



CITY OF PINOLE

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Art in City Hall Program Guidelines

The City of Pinole's Art in City Hall Program provides exhibition opportunities for professional and emerging Pinole artists and arts organizations, with the goal of supporting the local arts community, creating a memorable experience for the public, and celebrating Pinole's diverse history and community.

The guidelines below describe the application process, exhibit schedule, artwork requirements, artist responsibilities, and other program details. These guidelines will be re-evaluated and refined, if needed, when the program concludes.

Program Overview

- The Art in City Hall program consists of two gallery spaces, one located on the first floor of Pinole's City Hall: The Atrium by the front entrance and the Hallway by the Council Chamber. Another on the second floor: by the stairway and elevator.
- The program is open to all professional and emerging artists living in Pinole, or arts organizations based in Pinole.
- The City will publish a Call for Artists to fill the gallery dates.
- Artists are encouraged to have a reception at City Hall. Receptions must be scheduled in advance with City staff to determine an available date and time. The artist is responsible for the reception, set-up, supplies, non-alcoholic refreshments, and cleanup following the reception.
- While every reasonable precaution will be taken during the exhibition of artwork, the City of Pinole, its officials, officers, employees, commissions, or volunteers do not assume responsibility for any loss or damage to the artwork incurred in connection with the Art in City Hall display. Artists must agree to look to their own insurance coverage for claims of loss or damage.

Application Process

- The Call for Artists will be posted on social media and the City's website. The City will release the information via newsletter to the residents.
- As described in the Call for Artists, artists will need to complete an application to be considered for the program. **There is no fee to apply.**
- Entries must be submitted along with a minimum of five images of artwork that are

the same or similar to what the artist plans to display.

- Artists will be selected at random through a public lottery conducted by the City Manager's office.

Exhibit and Installation Schedule

- Exhibits will be open to the public during regular City Hall hours: Monday to Thursday, 8:30am–4:30pm.
- Exhibit installations will take place on
 - The second Friday of January, April, July, and October unless notified of a different date. Artwork must be installed between 10:00am and 2:00pm. No exceptions will be made.
- Art pieces must be removed on
 - The second Tuesday of January, April, July, and October unless notified of a different date. Artwork must be removed between 8:30am and 3:00pm. No exceptions will be made.
- The City will not be responsible for storing any artwork at any time or for any reason.

Artwork Requirements and Artist Responsibilities

- Artists are solely responsible for the transportation, installation, and removal of the artwork and must be available on the designated installation and removal dates.
- Artwork may be hung on open wall space in the gallery area only, using the provided hanging system. Absolutely no nails, hooks, and/or mounting tape will be allowed to install any artwork.
- All artwork must be ready to hang, using the following specifications for the Rail Hanging System:
 - All artwork must have two d-rings or wire loops mounted to the back of the piece, equidistant from the center.
 - Maximum weight is 100 pounds. It is the artist's responsibility to ensure that the wire and/or d-rings are rated the proper weight for the piece, as this weight rating is only for the hardware installed in City Hall.
 - More information about hanging specifications will be provided at the Orientation meeting.
- Gallery size and capacity are as follows:
 - Atrium gallery (front entrance): 68 linear feet of wall-mounted art rails, with hardware to hang up to 13 pieces of artwork.
 - Hallway gallery (Council Chamber): 72 linear feet of wall-mounted art rails, with hardware to hang up to 10 pieces of artwork.
 - A limited number of additional hooks for additional pieces may be available.
 - The exact number of pieces that can fit in each gallery will vary based on the size of the artwork.
 - The quantity and/or size of the artwork must be sufficient for the assigned gallery space.

- The artists must provide City staff an inventory of exhibition artwork at least two weeks before the installation date, including the name of each piece of artwork. The artist can also include the cost if desired. City staff will provide display labels for the artwork.
- The artists must provide City staff with an exhibit name, artist statement, and, if desired, contact information to be included in the exhibit, at least three weeks before installation.
- Artist contact information will be provided on the City website and, if desired, as part of the exhibit.
- City Hall is a location where people of all ages, ethnicities, and religious affiliations gather and conduct business. No artwork depicting nudity, profanity, violence, religious symbols, or advertisements will be permitted.
- Artwork should be available to hang in City Hall for the duration of the exhibit. If a piece is sold or removed by the artist for any reason, the artist will coordinate the installation of a replacement piece with City staff within three days of removal of the previous work.

Liability

- Artists must submit a completed Artist's Agreement prior to exhibit installation.
- The City recommends that artists arrange for private insurance coverage for their exhibit.
- All artwork displayed in City Hall will be displayed at the artist's own risk; the City does not accept responsibility for, and will not be liable for, any damage, destruction, loss, or theft of any artwork in connection with or arising out of the artist's use of the City Hall galleries, regardless of the cause of such damage, destruction, loss, or theft as more fully described in the Artist Agreement.
- The artist will defend, indemnify, and hold harmless the City from any and all losses, claims, or liability in connection with or arising out of the artist's use of the City Hall gallery.
- The gallery must be left in the same condition as it existed when the display was installed, as determined by the City in its reasonable discretion, and artists will be responsible for making any repairs to the gallery that the City determines are necessary as a result of the artist's use of the gallery.