

**BOSTON ART COMMISSION**  
**TEMPORARY ART INSTALLATION GUIDELINES**

All requests for temporary public art events must be submitted at least two months prior to the event. Applications should be sent to the Staff Director of the Boston Art Commission, Mayor's Office of Arts, Tourism & Special Events, Room 802, Boston City Hall, Boston, MA 02201.

**Narrative**

Please submit a proposal narrative no more than three pages in length. The narrative should detail the following information:

1. A physical description of the artwork, including dimensions, materials used to build it and materials needed to install it
2. A statement of intention or need for the artwork
3. A schedule for installation, exhibition and removal
4. Location of installation, with the names of surrounding / affected businesses or residents
5. Identify the party(ies) responsible for installation, maintenance, security and removal of the artwork, with their contact information
6. Identify the insurance company you have engaged and the type of insurance you have for the project
7. Detail the impact (if any) this project may have on automobile or pedestrian traffic
8. Address any community or neighborhood initiatives this project will enhance/ affect
9. If the exhibit has a performance aspect, please detail any lighting, sound or technical needs associated with the production. Please also detail the number of performers and the type of performance (concert, dance, etc.)

**Attachments**

Please include the following attachments with your narrative: 1) resume of artist(s), 2) structural schematics or renderings of the artwork, 3) a map of the proposed installation area, (indicating where the artwork will be positioned), 4) eight photos of the artwork, 5) eight photos of the installation site.

**Process**

Once you have submitted the above information, the Staff Director of the Boston Art Commission will meet with the applicant(s) to discuss the project in detail. Please bring two copies of the application to the meeting with you. After you receive preliminary approval from the Boston Art Commission, you will need to apply for a Special Events permit from one of the following entities:

- If you are working in one of the Boston City Parks, you will need a Special Events permit from the Parks Department. You can obtain their application at the following website:  
[http://www.cityofboston.gov/parks/pdfs/Parks\\_SpecialEvent.pdf](http://www.cityofboston.gov/parks/pdfs/Parks_SpecialEvent.pdf)
- If your location is on public property that is not a City Park, you will need to fill out a Public Event permit, which is located at the following website:  
<http://www.cityofboston.gov/consumeraffairs/pdfs/event.pdf>
- If you are requesting the use of City Hall Plaza, please fill out an application with property management to secure the date, and then apply for a Public Event permit. The property management event application can be found at:  
[http://www.cityofboston.gov/propertymanagement/pdfs/event\\_application.pdf](http://www.cityofboston.gov/propertymanagement/pdfs/event_application.pdf)