



Plano

The Courtyard *Theater*

Art Gallery Policies and Procedures

1509 H Avenue

Plano, TX 75074

Phone (972) 941-5613

www.PlanoStages.com

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The information provided in this document is subject to change without notice

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GENERAL INFORMATION

Plano Stages is comprised of the Courtyard Theater, Cox Building Playhouse, and The Amphitheater at Oak Point Park. All three venues hold artistic potential for community artists, and Plano Stages is dedicated to promoting and nurturing the skills of those new to the craft of artistry. The Courtyard Theater, in particular, provides a unique gallery for utilization by local artists to showcase their endeavors.



The Courtyard Theater is located near the Historic Downtown District of Plano, TX. Originally called the Cox Gymnasium, the structure was built in 1938 as part of a Works Progress Administration project. It was converted into a theater space in 2001, and its design exemplifies the cultural and social heritage of Plano.

CONTACT INFORMATION –

<u>Ron Smith</u>	Recreation Superintendent	972-941-5400	Rons@plano.gov
<u>Jason Fehrm</u>	Venue Supervisor	972-941-5610	JasonF@plano.gov
<u>Brent Olechna</u>	Production Coordinator	972-941-5612	BrentOl@plano.gov
<u>Andrew Smith</u>	Patron Services Coordinator	972-941-5613	Andrewsm@plano.gov

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GALLERY OVERVIEW

The Gallery at Courtyard encompasses the majority of the lobby space at the Courtyard Theater. With a modern, clean feel, the venue provides a unique location to showcase local artists from throughout the DFW metroplex. In keeping with our mission to provide a better insight into the artistic realm for our patrons, we are seeking talented regional artists to utilize our space to help promote their growth within their industry. It is our belief that this relationship can benefit both parties to a remarkable extent. The Gallery at Courtyard has over 100 feet of track installation, providing a mid-sized gallery venue to showcase the very best of DFW.



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RULES AND REGULATIONS FOR GALLERY USAGE

I. GALLERY USE & ACCESS:

- Gallery use is restricted to the exhibiting of artwork that is suitable for wall hanging.
- All work intended for exhibition may be subject to staff review before being displayed.
- All exhibitions will last for a period of 6-8 weeks. Any exceptions must receive prior approval from Plano Stages staff.
- Plano Stages staff reserves rights to refuse an artist's exhibition if, in the opinion of the staff, the artwork is not considered suitable for exhibition. I.e.: the nature of the work is inappropriate or of insufficient standard (including the standard of the framing).
- The Gallery is situated in the lobby of the Courtyard Theater; staff retains the rights to have unlimited access to the Gallery at all times and to maintain its everyday business.

II. GALLERY HOURS AND FACILITIES:

- The Gallery at Courtyard will typically be available for public viewing during standard business hours during the working week. These hours are Monday through Friday from 9:00am-4:00pm.
- The above listed hours are not a guarantee of access. These hours may be adjusted with or without notice in instances of venue utilization, staff development needs, or other situations which shall require abbreviated viewing hours.

III. COMPENSATION:

- Due to the unique relationship provided between Gallery and exhibitor, no monetary compensation will be provided in exchange for the exhibition.
- In lieu of monetary payment, the Gallery will offer a complimentary 2-hour time window in which the artist or artists may utilize the facility in order to hold a private or public exhibition or viewing. Details of this will be expanded upon in subsequent sections of this guide.

IV. APPLICATION TO EXHIBIT WORK

- In order to be considered for an exhibition, artists must fill out the Gallery Exhibit application located on the Plano Stages website.
- Plano Stages reserves the exclusive right to select and approve all incoming exhibitors. Applicants will be selected based upon content, quality, and Gallery needs.

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V. CONTENT, TYPE, AND QUALITY

- Paintings, prints, drawings, and photographs must be suitably framed and wired to fit on the Gallery's hardware. Questions regarding suitability may be directed to the Patron Services Coordinator.
- Unless prior approval is granted, all work must be suitable to be safely hung along the walls of the Gallery. The usage of any sculpture or other 3-dimensional work is strongly discouraged and must be approved prior to installation.
- The Gallery at Courtyard holds itself to high standards. Thus, the quality of the finished product must be considered to be of an adequate level of skill and presentation. Determination of quality is a privilege exclusively held by Plano Stages. Any work not meeting quality standards may be removed with or without notice.
- As a City of Plano facility, as well as a family-oriented venue, the Gallery at Courtyard must limit the types of content that may be exhibited. Any display of the following content must be approved prior to installation and will be immediately removed if installed without approval:
 - Depictions of violence
 - Alcohol or drug usage
 - Any sexually explicit or suggestive material
 - Any work determined to be vulgar or tasteless by Plano Stages staff

VI. INSTALLATION

- The exhibitor is responsible for the installation of all artwork.
- All exhibitions must be of suitable size and quantity to provide a suitable dispersion of work throughout the Gallery. Portions of the Gallery may *not* be left empty or unutilized.
- All work will be installed using the provided hardware along the tracks throughout the Gallery. Contact the Patron Services Coordinator for further details.
- All exhibits will be hung during standard business hours, with times previously arranged with the Patron Services Coordinator. Any after-hours installation attempts are strongly discouraged. After-hours installations may result in the exhibitor being responsible for the payment of staffing fees, with a minimum fee of four (4) hours being charged.
- The exhibition space must be kept clean and presentable at all times.
- It is within the discretion of the exhibitor whether to label individual pieces within their show. However, this falls into an all-or-nothing category. Either all pieces must be labeled or none may be.
 - Exhibit labels must follow the Plano Stages template. Any exceptions must be approved through the Patron Services Coordinator.
 - All labels must be neatly typed and cut to size.
 - Absolutely no tape, nails, tacks, pins, or usual adhesives may be used on the walls. Adhesive putty is the only type of adhesive that may be used to affix labels to walls.
- Plano Stages staff retains the right to adjust installation at any time during the exhibit. This includes, but is not limited to, the relocation or removal of pieces from the exhibition.

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VII. PRIVATE RECEPTION

- As a standard portion of our agreement with exhibitors within the Gallery, a two-hour period will be provided for the artist to hold a public or private viewing or reception. This time period typically falls 7:00pm-9:00pm on the designated day.
- This two-hour period includes the set-up and clean-up times for the reception. Usage of the space for periods longer than two hours may result in the charging of facility fees.
- Receptions will be booked no sooner than one month prior to beginning of exhibition.
- The artist will be provided a short listing of dates for the reception that may be selected from. Artist preference will be taken into account when scheduling; however, ultimate authority for the decision of reception date falls with Plano Stages staff.
- In rare situations, the reception may be scheduled when a Plano Stages Client is utilizing other areas of the venue not affecting the Gallery. The Client will be made aware of the reception and will be instructed to not interfere.
- It is the sole responsibility of the exhibiting artist to ensure that the facility is left in the same state in which it was entered. The premises must be left in good and clean order:
 - All garbage must be inside of trashcans.
 - Any large items of trash that do not fit inside trashcans must be taken to the dumpster behind the building.
 - Any damages to the facility must be reported to the Manager on Duty.
- Only the following items will be provided for utilization during the reception:
 - One (1) 2-hour time block in which the Courtyard Theater lobby will be dedicated to Gallery purposes,
 - One (1) facility staff member, the “Manager on Duty”, on-site in order to supervise the exhibition and ensure that all facility rules and regulations are followed
 - Access to lobby hook-ups for sound system, in order to provide background music for reception.
 - All music or recordings to be played through Gallery speakers must be provided on (i) purchased CD format, (ii) burned CD with MP3 formatting, or (iii) iPod, iPad, or other digital device with 1/8” sound output jack.
 - Access to facility green room facilities, including sink, microwave, refrigerator, and freezer
- The following items are *not* included for use during reception. This list is not inclusive and serves only to provide a general illustration of artist responsibilities:
 - Food or beverages of any sort
 - Any paper goods, including plates, napkins, cups, etc.
 - Any audio/visual equipment not specifically listed above
- The exhibitor may hold more than one private reception. However, any usage of time outside the initially provided two hours will require facility and staffing fees to be paid.

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VIII. REMOVAL OF EXHIBIT

- Exhibitors will be provided an end-of-exhibit date prior to installation.
- All pieces must be removed on the provided date, unless other arrangements are made. No work may be left within the facility longer than 48 hours after the designated removal date.
- Any work left for more than 48 hours after the designated removal date will be considered abandoned by the artist and will be disposed of accordingly, at the discretion of Plano Stages staff.

IX. SALES, MARKETING, AND IMAGES

- The exhibitor is exclusively responsible for the sale of any work displayed within the exhibit.
- No work that has been sold may be removed until the conclusion of the exhibit.
- Any marketing initiatives undertaken by the exhibitor that utilize the images, logos, or likenesses of the Courtyard Theater, Cox Building Playhouse, Amphitheater at Oak Point Park, Plano Stages, Parks and Recreation Department of the City of Plano, or City of Plano must be approved by Plano Stages staff prior to distribution.
- Plano Stages retains the right to advertise the exhibit at its discretion, using the artist name, exhibit name, and any promotional materials provided by exhibitor.
- The exhibitor surrenders the ownership rights of any photographic or video images, produced by Plano Stages staff, clients, or patrons, of the facility in which the exhibit is not the primary subject of said image. Plano Stages reserves the right to use any of the above mentioned images in any of its digital or print marketing initiatives. No compensation will be provided for use of these images.

X. DAMAGES AND LIABILITY

- Plano Stages is not liable for any damages or losses experienced during the exhibition. If such damages are noticed, the exhibitor will be notified with all deliberate speed.
 - In order to circumvent any potential loss due to damage or theft, it is the responsibility of the exhibitor to seek insurance for their exhibit. Insurance is not required for exhibition, but is strongly encouraged in order to mitigate potential losses.
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