

**City of Huntington
Mayor's Council on the Arts
Application for Public Art Exhibit
Adopted 7/13/16**

Prior to submitting this application, you must submit a concept paper for the exhibit for review and approval by the Public Art Policy Subcommittee. At a minimum this concept paper must contain a description of the exhibit, its purpose, number of works of art and why the site(s) were chosen. Once this concept paper has been approved, this application may be completed and the concept paper attached. You must submit the form cover sheet for your concept paper.

This form is required to be completed for any request to install any art in a public venue owned or controlled by the City of Huntington, WV. There is an application fee of \$50 and a special right-of-way permit fee of \$25 if the proposal is approved. This application will be reviewed by the Public Art Policy Subcommittee of the Mayor's Council on the Arts. After review and a vote, the Subcommittee will submit the application with its recommendations for either approval or rejection to the Mayor of the City of Huntington for final decision making.

**Please submit to:
Margaret Mary Layne, Chair
Mayor's Council on the Arts
P. O. Box 1659
Huntington, WV 25717
margaretmarylayne@gmail.com**

1. Please list the name, contact person, address, phone number and email of the individual or organization submitting this application:

Applicant Name: _____

Contact: _____

Address: _____

Phone: _____

Email: _____

2. Please list name of exhibit below and attach your **approved** concept paper.

3. Please list proposed site or sites for the installation or performance of the art (*a map is available from the City of possible sites*). Include dimensions of each artwork for each site.

4. Please describe the type of artwork and number of pieces to be exhibited.

5. Please list your total budget amount below and **attach** a full copy of your budget including all income and expenses to this application.

6. Please list the proposed installation dates, beginning and ending dates of the exhibit and dates for de-installation.

Installation dates: _____

Exhibition dates: _____

De-install dates: _____

7. Please describe the installation process for this exhibit. If any subcontractors will be used for the installation process, please list their names and contact information.

8. Please describe the selection or jurying process for this exhibition:

9. Please describe plans for maintenance of the artwork during the exhibition, including the responsible party and funding available for maintenance.

10. Please list name, address, phone number and email of owner of the artwork. If there is more than one owner, please list the name of the artwork and the owner beside it. Attach an additional sheet if necessary.

11. Please attach an insurance rider showing liability coverage with the City of Huntington listed as a co-insured in the amounts of _____

Submitted this ____ day of _____, 20__.

Signature of Applicant

ACTION TAKEN BY PUBLIC ART POLICY SUBCOMMITTEE:

Approved: _____

Rejected: _____

Tabled: _____

ACTION BY THE MAYOR OF THE CITY OF HUNTINGTON:

Approved: _____

Rejected: _____

Tabled: _____