



**2024**

## **APPLICATION FOR BASIN SPRING PARK ARTIST/PERFORMER VENDOR PERMIT**

DATE: \_\_\_\_\_

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_ CELL: \_\_\_\_\_

EMAIL: \_\_\_\_\_

WEBSITE/FACEBOOK PAGE \_\_\_\_\_

**SIGNATURE OF ARTIST** \_\_\_\_\_

Only the following art mediums are allowed under this permit. Each permit requires payment for a daily fee of \$10 or a monthly fee of \$20 (maximum of 4 months) to be paid in full once the application is approved by the Eureka Springs Arts Council and Eureka Springs Parks and Recreation.

A copy of a Eureka Springs business license that you obtain from the City Clerk must also accompany this application. Samples and/or images of your work must accompany this application (website/Facebook links are acceptable).

**\*\*\*PLEASE READ ATTACHED PROCESS, RULES AND REGULATIONS BEFORE APPLYING FOR AN ARTIST IN THE PARK PERMIT. ALL PAGES MUST BE INITIALLED\*\*\***

All work must be original, handcrafted work. One-of-a-kind work is preferred.

Please check which medium/performance category you qualify for:

- Original Visual Art
  - Painting
  - Sculpture
  - Photography
  - Printmaking (not mass produced, no photographic reproductions of a painting)
  - One-of-a-kind, handmade jewelry or unique gifts
  
- Performance
  - Musicians
  - Mimes
  - Jugglers

Check which permit you are applying for: \_\_\_\_\_ 1 Month \$20 (4 month maximum) \_\_\_\_\_ Single Day \$10

If you are applying for Single Day permits, please list which date(s): \_\_\_\_\_



## SET-UP TIMES AND DISPLAY REGULATIONS

Permit holder should not set up before 8 a.m. and must tear down no later than 9 p.m.

\_\_\_\_ Yes, I have a business license # \_\_\_\_\_ (attach a copy)

### Contact Information for Application:

Eureka Springs Parks and Recreation  
532 Spring Street  
Eureka Springs, Arkansas  
Call (479) 253-2866  
[operations@eurekaparks.com](mailto:operations@eurekaparks.com)  
eurekaparks.com

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## Eureka Springs Parks and Recreation ARTIST APPLICATION PROCESS, RULES, AND REGULATIONS FOR USE OF BASIN SPRING PARK

### A. PROCESS

**CITY BUSINESS LICENSE:** The City requires the purchase of a Business License before you can apply for a Basin Spring Park Artist Permit. The fee is \$50 for an annual (January 1-December 31) Business License. Contact the City Clerk at 479-253-9703 to find out about the process and information needed to obtain a Business License.

**ARTIST PERMIT:** The City requires the purchase of a Basin Spring Park Artist Permit for the selling of art in the park (art vendors) as well as those charging a set fee for entertainment or services (fee performers). The cost of a single day permit is \$10. The cost of a one-month permit is \$20 and may only be purchased for 4 months in a calendar year beginning January 1 and ending December 31. It is renewable each year by the completion of a new vendor application following obtaining a new Business License. Approval of an artist permit in one year does not imply approval in future years. Each vendor is required to obtain an artist permit from the Parks and Recreation office located at 532 Spring Street in Eureka Springs. The permit process takes a minimum of two weeks to issue. The application must be fully completed and signed by artist and must include the artist's permit fee and representative photographs of the work that will be sold. Painting, photography, printmaking, sculpture, and one-of-a-kind jewelry and art are the only media that will be allowed for sale in Basin Spring Park. If for any reason the permit is not approved, the fee will be returned. Photographs and other attachments will be placed in a vendor file at the Parks and Recreation office and will not be returned.

**EXCEPTIONS:** A permit is not required for person or persons playing music, dancing, juggling, miming, acting, speaking, etc. who does so without any set fee, required donation or suggested minimum or maximum donation.

**APPROVAL:** Applications will be approved or denied by the Art Council with input from the Parks and Recreation Executive Director. Disputes may be resolved by submitting a request to speak or meet with the Parks and Recreation Executive Director. By signing this application, the artist warrants that all items sold are made by the artist and only those approved items will be sold in the Basin Spring Park. No other services are to be provided in Basin Spring Park without approval at the time the Artist Permit is issued.



Selling of unauthorized items or providing unauthorized services may cause fines and/or permanent removal from participating in Artist in the Park at Basin Spring Park, and there will be no refund of the permit fee. The City and Parks and Recreation has a right to deny or cancel any artist that does not follow the professional expectations and guidelines of the City. The City and Parks and Recreation does not guarantee exclusivity for artists on items sold.

**ARTIST SPACE:** The artist permit does not guarantee available space for single day permit holders. There are 12 approved artist locations in Basin Spring Park. When these spaces are filled, no additional artists may set up on that date. This space is available only on a first-come, first-served basis. Artists may set up only in the assigned spaces indicated on the Basin Park Artist Plat Guide. Artists may not obtain additional permits to split merchandise with the intent of gaining additional vendor space. Use of City electrical outlets is prohibited.

**SUB-LETTING:** Sub-letting of permits/space is not permitted without written permission from the Parks and Recreation department. If sub-letting is approved, the person must adhere to and qualifying under the same artist/performer guidelines and have a City Business License and Artist Permit to display/demonstrate/sell.

**NOTIFICATION:** Upon approval of this application, Parks and Recreation will call or email the artist to pick up the permit at the Parks and Recreation office located at 532 Spring Street in Eureka Springs. This permit **MUST BE** always **DISPLAYED CLEARLY** in the artists' sales area while vending in Basin Spring Park. Failure to display the permit may cause the artist to be removed from Basin Spring Park.

**REFUNDS/CANCELLATIONS:** The permit is valid within the calendar year it was issued. There is **NO REFUND AVAILABLE** for approved artists after the permit is issued. The City and Parks and Recreation are not obligated to refund fees based on space availability, poor weather conditions, or the vendor's attempt to sell unauthorized items. The artist permit is not transferable and multiple artists cannot share a permit.

## **B. RULES AND REGULATIONS**

**BOOTH SPACE:** The maximum allowed space for each artist is 10' X 10'. All items for sale, tables, chairs, displays, and signage must fit within the 10' X 10' space assigned. Vendor is required to use this space according to The Basin Park Artist Plat Guide.

**SET-UP DIRECTIONS:** Artists may not set up before 8:00 a.m. and displays must be removed by 9:00 p.m. No multi-day set up is permitted. Artists must not use retaining walls, statuary, or benches as part of their display. Artist must set-up in assigned and permitted area only. Artists are prohibited from displaying on a sidewalk, park path, on a blanket or board directly on the sidewalk or part path, park wall, bench or other park furniture or park feature such as a rock or planting bed. Tables will be covered with a cloth and all effort should be made to project a professional appearance to vendors' booth. Tents, canopies, or fixed umbrellas may be used but are not to exceed the 8-foot diameter and 8-foot height restriction. Artists may display an Artist Statement, with artist's picture, describing how and by whom the work is made and include the materials used to make the original artwork. All art must be for sale except for pieces for demonstration. Artist demonstrations (if applicable) are encouraged to engage audience.

**BLACK-OUT DATES:** Basin Spring Park is frequently permitted by the City throughout the year for a variety of festivals, fairs, exhibits, performances, etc. Therefore, permitted artists and performers will not be allowed to set-up during events marked as black-out dates per the City's Events Calendar. **It is the artist's responsibility to call City Hall and ask to be put on the City Events Calendar email distribution list, so you are aware of the black-out dates.**



**TAX REQUIREMENTS:** It is the vendors responsibility to keep sufficient records of sales and make such available to officials of the City Department of Finance.

**PARKING:** The artist permit is not a parking permit and carries no implication of guaranteed parking space for artists. Each artist is responsible for following parking laws of the City.

**ACCOMMODATIONS:** The City does not allow artists who desire to sell for more than one day to leave their items in the park overnight, nor is camping in Basin Spring Park allowed.

**ALCOHOLIC BEVERAGES:** No alcohol may be sold or consumed by any artist in Basin Spring Park.

**OTHER RESTRICTIONS:** No amplified sound; no fires, no generators, no food, no access to electricity, no entertainment, or services with live animals.

**INVENTORY LIST:** All artists are limited to sell only those approved items listed on their application and provide services that have been approved during the permit process. The City reserves the right to deny the sale of any items it deems unacceptable or inappropriate. Artists are not free to add to their inventory list after permit approval without written consent of the Executive Director at Parks and Recreation.

**INSPECTION:** Parks and Recreation personnel reserve the right to inspect any artist's Park space at any time to enforce all rules and regulations.

**MERCHANDISING:** All sales must take place within the artist's booth area.

**ENVIRONMENTAL REQUIREMENTS:** ALL ARTISTS' TRASH MUST BE PLACED IN A TRASH CAN AFTER THE EVENT OR TAKEN TO A DUMPSTER. Any trash left on the ground may result in cancellation of future participation and non-refund of permit fee. This includes spills of paint, or any other material used by the vendors.

### **C. ARTIST RESPONSIBILITY**

**GENERAL:** It is the responsibility of the artist to read and understand all the rules on this application and pertinent City codes and all process, rules and regulations set forth in this document by Eureka Spring Parks and Recreation. In signing the application, artist warrants that he/she will accept the decision of the Art Council and Parks and Recreation officials in the determination of what is appropriate art for sale in Basin Park. Artist's display must be supervised when taking a break.

**HAND MADE ART:** The artist warrants that the items sold are crafted by the artist applying for the permit.

**REPRESENTATIVE ITEMS:** The applicant warrants that the photographs of representative items that will be offered to the public are attached to this application. These photographs will remain in an artist file at Parks and Recreation headquarters. The Artist in the Park application and all attachments may be referred to in the future to ensure the artist's compliance with the terms of this agreement.

**If you have questions about this document, please contact Eureka Springs Parks and Recreation headquarters at 479-253-2866 or email: [clerk@eurekaparks.com](mailto:clerk@eurekaparks.com)**