



## **ArtReach GW Community Gallery Artist Lending Agreement**

### **Mission**

ArtReach GW Community Gallery at THEARC supports established and emerging artists East of the River, highlights the work of local organizations, and engages community members in a diverse range of exhibitions and intergenerational activities.

### **About ArtReach GW**

ArtReach GW aspires to be a cornerstone for community engagement through arts-based work that promotes real social dividends, therapeutic respite, and advanced college preparation. Partnering with George Washington University faculty, staff, students and alumni, ArtReach GW free programs and collaborative projects act as a vehicle for strengthening cross-cultural understanding, enhancing communication, activating citizenship, heightening a sense of self-worth, and fostering greater understanding among people and their communities. ArtReach GW provides a safe, supportive, and enjoyable environment where youth and families can make connections between art and their lives. In addition to classes and community programs, ArtReach GW oversees the Community Gallery at THEARC, which serves as an exhibition venue for program participants, local artists, community organizations, and schools.

### **About THEARC**

Officially opened in 2005, the Town Hall Education Arts Recreation Campus (THEARC) was built and is run by Building Bridges Across the River, a nonprofit 501-c-3 organizations. THEARC is a 427 million, 110,000 square foot, state-of-the-art campus located in Washington, DC's Ward 8. With a mission of working to improve the quality of life for residents of Ward 8, THEARC is home to fourteen of Washington, DC's nonprofit agencies, all of which share the

goal of helping children and adults reach their full potential. For more information on THEARC, please visit [www.bbardc.org](http://www.bbardc.org).

### **Who can apply?**

The ArtReach GW Community Gallery is an exhibition space for established and emerging local artists, organizations, schools and students.

### **How to apply?**

1. Review the Artist Lending Agreement to ensure that ArtReach GW Community Gallery is the place for your work.
2. Submit an Exhibition Proposal online: <https://forms.gle/buK2KAWBS61XmvDS6>
3. After submitting the Exhibition Proposal, email 4-6 examples of artwork to [artreach@gwu.edu](mailto:artreach@gwu.edu)
4. ArtReach administration will review all submitted materials and contact you. If your Exhibition Proposal is selected, you will receive details about the next steps.

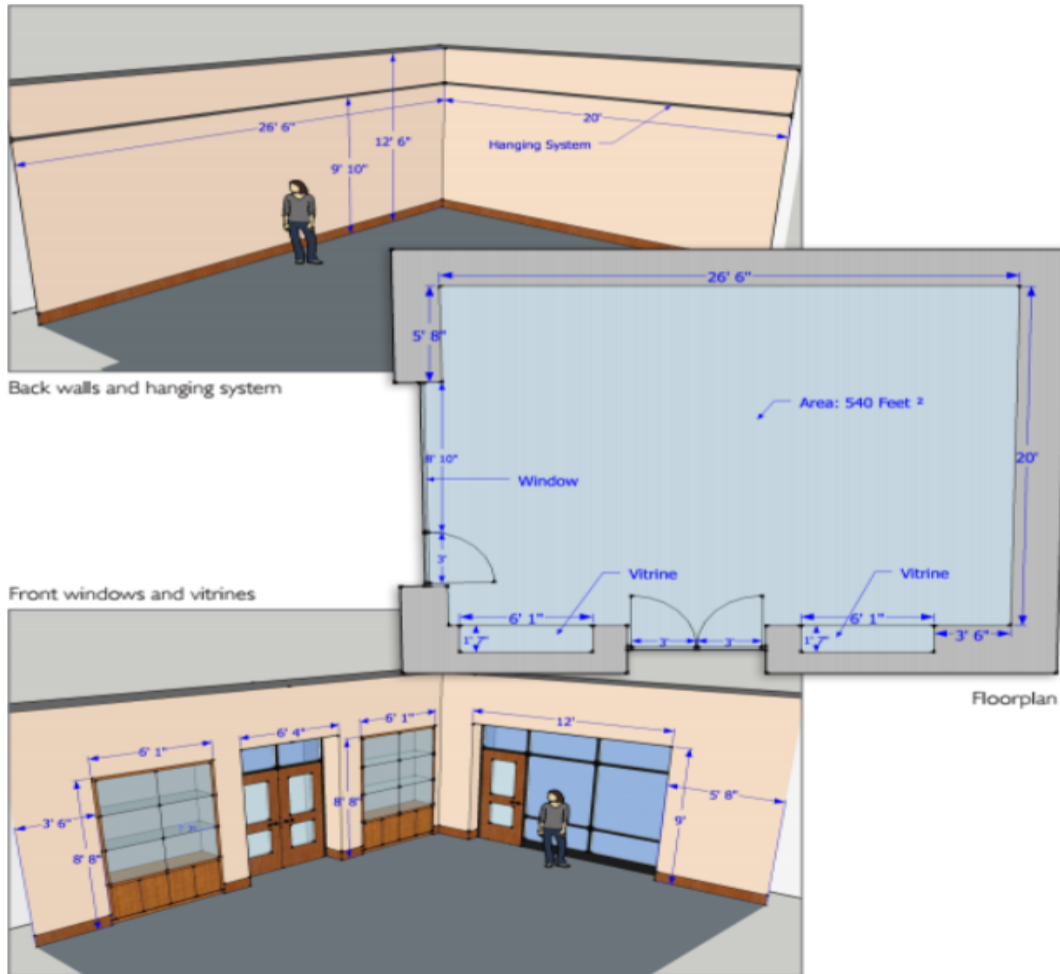
### **Exhibition Space**

- ArtReach Gallery contains two glass vitrines on each side of the main entrance double doors (see dimensions in diagram) that contain glass shelving for displaying sculptures or other 3D artwork.
- Exhibitions at ArtReach Gallery are free and open to the public.
- Exhibition space can be reserved for a maximum of one month, unless special permission is granted.
- THEARC's lobby space in front of the ArtReach gallery can be rented for a fee. Please contact THEARC at [info@thearc.org](mailto:info@thearc.org) for more information.
- There is one TV monitor that can display jpeg photos on loop. You must provide your own flashdrive.
- Maximum capacity: 70 ppl

### **Availability: (Hours of Operation)**

ArtReach gallery is open during THEARC's hours of operation. Please visit <https://bbardc.org/> for a current schedule.

### **Gallery Specs**



- 540 sq. feet modern gallery space
- 12'6 ft. ceiling
- Main Wall - 26'6 ft
- Small Exhibition Wall - 20 ft.
- Adjustable lighting
- Max Capacity: 70 people

### Installation/De install

Exhibition installation and deinstallation is the responsibility of the exhibitor. The installation needed to be completed in one day and the deinstallation should also be completed in one day as well.

*\*In the event of any damages occurring to any artwork or to the physical condition of any and all public space within ArtReach Gallery itself, the renter will be held solely responsible and will be billed accordingly. This includes, but is not limited to scratches, nicks, and breaks.*

### **Hanging System**

- ArtReach Gallery uses a hanging system (no nails, holes are permitted in the wall)
- 11 rods that can hang works with hooks, using hanging wire, D rings, etc.
- The rods can hold large pieces safely
- **All works must be hang-ready before install**
- 4 glass shelves in large cabinets that can be adjusted to fit very tall/short works
- 1 flat screen TV to project exhibition information \*you must provide USB flash drive\*

### **What to bring for installation?**

Hanging equipment:

- Command damage-free picture hanging strips
- Masking tape
- Wire

### **What do we provide for installation?**

- Cleaning supplies
- Hanging rods with adjustable hooks
- 2 Step stools
- Level measure, measuring tape
- Ladder (please request in advance)

### **Labeling**

- We do not provide labeling services
- Send a copy of artist statement(s) that will be posted inside of the gallery (For group shows, separate artist statements are required )
- Labels must include artist, medium, dimension and pricing, if applicable (you are responsible for all sales)
- Only use materials for labeling that do not cause damaging during removal

### **Policies/House Rules**

- No drilling into or nailing into the wall without consent of gallery staff or affiliate
- Email [artreach@gwu.edu](mailto:artreach@gwu.edu) before stopping by to add or remove piece, etc.
- No smoking
- No food or drinks are allowed in the gallery, unless you have permission from ArtReach GW Administration
- No offensive music permitted in ArtReach GW Gallery

### **Marketing/Publicity**

- All marketing and publicity is the responsibility of the artist
- A press release is due to ArtReach GW administration at least 3 weeks before the installation of the exhibition
- Mandatory 2-3 high- and low-quality images of artwork with title, credit and medium
- **Any outside Press must be cleared with ArtReach Administration before scheduling**
- It is highly suggested that social media marketing be sent via. Email or tag over social media (ArtReach Social Media: @artreachgw #artreachgw)

### **Cost**

For pricing information, contact via email: [artreach@gwu.edu](mailto:artreach@gwu.edu)

### **Clean Up**

Clean up must be done immediately after the closing of the exhibition or opening event. It is not the responsibility of the ArtReach GW administration or THEARC maintenance staff to clean up after the exhibition.

### **Exhibition Openings/Reception**

- Pricing may differ for event opening/reception
- Any major detail or change must be approved by ArtReach GW administration
- Vender information must be provided two weeks before event and must earn approval from ArtReach GW administration
- The following are not mandatory but if needed, you must provide (food, drinks, tablecloths, cups, plates, forks, spoons, decorations, programs, speakers, flyers)
- We may provide the following items, trash cans/bags, cleaning supplies

## **Event Planner / Caterer Responsibilities**

- Event planner/caterers are responsible for unloading, setting up, and reloading all their supplies.
- All rented items must leave the gallery the same night as the event to ensure its proper handling and that ArtReach GW Gallery is not liable for any damages to any equipment not owned by ArtReach GW Gallery.
- All rented items or delivered goods (flowers, video equipment, etc.) must be signed for by the renter or event planner/caterer.
- Event hosts and planners must clean up all tables, food, trash and any other material that was brought by host or event staff.

## **Parking**

ArtReach GW is fortunate enough to have free parking in the area where THEARC is located. Avoid parking in front of bus stops and driveways.

## **ArtReach GW Community Gallery LENDING AGREEMENT**

### **ARTIST/LENDERS AGREEMENT AND AGREEMENT TO HOLD HARMLESS**

I agree to lend: \_\_\_\_ pieces of artwork to ArtReach GW Community Gallery at THEARC DC for the exhibit entitled: \_\_\_\_\_ taking place between the dates: \_\_\_\_\_ and \_\_\_\_\_.

I understand that my work will be on display to the public for the duration of the exhibition. I understand that while ArtReach GW Community Gallery is monitored by front desk staff and security cameras, neither THEARC nor ArtReach GW offer any kind of insurance on your artwork.

I agree to hold THEARC, ArtReach GW Community Gallery, and their officers harmless in the event that any damage or harm may occur to my artwork.

I agree to hold THEARC, ArtReach GW Community Gallery and their officers harmless and indemnify and defend them from any claims arising out of such exhibit or resulting from the negligence of the artist or artist's employees.

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

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

Address: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Email: \_\_\_\_\_

Exhibition Dates: \_\_\_\_\_ - \_\_\_\_\_

Install Date/Time: \_\_\_\_\_ - \_\_\_\_\_

De stall Date/Time: \_\_\_\_\_ - \_\_\_\_\_