

## **TEMPORARY ART PERMIT PERMITTING PROCEDURE AND APPLICATION**

### ***Where do you begin?***

Artists or groups seeking a permit to exhibit art in a City of Atlanta park are encouraged to visit the park before submitting an application. Contact the Office of Parks, (404) 546-6742 to verify whether a site for which you propose a work of art is appropriate. Parks may suggest sites which might be more feasible. Then contact the Office of Cultural Affairs Public Art Program Manager (404) 546-6819 to discuss the specifics of your project.

### ***How long will the process take?***

The permit process takes approximately forty-five days to three months from submission of a complete application. The Office of Cultural Affairs Public Art Program Manager will advise you of the status of your permit. You may apply throughout the year but permits will not be issued prior to the committee review.

### ***What factors are being considered?***

The application must be accompanied by a site plan and signature located on the rules and regulations page. The rules and regulations denote the use restrictions of the park and the factors that will affect the installation(s) in the park. Sculpture in the park must receive the endorsement of the Office of Parks during the review process. The Public Art Permitting Committee will review the impact of the art on the park as well as safety and maintenance issues and will designate the period by which a permit will be in effect (not to exceed a 12 month period). The Department may also require special items before approving your temporary public art permit.

### ***Who can answer my question?***

Applicant services are provided by the Office of Cultural Affairs Public Art Program, located on the 17<sup>th</sup> floor of Harris Towers in the Peachtree Center complex. The Public Art Program staff will advise you on how to keep your application moving smoothly. Business hours or 9:00 am to 5:00 pm, Monday to Friday, accept holidays. The address, phone and fax are: **233 Peachtree Street, Harris Tower—Suite 1700 Atlanta, Georgia 30303**  
**Phone: (404) 546-6819 Fax: (404) 546-9477**

### ***The Public Art Permitting Committee:***

- 1) A permitting committee will convene to review proposals for art in Atlanta Parks. The Public Art Permitting Committee's task is to assure that proper maintenance, scheduling and park rules and regulations will be enforced.
- 2) The Committee provides in their review of projects as wide latitude as possible to support art in parks.
- 3) The Public Art Permitting Committee is comprised of representatives from the Office of Parks, Office of Parks Design, the Office of Cultural Affairs and any other agencies that may be affected by the project.
- 4) The Public Art Permitting Committee is charged with the responsibility to:
  - a. Review proposals for Temporary Art Projects.
  - b. Review site specific projects with consideration for timing between events (Minimum 3 weeks),
  - c. Review proper placement of projects and hazards specific to the park
  - d. Protect the infrastructure of the park
  - e. Ensure that public decency consideration are enforced
  - f. Provide technical advisement throughout the review and permitting process.

### ***How will I receive a permit?***

After an application has been reviewed by the Public Art Permitting Committee a recommendation is forwarded to the Commissioner of the Department of Parks, Recreation and Cultural Affairs. A letter from the Commissioner will permit the application or deny it. Any terms that must be fulfilled will be listed in the permitting letter. The applicant must be present on site with the TAP permit in his/her possession during the set-up and break-down of the Art and TAP-related special events.

## APPLICATION CHECKLIST

To apply for a Temporary Art Project Permit please send:

**APPLICATION FORM**

**BIOGRAPHICAL INFORMATION**

Information about you or your group; Resumes on the artist(s), and any additional support material that clearly defines the project.

**LETTERS OF SUPPORT**

Letters of support are recommended from the Neighborhood Planning Unit Chairs but are not required. All references should be provided with names, addresses and telephone numbers.

**SUPPORT MATERIAL**

A description of the proposal, a required site plan and visual representation of the art that is proposed for the park with dimensions and the required insurance carrier must be submitted to the attention of the Office of Cultural Affairs Public Art Program.

***The application and support material will be evaluated by a Public Art Permitting Committee. The completed application form must include the site plan with your application material. Please allow 45 days after the review panel meet for a response to your application.***



<b>Official Use Only</b>
Date Received _____
Fax__ Mail __ Delivered _____
Schedule clear _____
Date _____

**Temporary Art Project Application**  
**City of Atlanta Department of Parks, Recreation & Cultural Affairs**  
233 Peachtree Street, NE, Harris Tower, Suite 1700 Atlanta, Georgia 30303  
404-546-6788 E-Fax 404 546-9477

*A Temporary Art Project Application should be submitted at least 45 days before any planned Temporary Art Project. No commercial representation or endorsements shall be permitted. Please be aware that all park rules and guidelines are applicable unless otherwise stipulated in writing. Please visit <http://www.atlantaga.gov> Office of Parks for Park rules and guidelines.*

1. Today's date: \_\_\_\_\_
2. Name of project: \_\_\_\_\_
3. Date of project: \_\_\_\_\_ Type of project: \_\_\_\_\_
4. Installation time: \_\_\_\_\_ Installation Breakdown time: \_\_\_\_\_
5. Starting time: \_\_\_\_\_ Ending time: \_\_\_\_\_
6. Location of project in park: \_\_\_\_\_
7. Name of individual, organization or group: \_\_\_\_\_
  
8. Contact person: \_\_\_\_\_ Telephone: \_\_\_\_\_  
Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_
9. Alternate contact: \_\_\_\_\_ Telephone: \_\_\_\_\_
10. Mailing Address: \_\_\_\_\_
  
11. City resident: Yes \_\_\_ No \_\_\_\_\_

## THE ART PROJECT

12. Describe details of the proposed project (number of artists, types of activities, equipment involved, description of the art installation, setup configuration) **attach additional pages if necessary.**

13. How will the art installations be insured? Please list the insurance carrier.

14. Do you plan to have any banners or signs as part of your event?

Yes

No

**Note: No logos or commercial endorsements are allowed in the park as a condition of this permit unless stipulated in writing by the Commissioner of the Department of Parks, Recreation and Cultural Affairs. Indicate the location of all signs and banners on your site plan. The Office of Parks prohibits signs being attached to any trees, benches, light poles or any other park amenities.**

15. Do you plan to have amplified sound at your event?

Yes \_\_\_\_\_ No \_\_\_\_\_

16. Is the required site plan attached? Yes \_\_\_\_\_ No \_\_\_\_\_

***An acceptable site plan is a reasonably accurate representation of where the Temporary Art Project will be held in a park. Site plans need not be to scale. Please see temporary art project site plan.***

17. How will you clean the area after your activity?

18. Are other utilities required for the installation? If so describe the exact utility, location, installation and removal

19. Additional applicant comments (if any):

## Rules and Regulations for Temporary Art Project Permit

*Your signature below verifies that the information provided in this application is accurate and complete, and that you understand and agree to comply with the rules, conditions and limitations contained in this permit application.*

1. The City of Atlanta operates a Temporary Art Project program to exhibit the work of a wide variety of artists and to make art accessible to all Atlanta citizens and visitors. A Temporary Art Project ("TAP") is the installation and exhibition of a piece of artwork ("Art") in a City-owned park for a limited period of time. In order to participate in the TAP program, the prospective participant must receive a TAP permit.
2. TAP permits are granted upon review by the Public Art Permitting Committee and approval by the Department of Parks, Recreation and Cultural Affairs ("DPRCA"). The committee's task is not to judge the aesthetic quality of the proposal but rather the site specific nature of the project. The committee's review will be based on maintenance requirements, placement, hazards, infrastructure, art criteria and standards of public decency. Sponsoring groups are responsible for curating to the standards of artistic merit.
3. No permit will be issued until a complete application, including site plan, required insurance and art proposal is received.
4. The permit entitles the holder to the use of the assigned area only. The permit holder accepts the park in its current, as is condition, and acknowledges that it is suited for the use intended by the permit holder. Electricity, additional water and restroom facilities are not provided.
5. The City shall have sole discretion as to whether to grant a TAP permit. If the permit is granted, the City shall have the sole discretion to determine the location where the Art will be located and the duration of the TAP.
6. The permit holder is responsible for all clean up, including removal of all trash, decorations, and other items brought into the park during events associated with the TAP. Normal routine maintenance of the park will be provided by the Office of Parks.
7. The permit holder shall be responsible for setting up and taking down the Art in the Park, and for transporting the Art to and from and within the Park. The City is not responsible for setting up, transporting, or taking down the Art, including any equipment associated therewith.
8. In the event that any portion of the Park, including without limitation the lawn, plants, walls, pavement or other infrastructure of the Park is damaged in association with a TAP, including without limitation the set-up, transport, or take down of the Art, the permit holder is responsible for reimbursing the City for the cost of repairing the damage, or the cost of replacing the damaged item(s) if the City finds that replacement is necessary.
9. The permit holder is responsible for notifying the Public Art Program Manager (404-546-6819) immediately of any changes to the information provided or requests made in the application. DPRCA may not be able to honor last minute changes or requests.
10. **No heavy equipment, trucks or other motorized vehicles will be allowed on the turf in the Park without protective temporary surfacing. The temporary surfacing must be installed and approved by the DPRCA Commissioner or her/his designee prior to access.**
11. No glass containers are allowed in the park unless deemed essential to the TAP and safe for pedestrian traffic, as determined by the DPRCA Commissioner or her/his designee.
12. No selling of food or other items is allowed, and no alcoholic beverages are allowed except by City-issued permit.
13. No stake, post, pole or any other device may be driven into the ground and no hole may be dug without authorization from the DPRCA Commissioner or her/his designee.
14. No tents or canopies are allowed without authorization from the DPRCA Commissioner or her/his designee.
15. Absolutely no illegal substances are allowed on City property.
16. The City shall not be responsible for any damage to or destruction of the Art that arises from the TAP, including without limitation the transportation of the Art, set up or takes down of the Art, or vandalism.
17. The permit holder must indemnify and hold harmless the City, its officers, agents and employees from any and all losses, expenses, damages, demands and claims against the City, its officials, agents and employees sustained or alleged to have been sustained in connection with or to have arisen out of the TAP, or the performance of any of the activities described in the TAP permit by the permit holder, her/his employees, volunteers, contractors or subcontractors, or of anyone else working at the direction of the permit holder.

18. The applicant by submission of this application warrants that the TAP and all accompanying art submissions will be unique and original and do not infringe upon any copyright or trademark.
19. The applicant agrees to procure and maintain during the entire time of this project general liability coverage in an amount no less than \$1,000,000. The policy will fully address the Art and TAP associated with this application and the City shall be added as an additional insured in each policy of general liability and property damage insurance. The applicant shall furnish to the City a certificate of insurance showing required coverage and will abide by all insurance requirements throughout the duration of the TAP, including without limitation the take down of the Art and the removal of the Art from the Park.
20. The permit holder shall have the sole responsibility for maintaining and repairing the Art. In the event that the City notifies the permit holder that the Art requires maintenance and/or repair, the permit holder must complete the repair and/or maintenance work within thirty (30) days of the City's notice. Should the permit holder fail to make such timely and complete repair and/or maintenance, the City, by and through the DPRCA Commissioner or her/his designee and at her/his sole discretion, may either remove the Art from the Park and dispose of the Art as it deems appropriate, or make the necessary repairs and/or maintenance. The permit holder shall reimburse the City for all costs associated with either action taken by the City within thirty days of receiving the City's invoice.
21. A TAP permit may be revoked or terminated if:
  - a. The applicant provides false information to the City
  - b. By reason of disaster, public calamity, riot or other emergency, the City determines that the safety of the public or property requires revocation.
  - c. The permit holder or participant artist violates a policy, provision, rule or regulation as set forth in the permit and/or permitting process.
  - d. The permit holder violates any law applicable to people and/or items located inside of the Park.
  - e. The permit holder transfers or attempts to transfer the privileges contained in the permit to another party.
22. Any person who attempts to participate in the TAP program without a permit shall be guilty of a misdemeanor, as provided by city ordinance.
23. The permit holder or his/her designee must be present on site with the TAP permit in his/her possession during the set-up and break-down of the Art and TAP-related special events. The permit holder must provide to the Public Art Manager or her/his designee the contact person's, (if other than the permit holder) name, phone number and location during set-up and break downs and special events so that the Public Art Manager may contact the permit holder at any time during the project.
24. Upon completion of the setup of the Art in the Park, the City shall have the right to move the Art to a different location of the Park at its sole cost and expense.

Signature of applicant: \_\_\_\_\_ Date: \_\_\_\_\_