



CITY HALL ART GALLERIES POLICY

We are excited to showcase the work of artists at Newton City Hall. The Newton City Hall Galleries are a vital component to the cultural life of Newton. Through these free art galleries, we aspire to engage diverse audiences and create a sense of community while providing a place for engagement and contemplation.

The Newton City Hall Galleries are free and open spaces for artists to exhibit their artworks. Our goal is to display high quality, original artworks, with a preference given to local artists and organizations. This ongoing series of free public exhibitions highlights local artistic talent, reflects the City's dedication to the arts, and provides a space where visual artists can share their art with the community.

The galleries are open to the public during City Hall business hours.

The Gallery Program:

- Provides opportunities for local and occasionally regional artists at all career levels to exhibit their artwork in a public venue.
- Enhances the quality of life for visitors, residents and city employees.
- Supports the Office of Cultural Development's efforts in strengthening our cultural community and creating a greater sense of place.

We publish an annual "call for art" for the galleries via our Office of Cultural Development newsletter. You can sign up to receive the newsletter [HERE](#). Artists interested in learning more about exhibit opportunities in the Newton galleries can also email us at culture@newtonma.gov.

ART EXHIBITION GUIDELINES

City Hall is a welcoming, inclusive municipal building open to people of all ages who may be attending public hearings, meetings or programs or be engaged in City business

(including but not limited to obtaining permits, paying taxes, voting, obtaining marriage or dog licenses or birth certificates or other important functions). As a result, artwork that depicts violence, profanity, obscenity, prejudice, racism, hate, discrimination, unlawful behavior, drug use or sexual content that is disruptive to conducting of City business will not be displayed in these limited public forums. City Hall is also an election polling location. As a result, partisan political images/messages cannot be displayed. The Office of Cultural Development has the right to reject or take down art that does not comply with these guidelines.

The Office of Cultural Development may have more requests than availability and will unfortunately have to say “no” to some requests. The Office of Cultural Development may also decide to use the City Hall galleries for City exhibits or decide not to display any artwork in the galleries during some months of the year. (This Policy applies only to non-City exhibits.)

The artists who are selected to display their work retain all copyright in any work submitted for consideration. However, by displaying artwork in City Hall, the artist grants a license to the City to freely use, print and reproduce the work, in whole or in part, for promotional, or any other purposes.

The City of Newton assumes no responsibility for lost, stolen, or damaged items while in transit, on display, or during installation or removal of the exhibit. All artwork displayed in City Hall is done so at the artist’s risk.

EXHIBITION SPACES

Exhibit spaces are limited and are located on the 1st and 2nd floor hallways and stairways of City Hall.

First Floor Gallery

We estimate that it takes 15-20 works to fill this gallery. Depending on the size and scope of work, this may vary. If you are not familiar with the venue, we suggest visiting before your show to know exactly how many works can be exhibited.

Second Floor Gallery

We estimate that it takes 10-15 works to fill this gallery. Depending on the size and scope of work, this may vary. If you are not familiar with the venue, we suggest visiting before your show to know exactly how many works can be exhibited.

Stairway Gallery – Adjacent to Executive Offices

The Stairway Gallery will be prioritized for Newton high-school students to showcase their artwork. This is a great opportunity for high-school artists to share their creativity with the

community, to be recognized for their talent, and to build up their portfolios and exhibition experience.

We estimate that it takes 9-10 works to fill this gallery. Depending on the size and scope of work, this may vary. If you are not familiar with the venue, we suggest visiting before your show to know exactly how many works can be exhibited.

APPLICATION PROCESS

Submissions must be original artwork of the artist. Artists must submit high resolution images and titles of all proposed artwork with their [application](#). The Director of the Office of Cultural Development and their team will determine which artwork will be displayed. The Director shall review and evaluate all submissions according to the guidelines above. The Director will consider the artist's past experience, the quality of the submission, the submission's visual appeal and the appropriateness for the space in City Hall. All decisions are final and not subject to an appeals process.

If the artist wants to change the proposed artwork or add additional artwork after the application process, the proposed artwork must be submitted at least 30 days prior to the exhibit for approval.

SIZE AND WEIGHT LIMITS

For any artwork that is to be displayed on a wall, it must comply to the following dimensions and weight:

- Maximum Dimensions: 72" in either direction, and no more than 5" depth from the wall (front to back of the piece)
- Maximum Weight: 18 pounds per piece

LENGTH OF DISPLAY

All artwork will typically be scheduled for a 1-month period with display dates established in advance. The Office of Cultural Development reserves the right to shorten the period and, with the artist's permission, to extend it. It is the sole responsibility of the artist to set up and remove the exhibit in accordance with the established schedule.

INSTALLATION AND REMOVAL OF EXHIBITIONS

The artist will take full responsibility for hanging and removing items in the hallways of City Hall. At least 30 days prior to display, the artist will provide the Office of Cultural

Development with final high-resolution images and proposed titles of all of the actual artwork to be displayed for final approval.

The artist may submit their name(s), the proposed title of the Exhibit, the medium used, and a link or QR code to the artist's website or their contact information which the Office of Cultural Development will use to create an Exhibit Poster. No other commentary may be displayed. The Office of Cultural Development will decide on the contents of the Exhibit Poster and all decisions are final and not subject to an appeals process.

The artist is allowed to create one identity card, no larger than 4-inches x 6-inches, to be placed on the wall by each piece of artwork. The card may contain the following information only: name of the artist, title of the work, its dimensions, the techniques employed and the year it was made. The card should be affixed to the wall with mounting putty. The Office of Cultural Development must approve the identity cards.

The artist will use the installation system currently in place (cable/rod suspension). If additional materials are needed, the artist is responsible for supplying their own installation materials, which will first be approved by the Office of Cultural Development prior to installation, and installation of an exhibit must conform to the stated size and weight limits. It is the responsibility of the artist to install and remove an exhibit. Installation and removal will be coordinated at a time convenient for City Hall workers and a time that is least likely to cause inconvenience. If assistance is required, it is the responsibility of the artist to provide such assistance; no City employee will be obligated to assist the artist. The artist will be liable for replacing any cables that are damaged due to misuse or abuse during the installation and removal process. The artist is responsible for any other damage they cause within the exhibit hall.

EXHIBITION ANNOUNCEMENTS

The artist is responsible for obtaining approval from the Office of Cultural Development for all exhibit announcements, promotions, and press releases associated with the exhibit. Please forward any promotional materials to culture@newtonma.gov. Such information may be included by the City in its social media accounts, website, community newsletter or local newspaper, public television channel, local radio segment, or event handouts or advertisements. All publicity created by the City of Newton, and any photographic or written record of the exhibit, is the property of the City of Newton. We also ask that you post your exhibit on the [Newton Arts Calendar](#).

SALE OF ARTWORK

Artists wishing to sell their artwork may display a link or QR code to their website, their email address or contact information for potential buyers to contact them. The artist is responsible for conducting the sale of any work directly with the buyer. Such transactions are private, and the City of Newton and its employees or representatives will not assist or

participate in the negotiation or sale of any artwork. Any work that is sold during the exhibition period, should remain on exhibit throughout the designated period. Prices of artwork shall not be displayed.

DISCLAIMERS AND WAIVERS

The City of Newton does not endorse the content of any artwork. The City of Newton is not responsible for the accuracy or inaccuracy of any statements made in relation to the artwork. All selected artists are required to sign the Art Exhibition Release of Liability Form which releases the City of Newton and all its employees and representatives from any responsibility for displayed artwork. Non-compliance with any of the stated policies may result in the immediate removal of artwork.

We invite artists to display their works at Newton City Hall! We are grateful for your interest. For questions, please contact Newton Cultural Development at 617-796-1540 or email us at culture@newtonma.gov