

# 2026 MAY FESTIVAL OF THE ARTS EVENT APPLICATION

## APPLICATION FOR 2026 MAY FESTIVAL OF THE ARTS EVENT/INSTALLATION

The City of Eureka Springs and the Eureka Springs Arts Council recognizes the role of public art and art related events in contributing to the life of the City, the enjoyment of its visitors and the well-being of its citizens. The mission is to produce unique art events throughout the year for residents and visitors, promoting our history as the authentic art village in Arkansas. The Eureka Springs Arts Council (ESAC) is the umbrella organization for Art Guidelines, with final approval only by the CAPC, Mayor and/or City Council. The guidelines are intended to inform applicants of the process. A proposal to display a work of art temporarily on City owned property during an event must be approved by ESAC and the City. A proposal to display a work of art permanently on City owned property must be approved by ESAC and the City Council. An applicant must adhere to the application and process as designated in the "Guidelines for Art Events" document available online and from the Mayor's Office at City Hall. The City and ESAC have the authority to approve applications, approve applications subject to conditions, and to reject applications. An event permit will be issued by ESAC and/or the City following approval of an application.

**Eligibility** **DEADLINE: March 27, 2026** **Application close April 1, 2026**

The appropriateness of subject matter and quality of workmanship are of utmost importance. Events/works will only be approved if they are suitable for display to the general public and for the particular site, respectful of its natural environment. Works and events shall not be displayed or presented for commercial purposes. Credit for art event may be recognized on approved signage, physical or electronic promotional and collateral materials only.

Artists must demonstrate capacity to plan, execute, install, produce and remove and/or strike proposed event and art. Detail budget must be included with application.

### ART EVENT APPLICATION

<b>TITLE OF EVENT</b>				
<b>OR - TITLE OF ART INSTALLATION</b>				
<b>ARTIST INFORMATION</b>	NAME: ADDRESS: PHONE: <span style="float: right;">CELL:</span> EMAIL:			
<b>CHECK ONE for EVENTS</b>	<input type="checkbox"/> ONE DAY, MULTI-DAY, OR WEEKEND EVENT		<input type="checkbox"/> MONTH-LONG EVENT	
<b>Check One for ART INSTALLATION</b>	TEMPORARY INSTALLATION <input type="checkbox"/>		PERMANENT INSTALLATION <input type="checkbox"/>	
<b>BRIEF DESCRIPTION OF EVENT AND DATE REQUESTED FOR EVENT</b>	<b>DATES:</b> <input style="width: 100px; height: 30px;" type="text"/>		<b>Amount Requested:</b> <input style="width: 100px; height: 30px;" type="text"/>	
<b>SITE PLAN</b> (attach a sketch if applicable)				
<b>DESCRIBE ANY SITE DISTURBANCE</b>				
<b>ART DISCIPLINES</b> Check all that apply to the proposed event	<b>Visual Art</b> <b>2D</b> <b>3D</b> <b>Interactive</b>	<b>Music</b> <input type="checkbox"/> <b>Film</b> <input type="checkbox"/> <b>Digital</b> <input type="checkbox"/>	<b>Theatrical/Performance</b> <input type="checkbox"/>  <b>Children's Musical</b>	<b>Food</b> <input type="checkbox"/>  <b>Literary</b> <input type="checkbox"/>

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<b>PROPOSED AUDIENCE</b> Check all that apply with the primary audience marked as #1	<b>Adults under 35</b> <input type="radio"/>	<b>Youth Under 12 12-17</b> <input type="checkbox"/> <input type="checkbox"/>	<b>12-18</b> <input type="radio"/>	<b>Adults over 18</b> <input type="radio"/>
<b>TECHNICAL REQUIREMENTS</b> Lighting, sound or technical needs associated with the project and how they will be procured. Impact, if any, project will have on pedestrian or vehicular traffic. (Any projects using sound must follow the city ordinances regarding volume. Please submit a recording for review with the application.) Additional city licenses may be required.	<b>Lighting</b>	<b>Sound</b>	<b>Technical Needs</b>	<b>Other</b>
<b>MAINTENANCE &amp; SAFETY</b> (Brief description of maintenance requirements. Public health, safety, and welfare liability issues, i.e., toxic materials, sharp edges, structural stability, security issues, and obstruction of sight lines or issues related to pedestrian and vehicular traffic)				
<b>SCHEDULE</b>	<b>Start</b>	<b>Timeline</b>	<b>Duration:</b>	<b>Removal timeline (temporary only)</b>
<b>RESPONSIBLE PARTIES (Name, phone and email)</b>	<b>Planning/Producing</b>	<b>On-site Event Manager</b>	<b>Maintenance &amp; Security</b>	<b>Strike/Removal</b>

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<b>BUDGET</b>	Please attach a detailed budget of all planned expenses to produce entire event.
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**EMAIL APPLICATION, BUDGET AND ANY OTHER ADDITION SKETCHES/INFORMATION TO:**

[artscouncileureka@gmail.com](mailto:artscouncileureka@gmail.com)

Questions: Sandy Martin, 479-244-6636

## FOR INTERNAL USE ONLY

DATE RECEIVED:	COMMENTS	PERMIT
DATE REVIEWED:		PERMIT DATES:
<b>APPROVED:</b>		PERMIT RESTRICTIONS (if any) Applicable insurance if deemed necessary by CAPC for The Auditorium.
APPROVED BY:		<b>APPROVAL BY CAPC:</b>
DATE:		<b>APPROVAL BY ARTS COUNCIL:</b>
		<b>APPROVAL BY MAYOR, IF APPLICABLE:</b>

NOTICE: SOME **MAJOR** ART PROJECTS MAY NEED TO BE REVIEWED FOR CONSIDERATION OF THE FOLLOWING:

**Proof of Insurance & Endorsement Page**

Proof of liability insurance and an endorsement page naming the City of Eureka Springs as an additional insured with general liability coverage of at least \$400,000 for bodily injury or death may be required.

**Security Deposit**

A security deposit may be required and must be submitted in cash, check, or by credit card to the City. The amount of the deposit will be based on the estimated cost to remove the installation and restore the site. Typical security deposits will range from \$100 to \$500 depending upon site and art. The security deposit will be retained until the artwork is removed, site restoration has been approved, and all required documentation has been submitted. In case it becomes necessary for the City to remove the artwork and/or restore the site, the City's costs will be deducted from the security deposit.