



ART GALLERY RENTAL AGREEMENT

St. Peters Cultural Arts Centre
 P.O. Box 9; #1 St. Peters Centre Blvd
 St. Peters, Missouri 63376

One Person Show _____
 Artist Name

Group Show _____
 Group Name Authorized Group Representative

Address: _____

City/State/Zip: _____

Phone: _____ Email _____

Gallery or Display Case: _____ Medium: _____

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Show/Date(s) Requested	Installation 9am-8pm	Art Reception Begins at 6pm	Pick-up 9am-8pm	Gallery Fee
January 7 – February 28, 2021 <i>Let's Celebrate</i>	January 4	January 7	February 29	
March 4 – April 25, 2021 <i>Start Light * Star Bright</i>	March 16	March 4	April 26	
April 29 – June 20, 2021 <i>Flower Power</i>	April 26	April 29	June 21	
June 24 – August 15, 2021 <i>Missouri 2021 Bicentennial</i>	June 21	June 24	August 16	
August 19 – October 17, 2021 <i>End of the Road</i>	August 16	August 19	October 18	
October 21 – December 12, 2021 <i>\$100 or Less</i>	October 18	No Reception	December 13	
Total Fee				\$

Art Gallery Rental Term & Conditions

ARTWORK REQUIREMENTS

- Art must be suitability framed or gallery wrapped canvas, with wire and D-rings only – NO EXCEPTIONS.
- **Install wire in the upper 1/3 from the top of the piece (ex. for 18 x 24, 6" from top). Make sure the wire is taut.**
- Works on paper must be under glass or Plexiglas. Maximum weight may not exceed 15 pounds.
- Textile works must include hardware for hanging using the City's hanging system.
- Works must remain on display during the full length of the exhibition.

THE FOLLOWING IS PROHIBITED

- Copies/reproductions of any art. ALL ARTWORK MUST BE ORIGINAL.
- Hanging artwork weighing 15 pounds or more.
- Digitally-reproduced fine art prints or artwork made using an inkjet process (giclees).
- Use of nails, screws or any hanging system other than the one provided by the City.

The City of St. Peters has the right to refuse any artwork deemed offensive in nature or that infringe on copyright laws. We strongly recommend submitting a portfolio.

ARTIST RESPONSIBILITIES

- Install your artwork between 9:00 a.m. and 8:30 p.m. on the art show's opening day. With approval from the Cultural Arts Leader, an earlier day may be available for set-up.
- Provide an artist's statement to accompany your exhibit. This must be framed and included with your display. Also create **typed** title cards with pertinent information (i.e. artist name, title, price, etc.) for each piece.
- Provide a complete inventory of artwork upon installation. It must list the title and value for each piece displayed. The Cultural Arts Centre will use this for record keeping and security. In the event of a sale in which a piece of artwork will be removed, please substitute another appropriate piece and provide an updated inventory.
- Remove artwork between 9:00 a.m. to 8:30 p.m. the day after the show closes. Artwork not removed after seven (7) days will become property of the City of St. Peters and may be discarded (no exceptions).
- Work with the Cultural Arts Centre Staff to publicize your show. Publicity could include online promotion via the Arts Centre's website, e-newsletter, social media or City publications.
- Make sure payment is received with your signed rental agreement. Gallery space will not be held without payment. Default of payment or failure to return signed rental agreement will result in cancellation of reserved space. Acceptable forms of payment are: cash, debit/credit card, or checks made payable to the City of St. Peters.
- Sales are the artist(s)' responsibility and should be conducted after the art show has closed. The Missouri Department of Revenue requests that artists obtain information from their website (www.dor.gov/tax/business/) regarding appropriate registrations and sales.
- Provide food for the opening reception: Gallery Artists need to provide a minimum of 2 purchased dishes and Display Case Artists need to provide 1 purchased dish. The Cultural Arts Centre provides plates, napkins, cups, punch, tea and/or coffee. Artists are encouraged to attend this combined opening reception for all shows.

OTHER

- The City of St. Peters reserves the right to photograph and reproduce, in color or black and white, all artwork accepted for this exhibition (regardless of copyright) for educational and publicity purposes.
- There is a limit of 3 gallery/case rentals annually, which will include preferences for desired gallery and/or display case. The Artist(s) renting consecutive terms must modify their display/exhibit for continuing visual appeal.
- No commission is collected for featured artist(s) who rent galleries/display cases.
- The Cultural Arts Centre is a **smoke free environment**.

Representative, for itself, its employees, agents, participants and invitees, hereby expressly releases the City of St. Peters from any and all liability of every kind or nature, including, but not limited to, bodily injury (including death), damage to the property, and all claims, suits, demands, losses, costs and expenses (including attorneys' fees) arising from or alleged to arise from the rental and use of City property pursuant to this Agreement, that may be sustained by User, its employees, agents, participants or invitees while on City property during the term of this Agreement.

If insurance is required as a condition of the rental, User further agrees to provide City with insurance coverage which shall indemnify and hold harmless the City from any and all liability arising from or alleged to arise from the rental and use of the facility, including but not limited to bodily injury (including death), damage to property, and all claims, suits, demands, losses, costs and expenses (including attorneys' fees). Prior to use of City property, User shall provide the City with a certificate of insurance wherein the City of St. Peters is named as an additional insured, which provides coverage for the liabilities described above, in amounts of not less than \$1,000,000 per occurrence and \$2,000,000 in the aggregate per use, which coverage shall be effective on or before the date the use of City property by User shall have begun.

By signing below, I acknowledge I have read and understand the above terms and conditions and agree to abide by them.

Authorizing Signature

Date

Approved by:

Cultural Arts Leader

Date

Attn: Gallery Coordinator
(636) 477-6600 x 1623 or 1624
Fax: (636) 926-2047
Email: culturalarts@stpetersmo.net