



Louis Bay 2nd Library and Community Center
 345 Lafayette Avenue
 Hawthorne, NJ 07506
 973-427-5745

Gallery Exhibit Application

2017

1 of 3

Exhibit Name _____ Description _____ _____ _____ <input type="checkbox"/> Wall <input type="checkbox"/> Cases	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center; padding: 5px;">For Library Use Only</td> </tr> <tr> <td style="padding: 5px;"> Application Received: _____ Approved: _____ Scheduled: _____ Room: _____ Insurance Required: Y / N Insurance Received: _____ </td> </tr> </table>	For Library Use Only	Application Received: _____ Approved: _____ Scheduled: _____ Room: _____ Insurance Required: Y / N Insurance Received: _____
For Library Use Only			
Application Received: _____ Approved: _____ Scheduled: _____ Room: _____ Insurance Required: Y / N Insurance Received: _____			
Exhibition Dates _____ <div style="text-align: center; margin-left: 100px;"><i>Start Date</i></div> <div style="text-align: center; margin-right: 100px;"><i>End Date</i></div>			
Setup _____ <div style="text-align: center; margin-left: 100px;"><i>Date</i></div> <div style="text-align: center; margin-right: 100px;"><i>Start Time – End Time</i></div>			
Breakdown _____ <div style="text-align: center; margin-left: 100px;"><i>Date</i></div> <div style="text-align: center; margin-right: 100px;"><i>Start Time – End Time</i></div>			

Artist's Reception - Optional		
Date: _____	# Tables: _____	Equipment Requested: <input type="checkbox"/> LCD Projector** <input type="checkbox"/> Projection Screen <input type="checkbox"/> BluRay / DVD Player <input type="checkbox"/> Sound system <input type="checkbox"/> Microphone <input type="checkbox"/> Podium ** if you are connecting a MAC, you must provide the necessary cables.
Time: _____	# Chairs: _____	
Setup: _____	Room Layout: _____	
<i>Start Time – End Time</i>	<i>(see Room Layouts on separate page)</i>	
Breakdown: _____	<i>Start Time – End Time</i>	

Exhibitor / Organization: _____
Contact Name: _____
Address: _____
Day / Work Phone: _____
Evening / Home Phone: _____
Cell Phone: _____
Email: _____
Emergency Contact Name / Phone: _____



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Additional Notes: _____

Available Facilities	Maximum Capacity
The Gallery/Community Room has a folding divider which allows the room to be separated into two sections. Proposals may be submitted for exhibits in the entire Gallery or utilizing only one section of the Community Room. The Gallery system has 40 cables and 80 hooks, extra hooks can be supplied when needed. Please refer to Gallery Exhibit Policy	
Room A+B (Entire Room)	250 people
Room A (Smaller section)	80 people
Room B (Larger section)	170 people

I have read and understood the Louis Bay 2nd Library and Community Center Gallery Exhibit Policy and by signing below, agree to comply with the policy in its entirety.

Authorized Signature

Date

Print Name

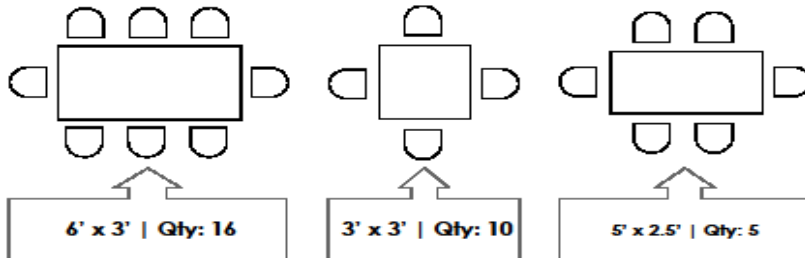
Organization

Title

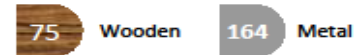


LOUIS BAY 2ND LIBRARY & COMMUNITY CENTER ROOM SETUP GUIDE

Table Sizes & Chair Configurations



Chairs



Tablecloths | \$2.00 ea.



Equipment Options



Projector | Projector Screen | DVD Player BluRay Player | Microphone Podium | Piano & Bench

Amenities



Coffee Urn
Tea Urn
Kitchen Use:
Oven/Stove/Fridge

ROOM A	ROOM B	ROOM AB	ROOM C
60 people \$125.00	100 people \$100.00	200 people \$200.00	30 people \$75.00

ROOM CONFIGURATIONS

<p>U-SHAPE</p> <p>5 - 7 tables; 19 - 28 chairs</p>	<p>SMALL PERFORMANCE</p> <p>20+ chairs; room for performer</p>	<p>AUDITORIUM</p> <p>30+ chairs; room for performer</p>	<p>CLASSROOM</p> <p>Tables in a grid; chairs on one side facing one direction</p>
<p>PANEL DISCUSSION</p> <p>30+ chairs; two tables up front with chairs facing audience</p>	<p>SMALL GROUP</p> <p>Up to 8 card tables each with 4 chairs</p>	<p>PODS</p> <p>2 front tables; tables with 6 chairs placed around the room</p>	<p>CONFERENCE TABLE</p> <p>4 tables creating one table; 16 chairs around</p>