

Austin Art Space Gallery and Studios  
7739 Northcross Dr. Suite Q  
Austin, Texas 78757  
(512) 771- 2868

**Gallery Rental Contract**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ Zip \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_  
Exhibition dates \_\_\_\_\_  
Reception date and time \_\_\_\_\_  
Rental Fee: \_\_\_\_\_  
Austin Art Space Gallery and Studios and \_\_\_\_\_

\_\_\_\_\_ agree to the following:

This signed contract and a \$175.00 deposit is required to secure an event date. The \$325 fee (or \$195 for one weekend) is due no later than 8 weeks prior to the event date.

All cancellations are to be in writing. If a cancellation is made more than 8 weeks before the event date, the deposit will be returned, less any expenses that may have incurred by Austin Art Space regarding the event. If cancellation is made between 7 and 4 weeks before the event, a \$175.00 cancellation fee will be charged. If the event is canceled less than 4 weeks prior to the event date, the full event fee will be charged.

Deposit will be refunded upon fulfillment of contract obligations and successful completion of pre and post show duties.

Noise/Sound/Music levels are to comply with the city noise ordinance. All types of Music/Sound/Noise applications must be addressed with the Austin Art Space before event, due consideration of other tenants in building.

No smoking is allowed inside the building.

Any Security for the event should be arranged and paid for by the client.

Tables or other rental items are to be delivered and picked up on the day of the event during the hours booked unless special arrangements have been made with Austin Art Space in writing. Caterers or clients are responsible for all clean up after the event. The Gallery does not supply liners or receptacles.

To avoid deductions from the cleaning/security deposit, all areas used, inside and out, are to be left clean of debris. Do not damage or stain floors. Do not use the bathroom sink to clean up. All washing of dishes and art materials are to use the sink in the utility closet.

All care and caution will be exercised in the handling of all artwork. Neither Austin Art Space Gallery and Studios, nor its agents may be held liable for any loss or damage to

any entry occurring while it is in the possession of Austin Art Space or its agents. All art exhibited at Austin Art Space Gallery and Studios is displayed at the risk of the artist. Artists are encouraged to provide their own insurance for displayed work.

The gallery has a professional art hanging system of filament wires and special hooks. The use of the system is included in the exhibition fee. The system will hang up to 100 small paintings. The lines and hooks will be “checked” out to the artists and must be accounted for at the end of their exhibition. A replacement will be charged for any missing hooks or lines. No holes will be made in the walls without permission from a gallery representative. If permission is given, the renter is responsible for filing the holes and touching up the paint if necessary. Austin Art Space will provide this material.

**Fee Schedule:**

Exhibitions:

Deposit: \$175.00 per exhibition.

Two weeks (covering two weekends) \$325.00 no commission is taken on sold items.

One week (covering one weekend) \$195.00 – no commission is taken on sold items.

Optional/Additional Fees:

Replacement hooks \$5.00, replacement filament \$10.00

Additional requested gallery hours supplied by Austin Art Space - \$15.00 an hour.

(Visiting artists may extend gallery hours for their show and schedule their own people to cover it and no additional cost)

If Austin Art Space Gallery and Studios should be prevented from performing any of its obligations under this contract by an act of God, an act of the State or through any other occurrence beyond its control, it shall be excused from any further performance of those obligations and clients’ recovery shall be limited to a refund of all monies paid.

In the event of a sale, lease or any other transfer of ownership or right to possession of Austin Art Space Gallery and Studios, this agreement shall be cancelled and for all purposes be held null and void at the option of Austin Art Space Gallery and Studios and client’s entitlement shall be limited to a refund of all monies paid.

I/We have read the above policies and understand them.

Signature of Clients \_\_\_\_\_ Date \_\_\_\_\_

Austin Art Space Gallery and Studios \_\_\_\_\_ Date \_\_\_\_\_