

238 10th Ave N
Creston BC
V0B 1G0

This package contains information for Public Art applications within the Town of Creston:

- Submission Checklist
- Application Form
- Owner Authorization
- Waiver of Liability

To submit an application, email all of the required documents to info@creston.ca, or submit paper application at Town Hall.

When do I need a Public Art Application?

If you would like to install, donate, or commission public art.

Public art includes art on public or private property that is intended to be viewed by the public.

Who decides whether my application is approved?

Applications are reviewed by the Public Art Working Committee. The Committee will provide a recommendation to Council. Council may approve or deny the application.

Applicant Information

Applicant Name: _____
Last First Middle Initial

Mailing Address: _____

City Province Postal Code

Phone: _____ Email: _____

Site Information

Civic Address: _____

City Province Postal Code

Property Owner Information

Property Owner Name: _____
Last First Middle Initial

Mailing Address: _____

City Province Postal Code

Phone: _____ Email: _____

The Town of Creston collects your information for the purposes of administering Town of Creston programs and services, including permits and licensing services, in accordance with Section 26 of the *Freedom of Information and Protection of Privacy Act (FOIPPA)*. Information collected with this form, including copies of any associated documentation submitted as part of this application, may be disclosed to the public in accordance with *FOIPPA*. If you have any questions about the collection and use of information, please contact the Town's Corporate Officer at 250-428-2214, ext. 210.

Project Information

Location
<input type="checkbox"/> Public property
<input type="checkbox"/> Private property

Category
<input type="checkbox"/> Mural
<input type="checkbox"/> Public infrastructure enhancement
<input type="checkbox"/> Other:
<input type="checkbox"/> Sculpture
<input type="checkbox"/> Music installation

Submission Checklist

Please include the following information with your application.

<input type="checkbox"/>	Site location (photograph)	<input type="checkbox"/>	Schedule (installation & clean up)
<input type="checkbox"/>	Project sample (may include – sketch, photograph, diorama)	<input type="checkbox"/>	Maintenance plan
<input type="checkbox"/>	Objectives and scope of project	<input type="checkbox"/>	Proof of liability insurance
<input type="checkbox"/>	Owner Authorization and signed contract	<input type="checkbox"/>	Signed contract with artist
<input type="checkbox"/>	Permits from Municipality (if applicable)	<input type="checkbox"/>	Outline of method / products used
<input type="checkbox"/>	Budget & Funding Sources for Project	<input type="checkbox"/>	Outline of community consultation (if req.)
<input type="checkbox"/>	Proof of Funding	<input type="checkbox"/>	Acknowledgement of having read the Guide to Murals (if applicable)
<input type="checkbox"/>	Waiver of liability	<input type="checkbox"/>	Sample of previous work

Budget and Funding Source

Provide a project budget, including secured funding sources. Proof of funding source is required. A detailed budget may be attached to the application as a separate document.

<u>EXPENSES</u>	
Artist Fees	\$ _____
Material Costs (paint, brushes, rollers, installation hardware, etc.)	\$ _____
Scaffolding (required if artist has to work above 3m)	\$ _____
Traffic Management Plan (if applicable)	\$ _____
Health & Safety – ladder, traffic cones, telescopic arms, high visibility vests, face masks, drop sheets, etc.	\$ _____
Miscellaneous fees	\$ _____
TOTAL EXPENSES	\$ _____
 <u>FUNDING SOURCES</u>	
Private Donations	\$ _____
Grants (Provide sources):	\$ _____
Contributions in lieu of cash:	\$ _____
TOTAL FUNDING SOURCES	\$ _____

List of budget enclosures (include copies of any documentation supporting budget and funding)

Project Details

Provide a brief description of the project (max. 500 words).

Outline the objectives and goals of the project (max. 500 words).

Outline the project schedule – set-up, installation and clean-up (max. 250 words).

Outline maintenance and roles / responsibilities (max. 300 words).

Describe inspection plan for maintenance needs and timing for required repairs (max. 300 words).

Outline method and products used for public art installation (max. 300 words)

Outline community consultation (required if within 60m of residential zoning) (max. 300 words)

Terms & Conditions*

See **Public Art Policy SER-009-020** and **Guidelines to Murals** attached to this application.

I acknowledge that I have read and understood the **Public Art Policy SER-009-020** Initial:

I acknowledge that I have read and understood and **Guidelines to Murals** document. Initial:

Any violations of the above noted terms and conditions will result in permit revocation.

Acknowledgement and Signature(s)

I certify that I am 18 years of age or older, and that all information submitted in this application is correct and complete. I have read this application form in its entirety, and I agree to abide by any and all posted, the terms and conditions noted above, and all applicable Provincial and Municipal legislation, regulation, and bylaws.

Applicant
Signature: _____ Date: _____

Owner (Property)
Signature: _____ Date: _____

Waiver of Liability

Applicant or
Authorized
Signing Authority
Name:

Last

First

Middle Initial

Applicant or
Authorized
Signing
Authority Mailing
Address:

Street Address

Apartment/Unit #

City

Province

Postal Code

In consideration of the Town of Creston agreeing to permit the Applicant to use the above referenced location, the undersigned does hereby release the Town of Creston from any and all liability whatsoever and does hereby agree to indemnify and save harmless the Town of Creston.

The Applicant does hereby agree to use the location only for the purposes of the said use or event and strictly in accordance with any and all regulations, municipal, provincial or federal, applicable to holding the said use or event in the above referenced location.

DATED at the Town of Creston this _____ day of _____ 20 ____.

The Applicant, by its proper officers authorized to sign on its behalf:

Authorized Signatory

Authorized Signatory

Owner Authorization of Application

Property Owner Name: _____
Last First Middle Initial

Property Owner Mailing Address: _____
Street Address Apartment/Unit #

_____ *City Province Postal Code*

As Owner(s) of the land described in this application, I/we hereby authorize _____
to act as applicant in regard to this Public Art Application.

Owner Signature: _____ Date: _____

Owner Signature: _____ Date: _____