



Katonah Village Library Art Exhibition Rental Agreement

Important:

Rental dates are not confirmed or held until the Art Exhibition Rental Agreement has been completed, signed and submitted with a \$200 security/damages deposit. The \$200 security deposit and The Art Exhibition Rental Agreement must be received two months before the start date of the exhibit.

Date: _____

Exhibitor Name: _____

Exhibiting Organization (if applicable): _____

Address: _____

Phone: _____

Email: _____

EXHIBIT SPACE RENTAL and EXHIBIT DATES

☐ GARDEN ROOM (Dimensions approx. 36 x 33'; Accommodates 100-110 guests):

\$200 for one calendar month

☐ MEETING ROOM (Dimensions approx. 30 x 25):

\$200 for one calendar month

Date/Time of Artwork Installation:

Date/Time of Artwork Removal:

BRIEF DESCRIPTION OF ARTWORK

Approx. number of pieces to be exhibited: _____

Approx. size of largest piece(s) to be exhibited: _____

OPENING RECEPTION

WINE/BEER to be served at Reception? ☐ YES ☐ NO (If yes, please read requirements below per library policy)

STEINWAY PIANO to be used during Reception? ☐ YES ☐ NO

TERMS AND CONDITIONS

AGREEMENT made this ____ day of _____, between Katonah Village Library ("KVL"), and _____, the Exhibitor or representative of the Exhibiting organization ("EXHIBITOR") for use of the space commonly referred to as the Garden Room and/or Meeting Room for the specific purpose described below, upon the terms and conditions hereinafter stated.

1. Exhibit Space and Fees:

The Art Exhibition Rental Agreement must be filled out and returned to the library in order to rent the room(s) for exhibit space. Rental dates are not confirmed or held until the Application has been completed, signed and submitted with a \$200 security/damages deposit. The security/damages deposit will be returned to the exhibitor upon a final inspection of the exhibit space after deinstallation of artwork, and minus any charges for actual damages.)

All other rental fees must be paid to the library two weeks prior to the exhibit's installation.

Exhibit space does not include the hallway outside the meeting rooms.

The Katonah Library has a 20% suggested donation request on each sale. Artwork may be available for sale at the artist's discretion. Sales and contact information should accompany the exhibit. Library staff does not handle sales. Red stickers or labels may be attached to works sold during the reception and throughout the exhibition period. Commission is due on the day the art is removed from the Library. Suggested donation commission checks are to be made payable to the "Katonah Village Library".

Rental fees are as follows:

- Garden Room (36' x 33'): \$200/month for one calendar month of exhibition
- Meeting Room (30' x 25'): \$200/month for one calendar month of exhibition
- Use of Steinway piano during opening reception (available only when exhibiting in Garden Room): \$50

2. Hanging System and Exhibit Space:

All artwork to be exhibited must be hung from the Walker gallery rods, which are provided by the Library. The Library does not supply technical or clerical assistance, porter service, or storage.

Use of nails, tacks, or tape is not permitted. Three-dimensional artwork and holders (i.e. sculptures/pedestals) are not permitted. Labels with adhesive must be pre approved by the Library. Price lists may not be attached to walls or windows. All artwork should be neatly framed. If the above rules are not followed, any damage will result in the forfeiture of the security deposit. Expenses incurred by the Library as a result of damage to the Library facilities will be charged back to the applicant organization.

3. Sale of Artwork:

The Library will not be involved in the sale of any artwork beyond providing interested buyers with the artist's contact information. Artists must deal directly with buyers.

4. Set-up and Take-down:

Exhibit space may be reserved for no more than one calendar month. Additionally, the Exhibitor will be allowed one day for installation and one day for removal of the exhibit, which shall be contiguous days to the commencement and ending of the exhibit run. Exhibitor assumes responsibility for setting up and removing the exhibit on the dates and manner specified.

5. Opening Reception:

The rental fee for either or both rooms includes a single two-hour Reception, with kitchen use, on the date of the exhibit's opening or some other date, which shall be approved in advance and in writing by the Library Director and/or Outreach Coordinator. The Library provides tables and a coffee pot for use at the Reception. There are no open flames allowed on Library premises; the use of sterno food warmers and candles are not allowed. All food, tablecloths, paper goods, glasses, etc. are the responsibility of the Exhibitor. The Exhibitor is responsible for leaving the kitchen clean and the trash bagged. The applicant organization is solely responsible for maintaining order during the Opening Reception; for any and all damage to Library property incurred during the course of the event, and for leaving the Library spaces in good order. Damage or misconduct by the applicant or applicant's guests in the use of the Library facilities will result in the forfeiture of any security deposit. Expenses incurred by the Library as a result of the applicant's or guests' misuse of or damage to the Library facilities will be charged back to the applicant organization. Liquor liability insurance is required for all events at which alcohol (wine and beer only) is served. The following must be received by Katonah Village Library two weeks prior to the opening reception:

- A Certificate of Liability Insurance with host liquor liability in an amount of no less than \$1,000,000 (one million dollars) and with Katonah Village Library named as the "additionally insured;" and, a receipt from the insurance company confirming the premium has been paid on that liability policy.

- Or special event insurance, aka one day event insurance, a liability policy that covers events in case of injuries, property damage, or lawsuits that occur. This coverage is for claims by third parties and covers all events.

Wine and beer can only be served at events where the majority of persons present are adults. If alcohol is served, then the Exhibitor, and not the Library, shall have the sole responsibility to comply with all applicable laws and regulations, and must ensure that (i) only persons over the age of 21 are permitted to consume alcohol during the Event; (ii) alcohol shall be consumed only inside the Garden Room and/or Meeting Room; (iii) alcoholic beverages shall be limited to beer and wine provided by the applicant; and (iv) no person who is visibly intoxicated shall be permitted to consume alcohol. The Exhibitor agrees to defend, indemnify and hold the Library

harmless from and against any and all claims or liabilities arising directly or indirectly from the consumption of alcohol during the Event.

6. Publicity:

Publicity for all exhibitions is the Exhibitor's responsibility. Promotional banners on Library property are not permitted.

7. Viewing Artwork:

The Library's meeting rooms will be used – for its own programs, for public meetings, and for rental to other community organizations -- while the art exhibit is in place. No in-progress programs or meetings will be interrupted for viewing of artwork.

8. Responsibilities, Hold-Harmless and Indemnification:

The Exhibitor agrees to defend, indemnify and hold Katonah Village Library, its trustees, officers, agents, employees and representatives harmless from and against any and all actual or threatened losses, claims, demands, suits, proceedings, damages, liabilities, expenses, judgments, fines, settlements, and other amounts, including legal and other professional fees and disbursements, arising from or relating to the applicant's use of the Premises and any conduct by Exhibitor's guests or invitees. Exhibitor is responsible for any and all damage or injury to the Library and Library property, including damage to the walls incurred during installation or removal of an exhibit. The Exhibitor is encouraged to insure any works to be exhibited; the Library accepts no responsibility for, and does not insure, art exhibited by others in any part of the library, nor on the premises. Neither the staff nor the board of trustees can be held responsible for damage, loss, or theft of the art, nor changes/cancellation of this exhibit due to unforeseen circumstances.

9. Photography:

The incidental photography or filming of exhibited art by visitors or library staff may occur.

KATONAH VILLAGE LIBRARY EXHIBITOR

Date: _____

Agreed by (Name of Exhibitor or representative of the exhibiting organization)

(Signature of Exhibitor or representative of the exhibiting organization)

(Signature of approval by authorized Library representative)