



**Full Name:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

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

**Show Title:** \_\_\_\_\_

**List 3 dates in order of preference for your show: (M/D/Y)**

\_\_\_\_\_

**Briefly describe what your work is about (50 words or less):**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

How many tables (limit 4) and chairs will you need? \_\_\_\_\_

Will you need pedestals? Y / N If so, how many? \_\_\_\_\_

If possible, please provide photos or a disc of your work that will be on display. You will be contacted by Education to confirm show dates within 1 week of submitting your proposal.

Please contact Education at 325-653-3333 or [bekah@samfa.org](mailto:bekah@samfa.org) if you have questions.

**Submit Payment to:**  
San Angelo Museum of Fine Arts  
1 Love Street  
San Angelo, Texas 76903  
Checks, credit cards and cash accepted.

**Temporary Contract  
For the Rental and Use of  
427 South Oakes Street  
Between Owner, San Angelo Museum of Fine Arts and Lessee**

The gallery space at 427 South Oakes Street known as the Coop Gallery is owned by the San Angelo Museum of Fine Arts. From time to time it may be available for rental for use for private visual arts exhibitions. The following conditions will apply to such rentals:

1. The space maybe used for visual art exhibitions only.
2. Artworks maybe sold from the space with the prior approval of the museum and under conditions that are prescribed by the museum. In certain cases the museum may wish to share in a portion of the proceeds.
3. This space may not at any time be used for fundraising, for private or public purposes.
4. No political campaigning or solicitation may take place at this property.
5. All exhibits must comply with community standards of decency and the museum may at its' own discretion not allow the display of artworks if they are deemed inappropriate or harmful to the museum's goals or standards.
6. Signing of this contract will hereby free the museum from any liability for damage, theft or any other event that may harmfully impact any of the contents or artwork brought to or displayed at the site by the Lessee.
7. If the Lessee wishes to insure their property and contents the museum recommends that you contact your own insurance agent or the museum's insurance agent Sonny Cleere at 655-8926 to make arrangements for such coverage.
8. The Lessee must make certain that the number of visitor's to the space will never exceed the number allowed by the buildings occupancy permit.
9. The Lessee must provide whatever staffing and security they believe is appropriate throughout the entire time of the lease.
10. If alcohol is served on the premises it must be done in a matter that is compliant with all city, state and federal laws.
11. The use of signs or any form of signage must conform to the appropriate city ordinances and codes.

Furthermore:

12. The Lessee will not put large holes, anchor bolts or otherwise damage the walls, ceilings and floors of the space. The use of normal picture hooks is permissible. The Lessee will be liable for any damage done beyond the normal placement of picture hooks.

The Lessee must clean up, remove any major debris or trash from the space and leave it in the same condition as it was prior to the rental period. The museum will take responsibility for spackling picture hook holes and touching up the paint.

The Lessee will turn off interior lights (except for security lighting) and the air-conditioner at the end of the business day or time of daily use.

Furthermore:

13. **The Lessee will review invitations, press releases, public relations and advertising materials with the museum prior to their release or publication. The use of the museum's name must have the museum's prior approval and no form of promotional material may imply that the Lessee activities are sponsored by or endorsed by the museum, unless the museum specifically and in writing allows its' name to be used in such a manner.**
14. The Lessee will pay a security deposit of \$100 at the time of signing this lease and it will be fully refunded if there is no damage to the property or charged to the cost of the lease at the Lessee's discretion.
15. The space can only be leased for the duration of the time agreed upon in this lease and the Lessee must vacate the premises within 12 hours of the time designated as the end of the rental period.
16. Generally, the space cannot be rented for more than seven days and may be limited to less time than that based upon the needs of the museum. In certain circumstances a longer lease maybe possible but only after the museum has made certain that this will not interfere with its' own schedule or needs.
17. The museum will supply to the Lessee:
  - A. a key for access
  - B. tables (limit 4) and chairs if requested
  - C. the reasonable use of electricity for lighting, air-conditioning etc.
  - D. broom, dustpan, trashcan and liners
  - E. A ladder if requested.
18. **The museum will provide if possible a limited number display pedestals. You are responsible for your own tools and hanging hardware.**
19. All items provided by the museum should be returned in good condition.
20. There is no phone jack in the space and therefore the Lessee should take that into consideration.

The undersigned hereby agrees to all of the terms, provisions and conditions contained in this agreement. The Lessee agrees to pay the below amount. The property must be vacated by 8 a.m. day following the last day of the rental period.

Lessee Printed Name: \_\_\_\_\_

Lessee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Museum Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**For Office Use ONLY**

\_\_\_\_\_

Date of installation: \_\_\_\_\_ Date of show removal: \_\_\_\_\_

Dates the show will be open to the public: \_\_\_\_\_