**Artist Rental Agreement Details for Space**

**Contracts may be obtained for 3, 6, 9, or 12 months.**

**There is a minimum amount of wall hanging space for photography, paintings, and mixed media, calculated to $55 per month which is approximately a 4 x 4 ft plus a commission of 20 % is applied to the selling price of art work. Any Larger space will be calculated by $3.12 per square ft. Please include the commission in the price when pricing your work. Fine Craft Artists using counter space, shelf space, hanging space, or floor space minimum is $55 per month with a 20% commission per month. All work MUST be ready to hang or place on the shelf space with a Price.**

**Artist accepts all risk and is responsible for obtaining necessary insurance. Gallery accepts no liability expressed or implied for artwork exhibited at the gallery or other sanctioned locations. The Gallery spaces are about the same size & configuration. Visit the Gallery to see which spaces are currently available.**

**Rent is due on the First Day of each month. You may call, mail, pay via pay pal, or sent an invoice by Quickbooks or stop by to pay your rent. If rent is not paid after 2 months, your sales will go to the gallery and work will be boxed up.**

**Appointments will be made for you to bring in art work on a disk or email to cornerartsgallery@gmail.com.**

**Money for all works sold during the month will be paid to the artist on the 15th business day of the following month. You may stop by to pick up your check. The Gallery will not subtract the rent from the total sales. It must be artist pays the rent and the Gallery pays the artist for works sold in order to keep the accounting correct. The Gallery will turn in all sales tax to the state.**

**Administrative expenses, all marketing of the gallery in general are provided by the gallery management. Artists may have their own marketing materials in their space. *They are encouraged to help market their own work and the gallery on facebook, Instagram or Twitter or any other place.***

**The Gallery Advertises with The Newnan Times Herald, The Paper, 85 South and About when there is a Special Event. create a Newsletter each month via the Website. We have a Website, Facebook, Instagram and Twitter where ya’ll should go on any one of these and like and share any posts that are made for the Gallery, And post your OWN work!**

**The Artists need to manage their own spaces within the Gallery and must keep their space clean and tidy. When the Artist and the Gallery owner discuss and come to an agreement the Artist may select what to exhibit, as well as how to best display their works and when to rotate items within their area every 30 days.**

**Artists are to come to the gallery at least 1 day a month to talk with customers and be involved in the gallery and tidy up their area. Artists are asked to help with the Special Events. Also, the gallery should have the option of Calling you to help when the owner or others to help open. It always raises awareness when an artist is there to talk up their work or demonstrate their works of art. This also increases SALES and encourages people to come back. There is always a need for paper supplies or snacks for these events, I encourage you to bring something or donate $$ for the events and be PRESENT at least 2 EVENTS per year.**

**All rental space fixtures and additional lighting to be provided by the artist will be approved by The Gallery prior to installation. The gallery has display fixtures for the artists to use and will have the hanging systems, not including hanging wires etc, for your artwork on the walls.**

**All pieces must be properly framed with hanging wire (no clips). Frames must be in good condition. Works on canvas must be framed unless "gallery wrapped," with sides finished (no visible staples). Pieces not properly framed, complete with hanging wire, will not be included in the exhibit. You should have your name, name of work, type of medium and price on a white card or your business card, for each hanging piece.**

**If you have other types of art, such as Fabric Arts, Pottery, Woodwork, etc.. please have everything tagged in white or your business card, with your name on it and the price attached to the art. There are several of us checking customers out and it helps with check out.**

**A thirty-day notice is required in writing before the first day of the final month if you decide to leave. Any unpaid portion of your final month’s rent will be deducted from your end-of-month check.**

**We will need the following:**

**Artist jpg photo**

**Picture images**

**A brief artist bio**

**These would be used on the CAGS webpage, social media posts to highlight events and books of the month, etc. and on our monthly newsletter.**

**The Gallery also reserves the right to terminate this contract.**