

**THE VANCOUVER LIFE DRAWING SOCIETY DBA
"BASIC INQUIRY"**

GALLERY-ARTIST CONTRACT FOR INDIVIDUAL/GROUP SHOWS

(Effective May 30, 2022)

Basic Inquiry [the "Gallery"] and _____ [the "Artist"] hereby agree that the Gallery shall provide space at its premises at 1011 Main Street, Vancouver, B.C. [the "Premises"] for a display [the "Show"] of the Artist's works of art [the "Works"] during the period [the "Term"] commencing on the _____ day of _____, 20____ [the "Opening Date"] until the _____ day of _____, 20____ [the "Final Date"] subject to the following terms and conditions:

Agreements of the Artist(s):

1. The Artist(s) must be members in good standing of The Vancouver Life Drawing Society.
2. The Term work can be displayed in the Gallery, can be for a period of two (2) to four (4) weeks. Longer or shorter Terms may be agreed to by the Coordinator of the Gallery. A Term will commence at 2 pm of the first Saturday the show opens to midnight of the last Friday it officially closes. Artists will be allowed one week prior their term commences to prepare their show.
3. The Artist(s) setting up for their show shall deliver the Works to the Premises no earlier than 3:30 p.m. on the Saturday one week prior to the Opening Date. Works may be stored by the Artist(s) during that time in the gallery until hung. The Artist(s) shall advise the Coordinator of the Gallery, when all of the Works have been delivered to the Premises.
4. The Artist(s) ending their show shall have all works removed from the Premises by 3:30 pm Saturday following their Final Show Date. Works not removed may be disposed of at the sole discretion of the Gallery,
5. The Artist(s) will be loaned one set of keys for accessing the gallery for the term of the contract. A \$100 deposit, cash or cheque will be collected by the Gallery Coordinator in an unsealed envelope and refunded upon the safe return of the keys and the return of the Gallery in a clean, undamaged, presentable condition. It will be at the sole discretion of the Gallery Coordinator to judge what is considered a presentable condition.
6. During their Term Artist(s) are expected to arrange for Gallery hours every Saturday afternoon from 2 to 5 pm. Artists can arrange for additional Gallery

hours with the Gallery Coordinator. Artist(s) occupying the studio space during Gallery hours may use the space for personal studio time as long as the gallery remains open to the public and activities are conducted in a professional/respectful manner that reflect favourably on the Society. Under all circumstances the studio must be left in a clean and orderly fashion for the following drawing session. The artist(s) will be held accountable for any complaint brought against them by the session managers.

7. The artist(s) will be responsible for preparing the gallery space for their show including cleaning of the premises, white washing the walls, changing any burnt out light bulbs and any set up as needed. ***The studio has a tall ladder that can be used to reach the lights. It is strongly recommended that no person should be climbing the ladder without the assistance of another person to steady it.***

The gallery may be able to provide the necessary materials and light bulbs but is not obligated to do so. If the artist(s) have to purchase any materials for exclusive use in the gallery as part of maintaining the gallery such as light bulbs, these expenses may be approved by the Board of Directors for reimbursement.

8. The artist(s) will be responsible for any repairs for damage to the studio/gallery that may result from their negligence whether accidental or intentional; such as damage to the windows, electrical wiring, lighting fixtures, walls or any other parts or components that make up the gallery/studio space.
9. The Artist(s) shall be responsible for providing their own labelling for the works being shown. Such label information shall include its title, the date that it was created, the media of the Work and its price and must meet the approval of the Gallery Coordinator in layout and design.
10. The Artist(s) will be responsible for determining the location and manner of displaying the Works and for the hanging of their pieces. Hammer and nails may be provided. The show must be hung in a professional and safe manner. The Gallery Coordinator will be the sole judge as to what constitutes a professional display of work.
11. Works comprising small items that the Artist(s) wishes to sell on the Opening Date or during times when the Premises are open to the public may be displayed on a table on the Premises in such a manner as the coordinator of the Gallery and the Artist(s) may agree. The Artist(s) shall be solely responsible for their table display.
12. The Artist(s) will be solely responsible for their own promotional material including invitations to the show. All promotional material must meet the approval of the Gallery Coordinator for content and design.

13. If the Artist(s) wish to arrange for an Opening Reception they must have approval from the Gallery Coordinator for use of the studio and the nature of the events planned. Studio use must be agreed to as per the terms of the Basic Inquiry Studio Rental Policy and Lease of Premises Agreement. There is no rental fee for use of the studio for the purposes of holding an opening reception. Further the artist(s) understand they are responsible for:
 - A. Attending the Premises on the Opening Date for the entire Reception which may start any time after 2:00 pm on Saturdays or 6:00 pm on Sundays and end no later than midnight. Receptions cannot conflict with any scheduled drawing sessions, activities or events.
 - B. Providing, preparing and serving any food and refreshments.
 - C. Set up and clean up before and after the reception. The studio must be returned to its normal set up for drawing sessions in a clean and satisfactory manner. The Gallery Coordinator shall be the sole judge as to what is considered satisfactory.
 - D. If liquor is to be served the artist(s) must arrange for and have in place a week prior to the opening reception:
 - i. A person with the B.C. LCB Right To Serve certification to apply for the liquor license and oversee the bar services.
 - ii. A liquor license from the B.C. Liquor Control Board.
 - iii. Special Events insurance that covers the serving of liquor.

All liquor will be provided and served by the artist(s).
14. The Artist(s) acknowledges that the Premises are used by members of the public as a drawing studio daily and often the Works will be unsupervised. The Artist(s) agrees that the Gallery shall not be responsible for any direct or indirect damage to, or theft or loss of the Works while the Works are on the Premises before, during or after the Term of the Show.
15. The Artist(s) agrees that the Gallery may in its sole discretion remove any piece of work from the Premises, prior to, during or after the Term if such work is felt to be in conflict with the Criminal Code of Canada Obscenity Laws.
16. The Artist(s) hereby indemnifies and saves harmless the Gallery for any loss, damage, costs [including a solicitor's costs computed on a solicitor and own client basis] by any third party or the Artist as a result of displaying the Works on the Premises for any reason whatsoever.
17. Artist(s) are responsible for developing and enforcing their own Health and Safety Plan in compliance with B.C. Health Authority Guidelines for any gallery opening being proposed and for gallery hours. This may include but is not limited to, not entering the gallery if feeling sick or exhibiting symptoms of a communicable disease, limiting gallery attendance, the serving of food

and beverages, the wearing of masks, provision of hand cleansers, proof of vaccinations or any other protocols deemed necessary.

18. The Artist(s) hereby grants to the Gallery the right to print, publish or disseminate copies of any of the Works in printed form or on the internet for the purpose of publicizing the Works or the Show and for a reasonable period of time.
19. The Artist(s) hereby represents and warrants that all of the Works are original and that the Artist is entitled to sell and distribute the same to the public.
20. The Artist(s) shall be responsible for the sale of any of the Works during the Term of their show and the Gallery is in no way responsible for the successful conclusion of any such sales.

Agreements of the Gallery:

21. The Gallery will not collect any commissions from the sale of work.
22. If the Gallery has no subsequent scheduled shows or events, the Gallery may at the request of the Artist(s), agree to extend the Show beyond the Final Date.
23. The Gallery may assist in promoting the artist(s) show by:
 - A. Advertising the show on the VLDS website, Instagram and FaceBook page.
 - B. Sending members an electronic version of the invitation by email.

Deposit for Studio Keys (held in trust)

Agreed to this _____ day of _____ 20_____

Per: Gallery Co-Coordinator

Signature of Artist

Name (Please Print)

Address

Signature of Artist

Name (Please Print)

Address

Signature of Artist

Name (Please Print)

Address

Signature of Artist

Name (Please Print)

Address

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Name (Please Print)

Address
