



The Show Gallery Lowertown
346 N Sibley Street
St. Paul, MN 55101

Gallery Rental Contract

Name: _____

Address: _____

City: _____ Zip _____

Phone: _____

Email: _____

Exhibition dates _____

Reception date and time _____

Rental Fee: _____

The Show Gallery Lowertown and _____

_____ agree to the following:

This signed contract and a 50% deposit is required to secure an event date.

All cancellations are to be in writing. If a cancellation is made more than 4 weeks before the event date, the deposit will be returned, less any expenses that may have incurred by The Show Gallery Lowertown regarding the event.

Deposit will be refunded upon fulfillment of contract obligations and successful completion of pre and post show duties.

Noise/Sound/Music levels are to comply with the city noise ordinance. All types of Music/Sound/Noise applications must be addressed with the The Show before event, due consideration of other tenants in building.

No smoking or is allowed inside the building.

Any Security for the event should be arranged and paid for by the client.

Tables or other rental items are to be delivered and picked up on the day of the event during the hours booked unless special arrangements have been made with The Show Gallery Lowertown in writing. Caterers or clients are responsible for all clean up after the event. The Gallery does not supply liners or receptacles.

To avoid deductions from the cleaning/security deposit, all areas used, inside and out, are to be left clean of debris. Do not damage or stain floors. Do not use the bathroom sink to clean up. All washing of dishes should be done in the sink near the coffee area and art materials are to use the sink in the utility closet.

All care and caution will be exercised in the handling of all artwork. Neither The Show Gallery Lowertown, nor its volunteers may be held liable for any loss or damage to any entry occurring while it is in the possession of The Show Gallery Lowertown.

All art exhibited at The Show Gallery Lowertown is displayed at the risk of the artist. Artists are encouraged to provide their own insurance for displayed work.

The gallery has a professional art hanging system of filament wires and special hooks. The use of the system is included in the exhibition fee. The lines and hooks will be "checked" out to the artists and must be accounted for at the end of their exhibition. A replacement will be charged for any missing hooks or lines. No holes will be made in the walls without permission from a gallery representative. If permission is given, the renter is responsible for filing the holes and touching up the paint if necessary. The Show Gallery Lowertown will provide this material.

Fee Schedule:

2016

Exhibitions: \$150 per day. Classroom is and additional \$25 (Non profit rate is \$100 per day, classroom is \$15 per day)

Deposit: 50% of total is due four weeks prior event. Payment in full day of event.

Optional/Additional Fees:

Replacement hooks \$5.00, replacement filament \$10.00

2017

Exhibitions: \$200 per day. Classroom is and additional \$25 (Non profit rate is \$150 per day, classroom is \$15 per day)

Deposit: 50% of total is due four weeks prior event. Payment in full day of event.

Optional/Additional Fees:

Replacement hooks \$5.00, replacement filament \$10.00

Additional requested gallery hours supplied by The Show Gallery Lowertown - \$15.00 an hour.

If The Show Gallery Lowertown should be prevented from performing any of its obligations under this contract by an act of God, an act of the State or through any other occurrence beyond its control, it shall be excused from any further performance of those obligations and clients' recovery shall be limited to a refund of all monies paid.

In the event of a sale, lease or any other transfer of ownership or right to possession of The Show Gallery Lowertown, this agreement shall be cancelled and for all purposes be held null and void at the option of The Show Gallery Lowertown and client's entitlement shall be limited to a refund of all monies paid.

I/We have read the above policies and understand them.

Signature of Client _____ Date _____

The Show Gallery Lowertown _____ Date _____