



Surf City Parks, Recreation, and Tourism

Public Display of Art Program

The Town of Surf City (Town) has developed the Public Display of Art Program to encourage artistic expression, to inspire a sense of civic pride, and to integrate the arts into the community.

The purpose of the program is not to create a marketplace for art or to create a forum for public political debate, but to encourage the community's appreciation of artwork in a forum that may be viewed by all community members.

Eligibility

The Public Display of Art Program is limited to local artists; Surf City, Topsail Island, and neighboring communities.

Art Guidelines

Examples of artwork include but are not limited to the following:

- ✓ Paintings of all media.
- ✓ Other works of visual art such as prints, drawings, stained glass, carvings, mosaics, fiber and textiles, photographs, drawings, and collages.
- ✓ Crafts or artifacts constructed of clay, wood, metal, glass, stone, plastic, and other materials, provided the artwork may be hung on a wall.

Display Guidelines

Surf City Community Center is the Town's designated location for the public display of art.

Art must be mounted, framed or wrapped on canvas and/or have hanging mechanisms. The designated spaces are only suitable for artwork that can be hung on a wall. The selected artwork must not exceed the dimensions of the space of where it is to be hung.

The art must be hung on the hanging devices provided. Wall alterations are not permitted, however temporary hanging devices that do not leave holes or any kind of residue on the walls are permitted.

The artist may attach a label to the lower right corner of his or her artwork stating the artist's name, contact information such as phone number, the artwork's title, medium and size. The artist may not post a price on his or her artwork.

The artist is responsible for the cost of transportation, packing, method of shipment and delivery. The Town is not responsible for objects damaged during delivery.

The Town shall take every reasonable precaution to secure the safety of the loaned artwork, but the Town is not responsible for damage or theft. Evidence of damage to art at the time of receipt or while in Town custody will be reported immediately to the artist. No alteration, restoration or repair of art will be undertaken. The artist certifies that all art is in good condition and will withstand ordinary strains of packing, transportation and display.

Unless the Town is notified in writing to the contrary, it is understood that artwork may be photographed and reproduced in Town publications and for publicity purposes connected with the exhibition. Furthermore, the artist authorizes the Town to use their name in the promotion of the Public Display of Art Program.

Artwork Selection Criteria

Approval to display the art will be based on the following guidelines:

1. The artwork is an original piece created by an individual/ business.
2. The artwork is appropriate for display in a public space.
3. The artwork can be accommodated on one of the designated wall spaces.

The Parks and Recreation Advisory Committee shall use the following artwork selection criteria:

1. The committee shall find aesthetic merit in the work of art. The term “aesthetic” means that the artwork is pleasing in appearance to most people.
2. The artwork shall be of interest to the public. The artwork must have universal, and not particularized, appeal to attract a broad audience.
3. The artwork must be compatible in scale, material, form, and content to the RAC. Consideration shall be given to the architectural, historical, geographical, social, and cultural context of this site.
4. The artwork must not be obscene.
5. The artwork must not be controversial, offensive, and/or intimidating, nor may the artwork incite tension and/or encourage violence.
6. The artwork shall not endanger public safety and must comply with building codes and accessibility requirements.
7. The artwork shall not require excessive maintenance.
8. Exhibits shall strive for diversity in style, scale, media, and artists represented.
9. The artwork shall be original artwork; replicas of another artist’s work shall not be accepted.

Accordingly, they will not approve artwork that implies the Town is sponsoring and/or endorsing any commercial establishment/business (although an artist may place contact information near their artwork for purposes of selling the artwork to the public.) Furthermore, the RAC may reject art that associates the Town with a position other than neutrality on matters of political controversy.

The Town of Surf City facilities are open to the public of all ages, beliefs, and backgrounds, therefore the Town reserves, at its sole discretion, the right to refuse to hang a piece of artwork.

Application Process

Application forms are available online at www.surfcitync.gov or at Surf City Community Center. They may be emailed to parksandrec@surfcitync.gov or returned to the community center’s front desk. Applications will be accepted on an ongoing basis.

Upon submission, they will be submitted to the Parks, Recreation, and Tourism Director, and the Recreation Administrative Supervisor for approval. Selection decisions will be made within 8 weeks of submission.

The PRAC will serve in an advisory capacity to the Parks, Recreation, and Tourism Department by reviewing and recommending artwork for display in the Surf City Community Center. All artwork must comply with the Artwork Selection Criteria described above. The Parks, Recreation, and Tourism Director or Recreation Administrative Supervisor shall review the committee’s recommendations and make a final determination. The artist will be notified via email.

To be considered, the artist must:

- ✓ Submit a completed “Public Display of Art Application.”
- ✓ Submit photographs or digital images of all artwork. (Each photograph or digital image must be labeled with artist’s name and number corresponding to the “Detailed Art Description Form”)

Set Up and Removal Terms

The display period will be up to 60 days depending on the number of requests received. Should the demand be high, a display schedule will be determined by Parks, Recreation, and Tourism Director or Recreation Administrative Supervisor.

Upon approval to display the artwork, the artist must:

- ✓ Ensure work is stable and prepared for hanging.
- ✓ Provide labels for all pieces of artwork stating the artist’s name, contact information such as phone number, the artwork’s title, medium and size. The artist may not post a price on his or her artwork.
- ✓ Pack and transport their work to and from Surf City Community Center at no cost to the Town.
- ✓ Provide insurance, if they choose to, for their artwork during transportation and the designated display period and confirm coverage by contacting their insurance provider.
- ✓ Arrange a time and be present when the artwork is put up for display and removed at the end of the display period.

The artist may not store any equipment at Surf City Community Center.

Upon approval to display the artwork, The Town of Surf City will:

- ✓ Designate staff to hang the art pieces at the designated locations at a time when the artist can be present.
- ✓ Permit a description card including the name of the artwork, artist’s name, and phone number to be placed on or adjacent to the artwork.

Art shall remain in its possession for the specified time of the exhibit unless arrangements are made otherwise and agreed to by all parties. The Town shall have the authority to extend or shorten the length of the exhibit at any time for any reason. The Town may terminate this agreement at any time and for any reason.

If the artist is unable to remove his or her artwork on the date specified, the artist must make arrangements with the Parks, Recreation, and Tourism Department for an alternate date of removal at least 48 hours in advance of the original removal date.

The artist understands that the Parks, Recreation, and Tourism Department will remove the artist’s artwork if it is not timely removed, and that the Department shall not be liable for any damage to the artwork associated with or resulting from the Department’s removal of the artwork. The Department will not store the artist’s artwork for more than ten calendar days after the conclusion of the exhibition. The Department may dispose of the artwork in any manner that it deems fit after the ten-calendar day period has passed with no further notice to the artist.

Should you have any questions, please direct them to parksandrec@surfcitync.gov.

Thank you for your interest. We look forward to receiving your application.



Surf City Parks & Recreation

Public Display of Art Program Application

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Applicant Information

Full Name:	_____	Date:	_____
	<i>Last</i>	<i>First</i>	
Address:	_____		
	<i>Street Address</i>	<i>Apt/Unit #</i>	

	<i>City</i>	<i>State</i>	<i>ZIP Code</i>
Name of business/organization:	_____		
Email address:	_____		
Website:	_____		

Artist Biography

Please provide a brief description of your artistic endeavors and interests (i.e. medium, amateur artist, professional artist, years of experience, have you displayed your work previously, etc.)

Brief Description of Artwork

Detailed Art Description Form

Please describe each piece of art being submitted and provide a web link to the images OR include email attachments identifying each piece by number and title to parksandrec@surfcity.gov

	Title	Link to Image	Artist Medium (i.e. Water, Oil)	Dimensions (including frame)	Insurance Value
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

Disclaimer and Signature

By signing below, I acknowledge the following:

- ☐ I have read and understand the Public Display of Art Policy.
- ☐ I will contact Surf City Parks & Recreation to arrange an appropriate time to hang the art in place and to remove it at the end date upon approval.
- ☐ I understand I am responsible for insurance as the owner of the artwork. Should I choose to provide such coverage, I will confirm coverage with insurance provider.
- ☐ I will not hold the Town of Surf City, municipal staff, members, or any related groups responsible for damage or loss that may result.
- ☐ I understand the art work must be appropriate for display in public spaces and that the Town has the right to refuse at any time to hang artwork at its sole discretion.

Please select one of the following:

- ☐ I have elected to obtain coverage through the following insurance company: _____
- ☐ I have elected to waive insurance coverage.

Signature: _____ **Date:** _____

