

Community-led Cultural Heritage Displays

Community Partner Application

Group/Individual _____

Address _____

City _____ Province _____ Postal Code _____

Telephone _____

E-mail _____

Display Information

Please attach the following for submission:

- A brief description of collection, to be posted with display if submission is accepted
- Digital or physical images of the objects to be displayed
- Does your display correspond with a particular time of the year?

Have you exhibited in the Clarington Library, Museums and Archives locations previously?

If so, when? Yes _____ No

FOR OFFICE USE ONLY:

Accepted Not Accepted

Display Date: _____ Reason: _____

Guidelines for Community Partner Display Collaboration

This program establishes the responsibilities, privileges and guidelines of both the CLMA and the partner group/individual in the collaboration of cultural heritage exhibit development and display.

CLMA will:

- Reserve the right to approve or deny any display application.
- Work with the community partner to find a suitable case location (Bowmanville, Courtice, or Newcastle) and time for the showing of the exhibit.
- Work with groups and individuals to accommodate their needs based on the availability of the Local History exhibit cases and the exhibit schedule.
- Provide insight as to artifact installation and placement.
- Reserve the right to edit or modify display content where it is deemed necessary by CLMA staff.
- Act as the final authority on exhibition design and content, including accessibility considerations.
- Assist with production of item labels based on provided information from the community partner.
- Granting of permission to display materials does not imply CLMA endorsement of content.

The Community Partner will:

- Provide a fully developed idea as to exhibit theme and content.
- Search out and provide content and artifact interpretation/identification if appropriate.
- Cover the cost of expenses incurred in the development of the exhibit.
- Be responsible for setup and removal of exhibit on agreed-upon date and time.
- Be responsible for any lost, stolen or damaged artifacts while they are being displayed.
- Receive appropriate credit for inception, design and creation of the exhibit

Duration of Community Partner Displays

The CLMA's regular exhibit schedule will be taken into consideration when arranging the booking and duration of community-led exhibits. Community-led Cultural Heritage Displays must last for a minimum of four weeks. Maximum length will depend on the size and location of the exhibit, as determined collaboratively by the CLMA and the community partner.

Advertising

CLMA will promote the partner exhibit through its social media and website. CLMA may include partner exhibits in its promotions and publications, at its own discretion. Any additional advertising and promotion may be done by the community partner, at their own cost.

Obligations Regarding Security and Insurance

The CLMA locations are equipped with security systems and monitored by video surveillance. Each community partner understands that they are utilizing this public display space at their own risk.

It is left to the discretion of each community partner to secure insurance for their show to protect against theft, damage or an unforeseen circumstance. The CLMA and the Municipality of Clarington will not be held responsible for damages that may occur, and the Community-led Cultural Heritage Display Partner Agreement must be signed releasing the Municipality of Clarington and the CLMA from any such obligations before exhibit development proceeds.

Exclusions and Promotion of Business

CLMA will not promote an organization or individual's business for monetary gain within the context of the exhibit.

Nothing shall be permitted to be displayed on the premises which is contrary to the Criminal Code, or any provincial or municipal act, by-law, or regulation.