

Harbourview Room Policy and Artist/Gallery Contract

Harbourview Room

The Harbourview Room is that space defined by the entrance from Molly's Lane and the exit into the hallway leading to the Main Gallery, Media Room and Gallery Office.

Use of Harbourview Room

The Harbourview Room provides additional exhibition and event space which may be used, at the discretion of the Board of Directors, for the following purposes:

exhibitions of works by

- emerging artists
- artists recommended by the Curatorial Team jury
- artists participating in a special gallery event

during Special Events mounted by the Gallery for

- activities
- displays
- exhibitions

Exhibition Guidelines and Requirements

When an exhibition is assigned the responsibilities of the Artist and Gallery will be carried out as heretofore defined:

The Gallery will

- schedule exhibitions for a minimum duration of 4 weeks;
- allow a minimum of 8 weeks notice to artists invited to exhibit
- provide the Harbourview Room exhibition area in suitable condition, secured by a monitored alarm system;
- ensure that a qualified person or persons will be in attendance at all times when the Gallery is open to the public;
- determine the number of works of art to be installed within Gallery standards, available space and Gallery commitments;
- provide a Consignment Schedule of installed works to be signed by both parties;
- install exhibitions or arrange for Installation Team oversight if the artist is invited to install his/her own exhibition;
- maintain sole responsibility for and authority of publicity and will provide promotion in the form of notices to local media, website announcements and announcement posters at Gallery entryways;
- provide due diligence during the handling and exhibiting of artworks in its possession;
- whilst there will not be an artist's reception specific to Harbourview Room exhibitions, exhibiting artists will be encouraged to attend and will be introduced at concurrent Main Gallery receptions;
- sign and comply with this Artist-Gallery Harbourview Room contract.

The Artist shall

- be a member of Gibsons Public Art Gallery
- respond to the invitation to exhibit and/or event with a commitment or declination in a timely fashion
- warrant that s/he created the works of art and/or possesses unencumbered title and full copyright to each and all works consigned to the Gallery under this agreement
- deliver artworks to the Gallery ready for installation and exhibition (paintings and/or photographs suitably framed or mounted), an artist’s biography and statement at the pre-arranged time
- consign to the Gallery for the duration of the exhibition all works of art accepted for the exhibition and listed on the Consignment Schedule
- be responsible for the safe delivery, removal and insurance of their artworks during the installation, exhibition and un-installation
- be responsible for handling and shipping of artworks that may be sold, but not removed from the Gallery, during the exhibition.
- sign and comply with this Artist-Gallery Harbourview Room contract.

Sale of Artworks

The Gallery agrees to facilitate the sales of artworks by accepting, on behalf of the Artist, payment of the price established by the Artist, and offered for sale. Payments will be made to the Gallery, held in trust by the Gallery and forwarded to the Artist at the close of the exhibition. Upon completion of the Exhibition, the Artist will be reimbursed in full, less the cost of credit card administration fee if applicable and an agreed upon voluntary donation. The Artist will receive a Charitable Tax Receipt at year end, from the Gallery, for that donation.

Waiver / Release

- I understand that the Gallery does not provide insurance coverage for the loss, theft, fire or any other damage to works of art, and that, beyond due diligence, will not be held responsible for any loss or damage to my works of art during the time such works are in the possession of the Gallery;
- I fully assume responsibility for all such risks and hereby release, agree not to sue and agree to hold harmless the Gallery, the Board of Directors of the Society governing the Gallery and all members;
- As a participant in a Gibsons Public Art Gallery exhibition, I hereby give up any and all future claims against the Gallery and acknowledge that I am giving up substantial rights by signing this Agreement.

Exhibition Title **Dates**

In the event of sales of my artworks, I will voluntarily make and hereby authorize the gallery to withhold a donation of % of the proceeds.

Artist:

For the Gallery:

Signed this day of 20