

# RULES & GUIDELINES 2011/12

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## A: Design Guidelines

The following are meant as specific points that all designs entered in the Take-a-Seat design competition must meet to be eligible for the Take-a-Seat Public Art Project. Most are practical guides and ensure work will withstand a long life in an outdoor setting.

- I. The Artseat will be situated in a public outdoor space, therefore it must -
  - a. Be durable and constructed to withstand the coastal environment
  - b. Require minimal ongoing maintenance
  - c. Be suitable for all the community as a viewing audience
  - d. Be safe once mounted on site, have no sharp edges nor present any hazard
  - e. Be able to withstand the rigours of general public attention and children at play
  - f. Conform to the NZ Playground Standard (Available to be purchased online or viewed at your local council.)

**CRITICAL REQUIREMENTS** for Take-a-Seat designers are listed below. Please note that further safety and durability aspects will be taken into account, and the judges decision is final:

- No circular openings with diameter between 130 and 230 mm.
- No V-shaped openings more than 600 mm above the ground
- Gaps between slats shall be less than 30 mm.
- No easily accessible part of the seat shall be more than 1 metre above the ground.  
*Note: this generally refers to the horizontal seat surface, not the seat back.*
- No sharp edges or protrusions or unexpected obstacles anywhere on the seat.
- No moving parts (unless approved by an engineer)

2. The Artseat is expected to have a significant lifespan (at least 20 years) given normal usage.
3. Works in any media will be considered, provided those materials are durable and appropriate to the surroundings.
4. Designs must include details of site preparation, foundation and base requirements, and any additional siteworks such as planting, mounding, changes to access, etc. Westland District Council will undertake the site preparation within reason - this need not be included in the budget.
5. Consideration must be made for placement of a 350mm x 250mm cast bronze plaque on (or adjacent to) the sculpture.
6. A new site is chosen each year. The site for the 2011/12 seat is outside the Westland District Library on Sewell St. The site is on an asphalt area near the front entrance of the building. For further site information see Site Info PDF available from [www.takeaseat.org.nz](http://www.takeaseat.org.nz).  
NB: Due to the land tenure of the site, the sculpture must be fully relocatable, should the need arise.
7. Selection Criteria

All designs will first be assessed by Westland District Council engineering staff to ensure they comply with the NZ Playground Safety Standard. Any designs failing to comply will not be considered by the judges.

The following criteria will serve to guide the judging and selection process, but are not set as rigid rules:

- a. How the Artseat will fit into the setting, how sympathetic it will be to the site;
- b. How it meets the practical aspects of construction as per the guidelines.
- c. How unique and innovative the Artseat will be, how much interest it could attract, possible artistic impact as a sculpture and how it may intrigue passers by. (It should be noted that selection would favour designs that are markedly different from the existing seats.)

View photos of previous winning seats at [www.takeaseat.org.nz](http://www.takeaseat.org.nz)

## B: Conditions of Entry

### Entry Requirements

1. All entries must be completed on the official Take-a-Seat Entry Form available from:
  - a. Our website [www.takeaseat.org.nz](http://www.takeaseat.org.nz)
  - b. Hard copies available from Hokitika i-site, Hokitika, phone (03) 755 6166
2. Artists may submit more than one design entry but only one entry per artist can be chosen by the selection panel to go on to the scale model phase. Work must be of original design and must not have been exhibited previously.
3. The competition is open to all, and one design may represent one person or a group of persons.
4. Entry Forms must be completed in full, this will include:
  - sketch concept (or photos of a model)
  - notes and budget
  - copy of CV and portfolio
  - a referee

Incomplete entries may be ruled invalid. The ruling of WAI and the judging panel is final in respect to all decisions affecting this project.
5. Ownership of the design remains the property of the artist, except in the case of the overall winner.
6. All entries confirm the availability of the artist –
  - a. (if selected as a finalist) to complete a scale model within three weeks of being notified
  - b. (if selected as the overall winner) to fulfill the requirements of the commission and have the seat finished and on site by the 1st of May 2012, ready for unveiling on 6 May 2012.

### Receiving Entries

1. Clearly labelled entries must be received on or before Monday 30 November 2011 to be eligible for the 2011/12 competition.
2. Where practicable and where a self-addressed stamped mail pack has been included, artwork will be returned to the unsuccessful artists.
3. Post all entries to:

WAI Take-a-Seat Competition  
81 Revell Street,  
HOKITIKA 7810

## Finalists Requirements

1. Finalists will be notified by telephone and in writing. This serves as a request for:
  - a scale model
  - presentation of elaborated concept notes and method of construction
  - a confirmed budget

The purpose of the scale model and concept notes is to clearly communicate the design to the judges and the general public. A suitable scale model is to be an accurate 1:10 scale representation (i.e. 1cm = 10cm) that shows its relationship to proposed surroundings. Intended materials and colours should be clearly stated or represented. They should be well made, with care given to detail. The organisers reserve the right to request improvements until a model of a suitable standard is received (within the designated timeframe), whereby a cheque for \$300 will be dispatched.
2. The finalists scale models will be exhibited in Hokitika for a two-week period. During this time the public will be invited to vote for their favourite seat, counting for 50% towards the overall winner, and a panel of judges will select their preferred seat, making up the other 50%.
  - In the event of a tie, the organizers reserve the right to cast the winning vote.
3. When the final decision is made the winner will be notified by phone and a letter of commission sent for acceptance. Once accepted, the other finalists will receive notification by mail that their work was not chosen.

## C: The Winning Artist

1. The winning artist will receive a Commission of up to \$8000 for the construction of their Artseat.
2. WAI's contribution will be limited to a maximum of \$8000 (GST inclusive). If additional funds are secured by the artist to further support the project, a larger total cost will be accepted. Details must be included with the initial budget.
3. The winning artist will be responsible for ensuring the seat is constructed as per their design. They may build it themselves or subcontract the work to others.
4. The commissioning of the winning design is subject to sponsorship being secured. WAI will take all reasonable steps to ensure sponsorship is secured prior to announcing the winning design in order to allow the commission to go ahead.
5. When the winning artseat is completed, Westland District Council will take ownership and will then be responsible for ongoing maintenance. A maintenance schedule is to be supplied to WDC by the artist.

## Responsibilities

- 1.** WAI will be responsible to the winning artist for:
  - a.** The preparation of the site as per advice from the winning artist and the needs of the specific Artseat. Westland District Council (WDC) will prepare the site, and discussions will be between the artist, WAI and WDC. All required site preparation must be accepted by WDC prior to the winner being announced. Site preparation includes drilling holes in rock or laying a cement foundation, as well as providing appropriate attachments for the Artseat as per the artist's detailed specifications for installation.
  - b.** Payment of the commission fees to the winning artist as per the letter of commission, subject to funding being secured before the construction begins.
  - c.** All care of the entries, but no guarantee of returning them to the artists unless return post is included.
- 2.** The artist who is awarded the commission will be responsible for:
  - a.** All costs incurred in the construction of the Artseat, including transportation of materials to the site.
  - b.** All aspects involved in the above ground installation of the Artseat.
  - c.** Providing detailed drawings and technical information in advance for the installation of the Artseat.
  - d.** All health and safety issues on the site during the construction period.
  - e.** Open, clear communication with WAI and WDC prior to and during the construction of the Artseat, to determine the best and most cost effective methods of installation and construction.
  - f.** Agreeing to allow WAI to use the sculpture in any form (photograph, film etc) for promotional material for WAI and Take-a-Seat projects both during construction and after completion.

## D: Timeline 2011/12

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|-----------------------------------------|----------------------------------------------------------------------------------|
| <b>30 November</b>                      | Entries close. All complete entries must be received by this date.               |
| <b>16 December</b>                      | Notification of finalists. Scale models commissioned.                            |
| <b>20 January 2012</b>                  | Finalists scale models and supporting papers must be received by this date.      |
| <b>22 January –<br/>4 February 2012</b> | Models displayed in Hokitika for public voting and judging.                      |
| <b>5 February 2012</b>                  | Winning design announced. WAI to commission winning artist to construct Artseat. |
| <b>1 May 2012</b>                       | Artseat to be completed.                                                         |
| <b>6 May 2012</b>                       | Artseat unveiled.                                                                |

## E: Enquiries

All enquiries should be addressed to Frances Flanagan, email [teichel@xtra.co.nz](mailto:teichel@xtra.co.nz) or phone 03 755 8232,