



City of Richmond PUBLIC ART GIFTS & LOANS FORM

In accordance with Section IV(A) of the Public Art Policies and Procedures

DONOR INFORMATION

To be completed by the donor (*Original to be provided to the City of Richmond and the copy to the donor.*)

Full Name :

Organization (if Applicable):

Address :

City, State, Zip :

Phone Number : (1) _____ (2) _____

Email Address :

Attachments Required

Please attach the following materials (*per Section IV.A of the public Art Policies and Procedures*):

- High-quality digital images (*all sides/views*)
- Written description of artwork and installation method
- Site plan showing proposed placement
- Timeline for transportation and installation
- Cost of transport/installation (*at donor's expense unless otherwise arranged*)
- Written authorization from the City agency with jurisdiction over the site
- Signed VARA/CAPA Waiver by the Artist ([see Exhibit B](#))

Certification

By signing below, I certify that I have read and understand the City of Richmond's conditions for donating public art. I understand that this is a preliminary submission and subject to review and final approval by the City Council.

Signature of Donor: _____ **Date:** _____



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DESCRIPTION OF ARTWORK

Artist Name :

Artist information :

Artwork Title:

Artwork Description :

Fabrication materials:

Dimensions:

Height _____ Width _____ Depth _____ Weight _____

Installation Materials:

- Not Framed Framed with Plexi-glass Framed without Plexi-glass
- Backings Mounts
- Anchoring System:

Describe Condition:

Retail Value: \$ _____



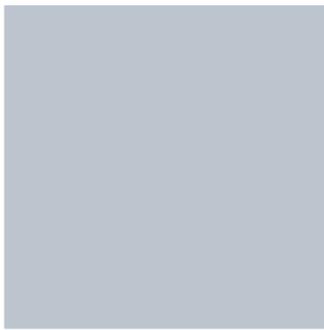
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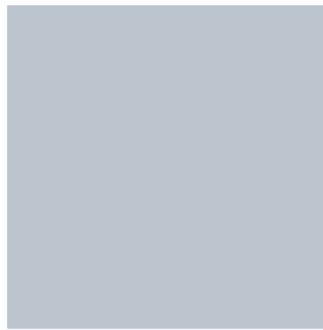
DIGITAL PHOTOS OF ARTWORK

(Depicts all sides applicable, hardcopy to be included)

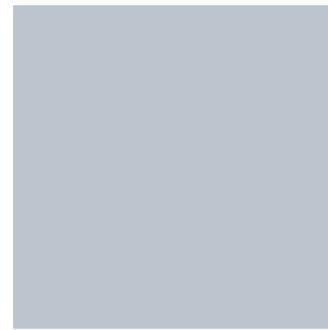
Front Side



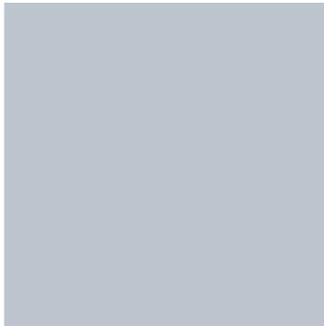
Back Side



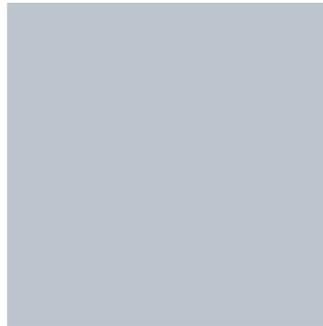
Left Side



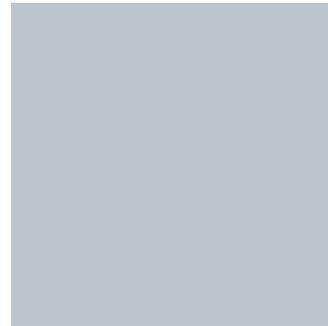
Right Side



Top Side



Bottom Side





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SITE PLAN

Identify and describe the proposed/ideal site for the Artwork. Accurately depict the Artwork in relationship to its proposed/ideal surrounding environment.



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METHOD OF INSTALLATION

A written description and/or drawing of the proposed method of installation and a timeline for the transportation and installation of the Artwork

COST OF TRANSPORTATION AND INSTALLATION

(to be done at the donor's expense, unless otherwise agreed to by the city. Attach quotes and estimates)



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WRITTEN SITE AUTHORIZATION FOR PROPOSED PUBLIC ART DONOATION

This letter serves as official written authorization for the installation of proposed public artwork on property under the jurisdiction of the

To:

City of Richmond
Arts and Culture Division
450 Civic Center Plaza
Richmond, CA 94804

From:

Subject: Approval of Proposed Public Art Installation at:

I, the undersigned, hereby affirm that the installation of the following proposed public artwork:

grants permission for the

- **Artist Name, Artwork Title:**
- **Donor Name:**
- **Proposed Location:**
- **Installation Method Summary:**

We acknowledge that the proposed artwork will be reviewed by the Richmond Arts and Culture Commission and the City Council as part of the formal acceptance process. This approval is contingent upon final approval from those bodies and compliance with any additional permitting, safety, or engineering requirements.

Authorized Official's Signature: _____

Printed Name: _____

Title: _____

Date: _____



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Waiver and Release of VARA, CAPA, and other Artists' Rights

In consideration for the City of Richmond (the "City") selecting _____ (the "Artist") to create artwork for a public art project as further described below (the "Artwork"), the Artist hereby acknowledges and agrees, on behalf of himself or herself, and his or her organization, employees, agents, and/or volunteers, to the following:

VARA/CAPA Release and Waiver

Artist hereby waives any and all rights Artist may have with respect to the Artwork (as further described below) under the federal Visual Artists Rights Act of 1990 (17 U.S.C. sections 106A and 113(d)), the California Art Preservation Act (Cal. Civil Code sections 987 et seq.), and any other local, state, federal or international laws that convey rights of the same nature as those conveyed under 17 U.S.C. § 106A, Cal. Civil Code § 987 et seq. The provisions of this paragraph shall apply to modify Artist's rights of attribution and integrity as set out in the Visual Artists Rights Act, 17 U.S.C §§ 106A and 113(d) ("VARA"), the California Art Preservation Act, Cal. Civil Code §§ 987 and 989 ("CAPA"), and any rights arising under United States federal or state law or under the laws of another country that convey rights of the same nature as those conveyed under VARA and CAPA, as against the City of Richmond, its officers, officials, employees and agents. The City has the absolute right to change, modify, destroy, remove, relocate, move, replace, transport, repair or restore the images of the Artwork.

Title of Artwork or Public Art Project: _____

Location Of Artwork or Public Art Project:

Description of Artwork or Public Art Project:

Artist Name/Organization: _____

Artist's Address: _____

Artist Signature:

Date: