



COMHAIRLE CONTAE AN CHLÁIR CLARE COUNTY COUNCIL

Guidelines for Artists / Groups wishing to use the Foyer Space at the Scariff Civic Offices & Library

1. All applications to use the Foyer Space must be made with the Arts Officer, County Library Headquarters, Mill Road, Ennis, Co. Clare or through Scariff Library.
2. Applications must be made in writing. Successful applications are at the discretion of the Arts Officer. The Arts Officer reserves the right to refuse an exhibition without giving any reason.
3. Artists wishing to use the space should include a CV and photographs / slides / CD of the work they propose to show. These will be returned.
4. Artist groups wishing to use the space should include a list of members participating. CVs and photographs/slides CD may be requested at the Arts Officers discretion.
5. The Foyer space is provided free of charge. No rent or commission on sales is charged. No payment is made to artists exhibiting there.
6. The artist will hang all his/her own work from the picture rail in the foyer. No nails are to be placed in the walls. **No sellotape is to be used on the walls.** No signs / displays in the offices are to be covered by the artists. Artists will be guided at all times by the librarian in relation to hanging of work.
7. A full list of works listing title, media, size and price must be submitted to the Arts Office / library once the exhibition is installed. If the artist wishes the Arts Office to do advance publicity / an email shot, the Arts Office needs the information at least one week in advance.
8. Artists are welcome to arrange their own openings in the foyer. If the proposed event is to take place outside of library opening hours, it has to be at a time agreeable to a library staff member, and the staff member is to be re-imbursed by the library either via payment from the library or time-in-lieu. Under no circumstances can a payment be made by the organisers to library staff.
9. Invitations for openings should be issued by the artist and should not include the library telephone number or that of the Civic Offices as a R.S.V.P.
10. The Civic Offices should be acknowledged in all publicity relating to the exhibition.

11. It is the responsibility of the artist to look after sales. The library / civic offices will not handle sales for the artist.
12. It is the policy of the County Arts Office not to allow artists exhibit in the Museum Foyer, the Gallery at the Devalera Library and Scariff Civic Offices simultaneously. It is the policy of the County Arts Office to promote a variety of exhibitions, consequently repeat exhibitors may be accommodated, but will not be given priority.
13. All works on show are the responsibility of the artists. Clare County Council is not responsible for invigilation of the Foyer space. Clare County Council assumes no responsibility for work damaged, stolen or destroyed. The artist exhibits at his/her own risk.

Declaration:

I have read the **Guidelines for Artists wishing to use the Gallery Space at Scariff Civic Offices** and agree to be bound by them

Signed:

Date:

Please Print Contact Details

1. Name
2. Address
3. Tel. No.
4. Email:

Preferred Dates:

COUNTY ARTS OFFICE

Library Headquarters, Mill Road, Ennis, Co. Clare

Tel: 065 6899091 Fax: 065 6842462 Email: arts@clarelibrary.ie www.clarelibrary.ie/arts.htm