).

### The Studio Gallery

238 Canton Street  
Alpharetta, GA 30009

The Studio Gallery is along the studio halls of the Alpharetta Arts Center. Exhibits rotate approximately every 1-2 months, generating 8-10 exhibits per year. Studio Gallery exhibits may include works by students and class participants, instructors, local artists, or special interest arts groups. Gallery hours posted at [www.alpharetta.ga.us/arts](http://www.alpharetta.ga.us/arts)

### The Community Gallery

2 Park Plaza  
Alpharetta, GA 30009

The Community Gallery is located in Alpharetta's City Hall at 2 Park Plaza, Alpharetta, GA 30009. This gallery can host small exhibitions of only 2-dimensional artworks, and is curated in partnership with Arts Alpharetta ([www.artsalpharetta.org](http://www.artsalpharetta.org)). Exhibitions include displays of artistic, historical or cultural interest, and may include local or regional exhibitors.

Hours: Monday through Thursday, 8:30 am – 5:00 pm; Friday, 8:30 am until 4:30 pm; Saturdays & Sundays by Appointment / Open during Public Meetings

### STEPS TO APPLY:

1. Read all information before submitting.
2. Gather artwork (5 years old or less) gallery ready, and 5-10 digital images as samples of works.
3. Prepare exhibition description and artist's statement.
4. Complete and submit application
5. Submit registration fee via PayPal or check. (\$75.00 for the Community Gallery and \$50.00 for the Studio Gallery)
6. Once accepted, prepare drafts of marketing images or information to submit to Gallery Coordinator.

### APPLICATION REQUIREMENTS

Exhibition Proposals must be submitted through the **application** and include the following:

- A brief (under 500 words) description outlining your concept or proposal for the show. Describe the focus, purpose, and/or relevance for the request to exhibit. State the merit of the exhibit as art of interest to the general public. Describe why exhibition should be displayed. Include a description of the art to be included in the exhibition.
- An Artist Statement / Statement of Work from all artists who will be included in the exhibition. Include information on the artist's connections to Alpharetta.
- 5-10 images of the work you intend to exhibit or work you propose to create specifically for the exhibition
- An artwork may be no larger than 48" in any dimension and weigh less than 40 pounds.
- An Artist Biography from all artists who will be included in the exhibition
- A Curriculum Vitae or Artist Resume from all artists who will be included in the exhibition
- Links to a website and/or Instagram accounts from all artists who will be included in the exhibition.
- Complete the **downloadable PDF application form**

- Submit application fee of \$75.00 **via payment link** to City of Alpharetta for the Community Gallery and \$50.00 for the Studio Gallery.

## **DISCLAIMER**

Exhibitions are based solely on the artwork submitted or proposed. Gallery Coordinator reserves the right to make final decisions on all work exhibited. The Gallery Coordinator oversees the curation of proposals, and acceptances are determined by a team of curators. Gallery space is assigned by the Gallery Coordinator. Exhibition proposals may not include works previously exhibited at the Alpharetta Arts Center and must have been created within the last 5 years.

With the Gallery Coordinator, Alpharetta's Cultural Services reserves the right to end the exhibit, and/or mandate dismantle of the exhibition.

Applications may be declined based on, but not limited to, quality of work, safety of works in exhibition, content appropriate for public facilities, lack of gallery ready status of each work, failure to complete all components of the application, and/or availability of dates requested exhibition.

Submission of proposal does not guarantee exhibition.

If the proposal is accepted, the exhibitor will be asked to sign the gallery agreement, which will offer information such as but not limited to, commissions, shipping, sale of artworks, insurance, artist, and gallery expectations. Exhibitors will receive acceptance via email with a proposed exhibition date within the artist's selected exhibit year. Artists must confirm offered dates within one week of acceptance; otherwise the exhibition period may be given to another submitting artist.

## **EXHIBITION REQUIREMENTS**

Proposals may include works in all media and must represent living artists, both established and emerging reputations. Only 2-dimensional works, gallery ready, may be proposed for the Community Gallery; there is no display space for 3-dimensional works. The Studio Gallery can accommodate 2-dimensional and 3-dimensional works.

Applicants may be artists who exhibit nationally or internationally who are 18+ years old. (Artists 15-17 years old may submit an application with the guidance of parent/guardian). Artists may submit works in any artistic medium, five years old or less.

Accepted exhibitors must assist Gallery Coordinator and Staff with the installation.

Proposals are reviewed by the curator, the cultural services manager and the cultural arts coordinator. Preferences is given to proposals that or organized, fully inventoried, and professional in presentation. Exhibitions will be on display for 1-2 months. Deadline for submissions will be October 30 or April 30 of each fiscal year.

## **SCHEDULES:**

- Community Gallery Exhibitions are scheduled yearly, 6 months in advance, and rotate approximately every 2 months.
- Studio Gallery Exhibitions are scheduled every 6 months, 2-3 months in advance, and rotate every 1-2 months.



CULTURAL SERVICES AUXILIARY GALLERY APPLICATION

EXHIBITOR/ORGANIZATION: \_\_\_\_\_

EXHIBITION TITLE: \_\_\_\_\_

EXHIBITION THEME:

[Empty rectangular box for exhibition theme]

Name: \_\_\_\_\_ Primary Phone: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ Secondary Phone: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ Zip Code : \_\_\_\_\_

Email: \_\_\_\_\_

FIRST CHOICE: Starting Date: \_\_\_\_\_ End Date: \_\_\_\_\_

SECOND CHOICE: Starting Date: \_\_\_\_\_ End Date: \_\_\_\_\_

GALLERY REQUESTED :

Studio Gallery  
Alpharetta Arts Center  
238 Canton Street  
Alpharetta, GA 30009

Community Gallery  
Alpharetta City Hall  
2 Park Plaza  
Alpharetta, GA 30009

Complete Addendum A at the end of this document describing the focus, purpose, and/or relevance for the request to exhibit. State the merit of the exhibit as art of interest to the general public.

EXHIBITOR/ORGANIZATION SIGNATURE \_\_\_\_\_ DATE: \_\_\_\_\_

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Office Use only:

Date Submitted \_\_\_\_\_ Approval: \_\_\_\_\_ Date Approved: \_\_\_\_\_ Initials: \_\_\_\_\_

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GALLERY USE TERMS

The following terms must be observed for the convenience and safety of all of our participants. Any violation of the following policies will result in the cancellation of facility permit and will prohibit future use of any facilities under the management of the Alpharetta Recreation, Parks, and Cultural Services (ARPCS) Department and Arts Alpharetta.

1. The Arts Alpharetta (A2O) Board of Directors and the Alpharetta Recreation, Parks, and Cultural Services Department (ARPCS) welcome interested groups to hold events in the Alpharetta Arts Center. A2O and ARPCS reserve the right to disapprove any request without any reason.
2. Exhibitor Responsibilities:
  - A. Facilities shall be left in the same condition in which they are found. Exhibitor is responsible for ensuring that the facility is clean, including sweeping, mopping or vacuuming floors is needed. All trash in either gallery, produced by the exhibitor, must be disposed of properly - bagged and placed in rear dumpsters. All materials brought into the either gallery for the activity must be removed prior to departure.
  - B. The use of tobacco products is strictly prohibited in all City parks and facilities per City ordinance.
  - C. Exhibitor is responsible for all set up and take down of the gallery exhibit in both galleries.
  - D. Exhibitor must be 21 years of age or older.
  - E. Pedestals are available at the Studio Gallery only. No pedestals or tables are available in the Community Gallery.
  - F. Multiple exhibitors may be in each gallery as schedule and space allows.
  - G. Hanging systems in both galleries are the only source for display. Tape, self-adhesive hooks, Velcro, push pins or nails may not be used for exhibit.
  - H. All artwork or installations are self-insured by artists.
  - I. Maximum number of works in each display will be set by Cultural Services Gallery Coordinator.
  - J. In Community Gallery, maximum weight per hanging cable is 40 pounds.
  - K. Maximum weight for Studio Gallery cables is 40 lbs.
  - L. All art on display is not under surveillance. Neither City of Alpharetta nor Arts Alpharetta is responsible for artwork.
  - M. No sales are permitted on site. All works remain on display until exhibition closes.
3. Gallery Responsibilities
  - A. Arts Alpharetta, as partner with the City of Alpharetta, serves as initial review and curator.
  - B. Cultural Services Gallery coordinator will submit exhibit to shared city calendars.
  - C. Cultural Services Gallery Coordinator schedules all exhibitions.
  - D. City reserves the right to have logos included in social media marketing.

## WAIVER OF LIABILITY

On behalf of the group listed above, I understand, by my signature below, the fees, conditions, and policies provided in this application and agree to abide by them. The group and all participants assume all responsibility for, and risks and hazards of, participation in the rental activity referenced above. I, on behalf of the organization, do hereby release Arts Alpharetta, the City of Alpharetta, Commissioners, all officials, officers, supervisors, volunteers, and all other agents of the city, of any and all claims, demands, rights and causes of action of whatever kind and nature, arising from and by reason of, personal injuries, damages to property, and the consequences thereof, resulting from our participation in the rental activity described above and use of City of Alpharetta facilities.

I understand and agree to the terms, conditions and policies set forth in this Arts Alpharetta Rental Agreement.

EXHIBITOR/ORGANIZATION SIGNATURE \_\_\_\_\_ DATE: \_\_\_\_\_

### **To be included with application:**

- Title and description of the exhibition
- 5-10 images of works to be included in exhibition
- Artist's biography
- Artist's statement and resume or curriculum vitae
- Check made payable to City of Alpharetta



# City of Alpharetta Arts Center Facility Rental Credit Card Release Form

I hereby authorize The City of Alpharetta to charge my credit card for the gallery application fee.

Name of Exhibitor: \_\_\_\_\_

Date of Exhibit: \_\_\_\_\_

\$50.00 Studio Gallery Application Fee

\$75.00 Community Gallery Application Fee

Card Type:      \_\_\_ Visa \_\_\_ MasterCard \_\_\_ Amex

Account Number \_\_\_\_\_

CCV \_\_\_\_\_ Expiration Date \_\_\_\_\_

Name \_\_\_\_\_

Billing Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

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**Office Use Only**

For credit card processing, process under account 10061360 347021

Date Processed: \_\_\_\_\_

Amount Charged: \_\_\_\_\_