



Gallery Exhibition Application

Deadline: June 15 annually

About the Assembly Hall Gallery:

The Space: The Assembly Hall Gallery is a public gallery space, owned and operated by the City of Toronto, available to both individual artists and arts groups. Gallery exhibitions are viewed both by dedicated visual arts enthusiasts and by people who have come to the Assembly Hall to attend other events, providing a great opportunity to present the works on display to a larger community. Hanging space allows for 40 – 60 works, depending on the size and media. There are also display cases that can be used to present 3D artwork and additional 2D works.

The Schedule: In an average year, we host eight exhibitions, each running 4-5 weeks in length. Installations tend to be on Mondays or Tuesday during daytime hours. Receptions are normally Thursday evenings from 6 – 8 pm or 7 – 9 pm. De-installations tend to be scheduled for Fridays during daytime hours. Please indicate in your application if you would prefer different days for these events. Gallery hours are weekdays from 10 am – 5 pm, and Saturdays from 10 am – 1 pm. The building is closed on Sundays and holidays unless otherwise noted.

The Submissions Review: All decisions regarding approval of gallery applications and scheduling of exhibitions are made by the Assembly Hall Gallery Committee and staff. The Gallery Committee is committed to providing the community with a varied and quality slate of shows each year, and as such strives to present a balanced roster of exhibitions in all media and styles, from all regions and age groups.

Please return your completed application electronically to assembly@toronto.ca.

If you need assistance with your submission, or require the form in a different format, please contact Assembly Hall staff at assembly@toronto.ca or 416-338-7255.

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General Information:

Arts Collective / Artist Name: _____

Main Contact Name: _____

Phone Number: _____ Email: _____

Group / Artist Website: _____

Main Contact Address: _____

City: _____ Postal Code: _____

If the exhibition will feature multiple artists, please include their information below:

Artist Name

Artist Website

Social Media Profile

Exhibition Dates:

What year are you applying for? _____

Which season is ideal for your exhibition? _____

Exhibition Details: *Please note that we recommend having 40-60 works in the gallery.*

Proposed Title of Exhibition: _____

Estimated # of small works (all outside dimensions smaller than 24"): _____

Estimated # of large works (one or both dimensions larger than 24"): _____

Estimated # of 3D works for display cases: _____

Exhibition Description (themes, types of media): _____

How will the artwork be chosen? (Juried, curated, members' choice?) _____

Do you encourage community participation? If so, how? _____

Any additional information you would like to provide: _____

Images: Please provide 10 – 15 images of the artwork you intend to show. If not available, please submit images of previous work that reflect the type, theme, and quality of art to be exhibited. Images can be sent via email or a storage link (ie: Dropbox).

Please provide the details of the submitted images below:

| # | Artist Name | Title | Medium | Dimensions |
|-----|-------------|-------|--------|------------|
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Please note that if your gallery exhibition is approved, your exhibition fee will be \$197.75 (\$175 + HST). This fee is not due until your dates and gallery permit have been confirmed. Additional services may be subject to extra charges.

Declaration of Application and Acceptance of Assembly Hall Gallery Policies:

I certify that the information in this application is true. I have received and read the Assembly Hall Gallery Information & Policies and Terms of Entry and will comply with all the stated regulations. Failure to comply with the regulations outlined in the Terms of Entry, may result in the refusal of exhibiting future exhibitions at the Assembly Hall.

Name: _____ Date: _____

Signature: _____