

## Kavanagh Gallery Agreement for Non-Profit Group Use

The Kavanagh Gallery is available for use by non-profit groups for display of their artwork with the review and approval of the Director and Gallery Committee.

**Scheduling:** The Kavanagh Gallery presents 7 shows per year. The length of each show varies from 4 to 8 weeks in length. This is determined by the school year and also by special annual events such as Raku Day and Christmastime at Fine Line show. The calendar length and scheduling of shows is determined by the Gallery Committee and is not subject to change.

**Set-up & Take-down:** Groups are responsible for setting up and taking down the show. One or more members of the gallery committee will be present to help with set-up. All framed, wall-hung artwork must be wired to accommodate the Walker Display System that the gallery has installed. Nails may not be used. The gallery has a variety of white painted standards to display 3-D work.

We do not have any storage facilities for packing materials. They must be removed after the show is set-up.

**Shipping:** Groups are responsible for any shipping costs of work.

**Insurance:** While on the premises, from the contracted date of work drop-off and pick-up, the artwork will be insured by Fine Line. A complete list of work to be displayed including their values must be given to the Director at least one week before the drop off date so that proper insurance can be obtained (included matted pieces). The Kavanagh Gallery will not be responsible for work while in transit.

**Sales:** We encourage that the majority of the work displayed be for sale. All sales of work will be handled through the Fine Line shop. Fine Line receives a 30% commission on the sale of any artwork. Any artwork sold must remain on display until the end of the show. Checks will be mailed to the artist(s) approximately 2 weeks after the close of the show.

**Reception:** The group is responsible for the show reception set-up and clean-up, including all food and supplies. Fine Line does not serve alcohol. A gallery committee member will be present to assist. The time and date of the reception will be at a mutually agreed time. Fine Line is closed on Sundays and has a 9 PM closing time on all other days.

**PR:** Fine Line will publicize the show free of charge through our on-line newsletter *Fine Line Flash*, website, class schedule and through press releases.

Fine Line produces a postcard twice a year announcing Kavanagh Gallery shows. Upon request, we will order additional postcards for you to send to your mailing list/your use. These must be ordered in standard quantities determined by the printer. Please consult with the gallery director if you're interested in ordering postcards.

Fine Line will send a *Fine Line Flash* announcement of your show to your email list, if such list is send electronically to Fine Line in Excel format.

Your group is responsible for any additional publicity.

**Costs:** The Kavanagh Gallery does not want to limit access to the gallery because of costs. However, we request that your group make a donation to the gallery to help cover operating expenses. We suggest an amount of \$50 to \$100 per week of your show depending on the percentage of artwork for sale.

The undersigned has read and understood this agreement and will abide by the guidelines:

Group Representative: \_\_\_\_\_ Date: \_\_\_\_\_

Gallery Director: \_\_\_\_\_ Date: \_\_\_\_\_