

Conditions Governing Use of the Herndon Gallery for Events

Important: Please read carefully before completing the "Herndon Gallery Event Proposal Form"

1. All proposals must be submitted a minimum of four weeks and a maximum of two months prior to the event.

2. The Herndon Gallery exists primarily as a venue for the display of visual art. The Gallery is available only for events which are appropriate to the space.

- Events should be cultural (poetry readings, film/video, performances), academic (lectures and presentations), or other events that help promote the College.
- The Committee reserves the right to reject any proposal which it finds to be inappropriate or detrimental to the gallery, to the exhibition or to any individual piece of artwork.
- Scheduling for events may be subject to availability of Gallery staff.

3. The Gallery can hold a maximum of 70 seated people. No larger events will be permitted. Primary consideration is given to the impact of the event on the art exhibit.

- No piece of artwork on display at the gallery may be moved without prior discussion with the Exhibition Curator. Any moving of artwork must be done by Gallery staff. Such alterations to the exhibition are strongly discouraged.
- If an exhibition contains sculptural pieces or installations which cannot be safely moved, then no events will be permitted while that particular exhibition is on display.
- The Gallery track lighting has been carefully adjusted to accentuate the visual art on display and may not be repositioned under any circumstances.
- The Committee reserves the right to reject any proposal based on potential impact to the exhibition which it finds to be excessive.
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4. The Committee is receptive to proposals from the Yellow Springs community under the following circumstances:

- The event must be open to the public
- There must be Gallery staffing available
- There is a \$50 per hour (one hour increments) rental fee for non-Antioch community members

5. The person proposing the event (hereafter the Event Coordinator), unless otherwise noted, is responsible for coordination of all activities related to the event.

- This includes advertising, arrangements for food and audio-visual equipment, set-up, and thorough clean-up immediately after the event

6. The Gallery must be completely restored to its pre-event condition prior to the first time the space is scheduled to be open to the public after the event.

- It is the responsibility of the Event Coordinator to inform him/herself of the Gallery schedule and to ensure that all clean-up is completed accordingly.

7. The Event Coordinator is responsible for any and all damage that may occur during, or as a result of this event.

- This includes damage to the artwork, as well as to any part of the Gallery facility or its possessions.
- At the time of the first scheduled shift following each event, a staff member will inspect the Gallery and its contents to ensure that it has been left in proper condition. If any problems are found, the Event Coordinator will be contacted and will be expected to immediately remedy the situation.

Please sign the "Herndon Gallery Event Proposal Form" to certify that you have read, understood and agree to abide by all above conditions. Please retain this document for reference.

HERNDON GALLERY EVENT PROPOSAL FORM

IMPORTANT: All proposals must be submitted a minimum of four weeks and a maximum of two months prior to the proposed event. Please read the "Conditions Governing Use of the Herndon Gallery for Events" before completing this form. Please return this completed and signed form to the Herndon Gallery mailbox in main building or mail it to Herndon Gallery, Antioch College, 795 Livermore Street, Yellow Springs, OH 45387.

EVENT INFORMATION

Proposed event/title _____ Proposed event date _____

Name / Description of Presenting Artist(s) _____

Expected number of people _____ Do you plan to use the Upper Gallery Lower Gallery Both

Time Set-up Begins _____ Time Event Begins _____ Time Event Ends _____

Your Name _____ Phone/PBX _____

Address _____

Other people involved (including faculty resource person) _____

Non-Antioch Community Events Only: Duration of Event _____ hours x \$50 per hour = \$ _____

Will you be serving food? (please specify) _____

Please Note: The Gallery is not an appropriate location for seated meals. Proposals will not be considered for events of this kind.

PUBLICITY

How will you publicize the event? Posters/Flyers Invitations Other

Information on all events must be sent to the Director of Communications at (937)-769-1205.

Be sure to include the Gallery as a recipient of a flyer or invitation.

TECHNICAL NEEDS

How many chairs will you need for seating? _____ How many tables will be used? _____

Access to chairs and tables must be arranged by contacting Physical Plant (937)-769-1270.

What equipment do you plan to use? Microphone/PA Podium Other _____

Audio-visual equipment can be reserved through the library at (937)-769-1240.

Microphone and podium must be arranged through physical plant at (937)-769-1240.

BRIEFLY DESCRIBE THE EVENT

Are there any technical or equipment requirements not listed elsewhere on this form? Do you foresee any conflict between the proposed event and the current/scheduled exhibition of which the committee should be aware? Please attach a separate sheet of paper if necessary.

I certify that I have read, understood and agree to abide by all parts of the "Conditions Governing Use of the Herndon Gallery for Events," as well as all instructions and restrictions described in this form.

Signed _____ Date _____

Please contact the Herndon Gallery with any questions: (937)-769-1149

Committee Decision: Approved Rejected

Comments: _____