

**Community Exhibit Application
for City of Hamilton's City Hall
Hamilton, Ontario**

The following application form applies to requests for community exhibit space on the second floor at Hamilton City Hall, 71 Main St. West. All exhibits are subject to the requirements and conditions as outlined herein and in the City of Hamilton's City Hall Exhibit Protocol and City Hall Exhibit Procedures which can be found at www.hamilton.ca

Questions? We encourage you to contact us in advance of making an application in order to ensure suitability of your exhibit and assist you in preparing your submission. Questions can be directed to: diversity@hamilton.ca
Phone: 905 546 2424 ext. 8080

APPLICATION

Applications are accepted year round. However exhibitors should submit an application a minimum of 6 months in advance of the date(s) requested. Applications are reviewed by Human Rights, Diversity and Inclusion staff.

Applications should be made in written form and should include the following:

- A cover letter including all contact information for the organization or, in the case of a collaborative exhibition, the names of the exhibiting organizations and primary contact information.
- An up-to-date mission and vision statement about the organization(s) involved.
- Date of application.
- A written statement outlining the proposed exhibit and content (no longer than 2 pages long).
- Exhibit dates requested.
- A description of your anticipated audience.

TERMS AND CONDITIONS

If your application is approved, you will be bound by the following terms and conditions:

- a) The exhibit is open to the public only during regular City Hall opening hours.

- b) The City of Hamilton has no financial responsibility for the exhibit costs.
- c) The exhibit does not contain explicit sexual imagery, nudity or graphic depictions of violence.
- d) The exhibit does not incorporate noise/sound.
- e) Signage accompanying the exhibit will adhere to the Clear, Accessible and Large Print guidelines and the Customer Service Standard Policies as outlined in the City of Hamilton's *Accessibility for Ontarians with Disabilities Act 2005*, Customer Service Standard Handbook.
- f) Installation of the exhibit will take into consideration the City of Hamilton's Barrier Free Design Guidelines, as applicable.
- g) The exhibit will be free of charge. I will not charge admission, request donations or sell items at City Hall.
- h) The exhibit does not use advertising which implies that the exhibit is sponsored, co-sponsored, endorsed or approved by the City. This agreement will not be construed to constitute an agency, partnership or joint venture between the City and me.
- i) I understand that City Hall is a public space where photography is allowed by members of the public and, as such, exhibit items on display may be photographed.
- j) I understand that the City of Hamilton does not insure items exhibited in City Hall due to the nature of activities held there. I release the City of Hamilton, its officials, officers, employees, representatives, contractors and agents from any responsibility in the case of damage, destruction, wear-and-tear or theft of items caused by the presence of the exhibit in City Hall or to my goods while in transit to/from the City Hall exhibit spaces.
- k) I agree to carry Commercial General Liability Insurance with a \$5 Million limit of coverage during the duration of the exhibit and to provide a copy of the insurance certificate to the City of Hamilton.
- l) I agree to indemnify, defend and hold harmless the City of Hamilton, its officials, officers, employees, representatives, contractors and agents against and from any and all actions, causes of action, interest, claims, demands, penalties, fines, costs, damages, expenses and loss, which they may bear, suffer, incur, become liable for or be put to by reason of any damage to or loss of property or injury or death to persons by reason of, arising out of or in consequence of: (i) the

Reference: City Hall Exhibit Protocol Updated July 1017
Approved: Senior Management Team February 23, 2012

exhibit or my use of City Hall exhibit spaces, (ii) the placement, installation, maintenance, use, or removal of any of the items displayed (or any associated text or other exhibit elements), and (iii) any violations of any intellectual property rights, including, without limitation, any copyrights, trademarks or patents, or any person's right to publicity.

m) I agree that the City will determine the duration and placement of the exhibit. I also understand that the exhibit may be displayed alongside other exhibits approved by the City.

n) Any information collected by the City is subject to the rights, obligations and safeguards provided for in the *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, c. M.56, as amended.

Exhibitor's Signature

Date

Please sign and submit this form, along with required information as outlined. Unsigned applications will not be processed.

By e mail to:
diversity@hamilton.ca

By fax to:
905 546 2062

By regular mail to:
Human Rights, Diversity and Inclusion
120 King Street West, 9th Floor
Hamilton, ON
L8P 4V2