

City Gallery Agreement & Contract for Working Members

To join as a full-time member (a working member) of City Gallery, an artist agrees to the following:

___ City Gallery Co-op will rent space at 207 S. Main Street, Galax, VA 24343 from a partnership formed by Dr. Robert & Theresa Lazo and Becky Guynn, owners of the building.

___ The gallery is open on Mondays and Thursday through Saturday, 10 am to 5 pm or by appointment, subject to change as the need occurs.

___ Based on 7-10 members, each exhibiting member must work at the gallery at least 3 to 4 days per month. At times, we come up short, so volunteering an extra day is highly smiled upon. If you have someone work for you, they must be pre-approved by the exhibiting members.

___ If you are unable to work the gallery, you are responsible for finding a replacement to work for you and if that replacement is another co-op member, you are expected to work one of their days in exchange.

___ Pay \$35 rent at the beginning of each month. Non-payment of membership fees disenfranchises you from the co-op.

___ Receive 90% of any sale of your work, which will be paid monthly. Gallery retains 10%.

___ Commit to one of several work tasks (i.e. reception tasks, outdoor plants, website, mailing list).

___ Attend scheduled meetings and contribute to the livelihood of the co-op with ideas and enthusiasm.

___ Will be listed on the website as a member and be a part of all co-op marketing for the gallery. Featured on the City Gallery Facebook page, website, and be included in periodic shows/openings the gallery may hold.

___ Must give 30 days notice before withdrawing from the gallery. Members must work their scheduled days and pay their \$35 rent during this 30-day period.

___ Originals and prints on walls must be appropriately framed. Prints must be clearly marked as "Print".

___ One portfolio per artist can be displayed with prints that are nicely bagged/wrapped. Display holder will be approved by the members.

___ Work must be refreshed quarterly. Wall positions for each artist will be rotated approximately quarterly to provide each artist an opportunity for wall space near the front of the building. This rotation of work is done as a group.

___ Gallery members are responsible to clean-up (sweep/mop, dust, clean glass) and take out trash as needed.

___ Window space will be changed regularly to represent a variety of work by member and guest artists.

Printed Name _____

Signature _____ Date _____

Address _____

Email Address _____

Cell Phone _____ Landline _____