



# New Zone Gallery Klausmeier Room Exhibition Space Rental Agreement

Renter's Name: \_\_\_\_\_

Date of Event: \_\_\_\_\_

Renter's Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Event Description: \_\_\_\_\_

Public Event \_\_\_\_ or Private Event \_\_\_\_

Solo Show \_\_\_\_ Group Show \_\_\_\_ Special Event \_\_\_\_

Special Needs or Requests: \_\_\_\_\_

## Rental Timeline:

Event Intake Date & Time: \_\_\_\_\_

Event Out-take Date & Time: \_\_\_\_\_

Coordination Contact (renter): \_\_\_\_\_

Phone: \_\_\_\_\_

## Rental Fees:

Artist Members Fee \$ \_\_\_\_\_ Outside Artist Fee \$ \_\_\_\_\_

Rental Period: One Month \_\_\_\_ One Week \_\_\_\_ Other \_\_\_\_

Total Amount Due: \_\_\_\_\_

Note: the commission for non-members for art/  
merchandise sold is 35%.

50% Deposit Required. Any Cancellations must be made  
six weeks prior to the exhibit start date to return deposit.  
Balance Due on the day of installation of your exhibit.

## Procedures:

Installation of the Renter's show is the renting artist's responsibility. Renting artists are expected to supply all tools, picture hangers, pedestals and art labeling needed for their exhibit. Any special needs or assistance should be negotiated well in advance. We advise coming in for an early evaluation of the Klausmeier Room so they have good feel for the space and it's possibilities. The room has approximately 55 linear feet of wall space for wall hanging art. The room is approximately 18.5' x 12.5' with a 4' opening at the NW corner. Renting artists are expected to leave the space clean and clear as they found it on installation.

The New Zone Gallery collects payments as Renter's art is sold. Please provide the name to make out check to:

Payment goes to: \_\_\_\_\_

**Acknowledgment:** I have read and understand the procedures for rental of the New Zone Gallery Klausmeier Room and agree to abide by these procedures herewith. I agree to defend (with attorneys acceptable to NZG), indemnify, protect and hold harmless New Zone Gallery and its officers, agents and representatives, from and against any and all damage, loss claim, liability and expense, including, but not limited to actual attorneys' fees and legal costs, incurred directly or indirectly by reason of the use and occupancy of the Gallery, the act of omissions of me/us, our agents, employees, licensees, or invitees, or any claim, demands, damage, suit or judgment brought by or on behalf of any person or persons for damage, loss or expense due to, but not limited to bodily injury or property damage, suit or judgment brought by or on behalf of any person or persons for damage, loss or expense due to, but not limited to bodily injury or property damage sustained by such person or persons for damage, by, or are, in any way attributable to me/us, our agents, employees, licensees, or invitees or our use of the gallery.

## Renter's Signature:

\_\_\_\_\_ Date: \_\_\_\_\_

## New Zone Gallery Staff:

\_\_\_\_\_ Date: \_\_\_\_\_

**To Be Filled Out by Staff:** Deposit Paid: \_\_\_\_\_

Date: \_\_\_\_\_ Cash \_\_\_\_ Check \_\_\_\_\_

CC \_\_\_\_\_ Balance Due at Start of Rental Period:

\_\_\_\_\_

Damages: \_\_\_\_\_

\_\_\_\_\_

Staff Initials: \_\_\_\_\_