



# City Centre Community Association

5900 Minoru Blvd.  
Richmond, BC  
V6X 4C7

Tel: 604-204-8588  
Fax: 604-204-8589

## PUBLIC EXHIBITION SPACES

### Terms and Conditions

#### Section A -- Works to be displayed:

1. Exhibitor(s) should be aware that they will be showing artwork in a public space. Neither City Centre Community Association nor the City of Richmond bears responsibility or liability for any damage or loss incurred while on display.
2. All exhibits must be family oriented in nature. Please include a photograph of the art pieces you or your group wish to display. City Centre Community Association reserves the right to accept, refuse or remove any applications/exhibits/pieces of exhibits from display if deemed inappropriate. Successful applicants will be notified and presented with a booking period that is agreed upon by both the artist/artist group and the City Centre Community Association.
3. The duration of each exhibit will not exceed one calendar month unless otherwise stated.
4. All works must arrive at the Community Centre ready for installation. Exhibitor(s) must provide their own frames. Works should be framed completely, including wire mounting on the back. Paintings on stretched canvas need not be framed, but must be ready for hanging. There are no rooms available for preparing the works to be hung.
5. There is no storage space at the Community Centre to store works before or after the booking.
6. All works must be hung using the gallery system installed in the Community Centre. The works (or any other materials) cannot be nailed, tacked, stapled or in any other fashion adhered to the walls of the Community Centre.
7. Works should be professionally presented. Each show should be accompanied by one framed sign (up to 8.5"x11"), identifying name of artist/group, thematic description or purpose of the group and dates of the show (beginning and end dates). The Exhibitor(s) shall hang this signage in the same manner as the artwork. Labels of the work may be mounted to the framed/hung piece and should include the title, name of artist, size and medium and contact information if item is for sale (see item 10 regarding sales).
8. Exhibitor(s) bear all responsibility for installing and taking down the show within the time frame specified below.
  - A copy of a list of works for the exhibition, including title, size and medium, must be provided prior to the installation.
  - Installation of the works shall occur on (or after) the first day of the booking month in which the Community Centre is open and during regular operating hours, unless otherwise stated. The date and time of installation must be coordinated with staff prior.

9. Taking down of the work will occur on (or before) the last day of the booking month in which the Community Centre is open and during regular operating hours.

10. Should the Exhibitor(s) fail to take down the works at the appropriate time, the City Centre Community Association shall remove the works. Neither the City Centre Community Association nor the City of Richmond is responsible or liable for any damage incurred in this eventuality.

11. Due to space limitations and fire regulations, opening receptions cannot occur in the exhibition spaces. If your organization would like to hold a reception for your exhibition, please contact City Centre Community Association for room rates and availability.

12. Contact information may be provided on the label if item is for sale. The centre will not handle the sale of the item purchased. Any sold items must remain in the exhibit until the end of the showing.

13. Exhibitions are limited to 2 (two) dimensional artworks. Work must be hung with a minimum of 6" space in between each work. The bottom of the artwork or display must measure a minimum of 152.4 cm (60 inches) above the floor.

**Section B – Use of the Exhibitor Toolbox:**

Each exhibitor will be allowed the use of the contents of the *Exhibition Toolbox*

Contents:

- Cables and hooks for hanging

There is a step ladder available at the centre to facilitate the hanging of the exhibition pieces. To make an inquiry or a booking, send an email request to

**Kevin Cromie**

Community Facilities Coordinator

[kcromie@richmond.ca](mailto:kcromie@richmond.ca)

Please include the completed application form (Section C) as an attachment (PDF or Word Doc).

Section C

**APPLICATION FORM:**

Artist Name (or primary contact)		
Organization		
Name (if applicable)		
Phone Alternate		
Phone	Email	
Address	City	Postal Code
Requested Dates		
From :		To:
Description of Exhibit (Type, Theme, No. of Pieces, etc)		

I (the applicant) will be responsible for chains and hooks as required. I (the applicant) will sign for the use of the hooks, chains and tools before the installation of the works. I (the applicant) will sign for the return of the hooks, chains and tools after the take down of the works.

*The City Centre Community Association is not responsible or liable for any loss of or damage to any works of art exhibited in the City Centre Community Centre, including loss due to theft, fire, vandalism, or negligent installation, for the duration of the exhibition, including during transportation to and from the Community Centre, mounting and removal. It is the sole responsibility of the Artist to obtain adequate insurance coverage to protect against any potential loss.*

I have read and agree to the terms and conditions set out by the guidelines of the City Centre Community Association.

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**Applicant (signature) Date**

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**Community Centre Staff Date**