

Whittier Art Gallery Rental Contract

(Two Week, Stage and Main Floor)

Individual artists, or groups of artists, may rent the Whittier Art Gallery for art exhibits. The rental rates are set by the Board of Whittier Art Gallery and Association.

Opening date:

Renter Information: **Total Rental Amount \$550.00**

Name _____ Month & Year of Rental _____
Street Address _____ City _____ State _____ Zip Code _____
Phone _____ E-Mail _____
Set-Up Date: _____ Take Out Date: _____ Reception Date(s): _____

Deadline for inclusion in Newsletter: _____

* First non-refundable deposit Amt. and due date: \$160/ _____ Amt. & date Paid \$ _____ / _____
(reservation will be made upon receipt of deposit)
* Second non-refundable deposit Amt. and due date: \$160/ _____ Amt. & date Paid \$ _____ / _____
(due half way between first and last deposit date)
* Final non-refundable rental Amt. and due date: \$230/ _____ Amt. & date Paid \$ _____ / _____
(due thirty (30) days prior to exhibition date)
** Extended hours payment (if applicable): \$20.00 per hr. Estimated hrs. _____ Amt. & date pd. _____ / _____

I agree to pay the rental fee listed above for the use of the Gallery to the Whittier Art Association & Gallery. I understand that this includes the use of the Gallery during regular Gallery hours, and use of the kitchen for one (1) reception. A fee of \$35 will be charged for any additional receptions. ****Any extension of Gallery hours during the show will require the presence of a Whittier Art Gallery Staff member, for which I agree to pay a fee of \$20.00 per hour. Estimated amt. to be paid with last payment.**

I understand that one person shall be authorized as a contact for this show. The contact person shall be responsible for making the financial deposits and be the signer of the contract. In the instance of a group show, the contract signer is authorized to act on behalf of the group in all contractual matters.

I understand and agree that the Whittier Art Association & Gallery will receive a 30% commission on any and all sales of the work exhibited in the Gallery during the duration of this show. All sales must be handled through the Gallery using Gallery staff and Gallery receipts.

A complete inventory list must be provided at time of installation. It must contain the price of each item or the value of any items not for sale (please label these items NFS).

A refundable deposit of \$30.00 is required when key is issued to renter.

I agree to be responsible for the key to the Gallery that is issued for my use. I accept responsibility for securing the building during and after my use. If I lose the key, I will report the loss immediately and I agree to pay the cost to re-key all the locks in the building to the Whittier Art Gallery.

I release the Whittier Art Gallery and Association, its officers, members, and employees from any and all claims and liabilities occasioned by loss, damage, theft, or destruction of exhibited work while on the Gallery premises. I indemnify the Whittier Art Gallery and Association, its officers, members, and employees from any claims for loss or injury to my guests or myself.

(Renter Signature)

(date)

(Gallery Representative)

(date)