

Applicant information	
Name:	Date:
Email:	Phone:
This application is for <input type="checkbox"/> an individual (\$30) -or- <input type="checkbox"/> a group of two or more artists (\$50)	
Group name (if applicable):	

Exhibit information	
Title:	
Start date:	End date:
Setup date:	Take down date:
Reception date:	Reception time:

This is an agreement between the Cochrane Public Library (hereinafter called the Gallery) and the applicant (hereinafter called the Artist(s)). The above parties hereto agree to the following:

1. The Artist(s) is responsible for bringing their artwork to the gallery, in a condition suitable for display and on the setup date. The Artist(s) is responsible for hanging and displaying their artwork.
2. The Artist(s) is responsible for take down, which includes removing their artwork and returning the room to its original state. Removal of all nails from the display area is required.
3. The Artist(s) is responsible for their own insurance coverage for their works during this exhibition.
This is usually covered under home or tenant insurance for a limited amount.
4. 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.
5. The Gallery will be open to the public during regular Library business hours (outlined below).
6. The Artist(s) will attend their opening reception and is 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.
7. The Gallery will print up to 12 copies of a promotional poster, as provided by the Artist(s). The Artist(s) will be responsible for the distribution of the posters.
8. The Artist(s) will complete an inventory list and submit it on or before the setup date. The artwork listed in the inventory will be displayed for the entire duration of the exhibit. Sold artwork will be identified by a red sticker and will only be released to the buyer once the exhibit is closed.
9. The Gallery will collect a 10% commission on all sales from the exhibit while the exhibit is hanging in the library gallery. The Artist(s) will clearly indicate on the inventory list and the identification cards whether the work is for sale, as well as the cost of each piece.

10. The Gallery will not permit reproductions of the artwork in this exhibit for purposes of sales or distribution, of any kind, without written permission from the Artist(s).

11. Should the exhibit 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.

12. All amendments and modifications of this signed agreement shall be done with the written mutual consent of both parties

Fees

13. For an individual exhibiting Artist, the fee is \$30, and for two more Artists, the fee is \$50. Upon confirmation that nails are pulled, the room is clean, and the exhibit has run the duration as agreed, \$20 will be reimbursed to the Artists. Should the Artist(s) not exhibit as agreed, a \$10 'no show' fee will be retained.

14. The fee is to be paid to the Gallery at the time this agreement is signed and returned. Cheques should be made out to the Cochrane Public Library.

Artist's signature

Date

Insurance company

Policy number

Gallery room details

Size: 34' long x 25' wide, with 850ft² 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:

two large black wooden floor easels (tall)

two tabletop metal scroll easels (short)

two mobile locking glass floor display cabinets

Library hours

Monday: 10am to 5pm

Tuesday: 10am to 5pm

Wednesday: 10am to 7pm

Thursday: 10am to 5pm

Friday: 10am to 5pm

Saturday: 10am to 2pm

Sunday: closed

Staff use	
<i>At time of booking</i>	<i>After take down</i>
Fee amount:	Reimbursement amount:
Date paid:	Date provided:
Staff initials:	Staff initials: