

**Office Checklist:****Date:** \_\_\_\_\_

- ☐ Artist Signature
- ☐ Administration Fee Paid
- ☐ Gustavus Business License (if they plan to sell)
- ☐ Temporary Door Code \_\_\_\_\_



## Application to Display Art at the Gustavus Community Center

**Artist Name:** \_\_\_\_\_**1<sup>st</sup> Choice of Month:** \_\_\_\_\_**Address:** \_\_\_\_\_**2<sup>nd</sup> Choice of Month:** \_\_\_\_\_**Phone:** \_\_\_\_\_**Opening Reception Date:** \_\_\_\_\_**Email:** \_\_\_\_\_**Pick-up Date:** \_\_\_\_\_

The administration fee of \$20 covers **ONE MONTH** of display availability as determined by the art calendar. The calendar sign-up is first come/first served. If the month following is not obligated by three days prior, the current display can remain for one additional month. The month of March is reserved for art from the students of the Gustavus School.

The artist may sell their work if they hold a current business license from the City of Gustavus. The artist must be present to conduct sales **IN PERSON**; GCC will have no responsibility to transact sales. The artist will donate 20% of proceeds to the GCC.

Art is displayed at the **OWNER'S RISK**. Each artist shall indemnify, defend, save and hold harmless GCC from any claim, lawsuit or liability, including costs and reasonable attorney's fees allegedly arising from lost or stolen items, damage or injury to persons or property. GCC accepts no responsibility for any damage or theft of submitted artwork.

Works with overtly pornographic, discriminatory or violent messages **MAY BE BARRED** from submission per the GCC Gallery Committee. The GCC has final word in these matters.

To be hung in the **GATEWAY GALLERY**, artwork must be able to be hung using the clips and cables of the picture rail system. For works that won't be hung but otherwise displayed, the artist will work with the Committee to determine how the work will be displayed.

Artwork must be **PICKED UP** on or before the specified day. Anyone who does not comply may be charged a storage fee.

**SIGNATURE** \_\_\_\_\_**DATE** \_\_\_\_\_