



# Cochrane Public Library GALLERY Exhibit Agreement

Between:

**The Cochrane Public Library Gallery Committee** (hereinafter called the Gallery)  
and

\_\_\_\_\_ (hereinafter called the Artist)

**Exhibit Title:** \_\_\_\_\_ **Exhibit Dates:** from \_\_\_\_\_ to \_\_\_\_\_

**Setup Date & Time:** \_\_\_\_\_ **Take Down Date & Time:** \_\_\_\_\_

**Opening Reception Date:** \_\_\_\_\_ **Reception Start & End Time:** from \_\_\_\_\_ PM to \_\_\_\_\_ PM

**Artist(s) Fee:** \$ \_\_\_\_\_ **Date Paid:** \_\_\_\_\_ **Staff Init.:** \_\_\_\_\_ / **Reimb.:** \$ \_\_\_\_\_ **Date:** \_\_\_\_\_ **Staff Init.:** \_\_\_\_\_

### The above parties hereto agree to the following:

1. **For an individual exhibiting artist** the **fee is \$30.00**. Upon confirmation that nails are pulled, the room is clean, and the exhibit has run the duration as agreed, **\$20.00 will be reimbursed** to the artist. Should the Artist not exhibit as agreed, a **\$10.00 'No Show' fee** will be retained. The fee is to be paid to the Library at the time this agreement is signed and returned. Cheques should be made out to the Cochrane Public Library.

**For two or more exhibiting artists/group**, the **fee is \$50.00** with **\$20.00 being reimbursed** following the confirmation of above criteria.

2. The Gallery will collect a 10% commission on all sales from the exhibit while the exhibit is hanging in the CPL Gallery. Please clearly indicate on the inventory list and the identification cards if the work is for sale or not, and the cost of each piece.
3. The artist(s) will be responsible for bringing their art work to the gallery, in a condition suitable for display and on the setup date.
4. The artist(s) is responsible for hanging and displaying their artwork, as well as the take down, which includes removal of all nails from the display area.
5. The artist(s) are responsible for their own insurance coverage for their works during this exhibition. *Usually covered under home or tenant insurance for limited amount.*
6. The Gallery will help with the promotion of the artist's exhibit by way of printing 12 pre-designed, ready to print posters for their distribution in the library and in the community. The artist(s) will be responsible to distribute their posters and opening reception invitations around town.
7. The artist(s) should be in attendance at their opening reception and are responsible for providing any refreshments and snacks as they see fit. Alcoholic beverages are not permitted unless special permission is obtained from the Cochrane Public Library Board and a liquor license from the LCBO.
8. The Gallery will not permit reproductions of the art work in this exhibit for purposes of sales or distribution, of any kind, without written permission from the artist(s).
9. It is understood that the art work listed in the inventory is to be displayed for the entire duration of the exhibit and is not to be removed for any reason by either party before that time. Sold art work will be identified by a red sticker and only released to the buyer once the exhibit is closed.
10. The artist(s) is aware that the Gallery room is unsupervised. There is video surveillance in the hallway, entrances and exits of the library. **(See Waiver of Liability form to be signed)**
11. The Gallery will be open to the public during regular Library business hours.
12. In the event that the exhibit shall be delayed or prevented by an act of nature, physical disability etc, it is understood and agreed that there shall be no claim for damages by either party.
13. All amendments and modifications of this signed agreement shall be done with the written mutual consent of both parties.

\_\_\_\_\_  
**Artist's Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Gallery Committee Representative/CPL Staff**

\_\_\_\_\_  
**Insurance Company & Policy Number**

## Gallery Room Details

**Room Size:** 34' long x 25' wide

**Square Footage:** 850 Sq' floor space

**Wall Exhibit Space:**

Section 1 = 3.25' high x 6' long

Section 2 = 3.25' high x 12.75' long

Section 3 = 3.25' high x 34' long

Section 4 = 3.25' high x 20' long

Section 5 = 3.25' high x 8' long

**Also available for exhibit use are:**

2 large black wooden floor easels (tall)

2 table top metal scroll easels (short)

2 square carpeted floor modules to display or seating

2 mobile, locking glass floor display cabinets.

A floor plan and copy of all the forms are available on the library's website under Gallery at: [www.cochranepubliclibrary.com](http://www.cochranepubliclibrary.com) or email Christina Blazicka at [library@cochraneontario.com](mailto:library@cochraneontario.com) for more information on how to book your exhibit.

**Library Hours:**

Monday 10 - 8 pm

Tuesday 10 am - 5 pm

Wednesday 10 am - 8 pm

Thursday 10 am - 5 pm

Friday 10 am - 8 pm

Saturday 10 am - 4 pm

**Invitation:**

*Library Gallery Committee would like to extend an invitation to the exhibiting artist to donate a piece of their work to the Library's House Collection.*

*Maximum size is to be approx. 36" x 36"*

Thank you in advance for your consideration.