

# Underground Gallery

FOR RENT

## *Art Works Downtown announces a new opportunity:*

the **Underground Gallery** is available to rent for artists who need a space to exhibit a solo show, small group show, or an installation.

**Space dimensions:** 198' sq.ft.; 69' linear wall space; 7'8" height

**Rent:** \$225 for one month

## **Underground Gallery Rental Agreement**

- 1) The Underground Gallery is located in the lower level of Art Works Downtown, accessible during open hours Tuesday-Saturday 10am-5pm.
- 2) The gallery is accessible via 1337 Fourth St and the Susan Kirby Place alley entrance off D Street. If you stay later than the open hours, you will be responsible for locking the back door after you. No keys will be provided. The front door exit is inaccessible and alarmed after hours.
- 3) Move-in is on the 2nd Wednesday of the month and move-out is on the 2nd Tuesday of the following month so that a reception will coincide with our monthly 2nd Friday Art Walk event when the gallery and art center are open to the public until 8pm. With sufficient notice, publicity of your art show/reception will be included on our website and our promotional materials whenever possible, however additional publicity is the artist's responsibility.
- 4) There is a flat rental rate of \$225/month, with a discount for AWD studio and associate artists. No percentage of sales will be charged. \$125 is due upon reservation, the remainder is due prior to move-in/installation.
- 5) In the event of cancellation within 31-60 days prior to the move-in date, there will be a refund of 75% of the deposit. In the event of cancellation within 30 days prior to the move-in date, no refund will be given.
- 6) The gallery is unstaffed and unsecured. A sign will be required with contact information in case of inquiries or sales. All sales will be handled by the artist, however AWD will charge a 5% fee in the event a credit card sale is requested (Visa/MC only.)
- 7) Art Works Downtown is not responsible for any loss or damage to persons or property occurring on the premises. It is the renter's responsibility to insure their own property if such protection is desired. Renters are not insured by AWD for public liability or personal injury. You will be responsible to AWD for any losses, damages or claims caused by you or activities arising from your art show.
- 8) Please leave the room cleaner than you found it. Picture rails and hangers will be provided, however if you require making holes in the walls, you will be responsible for patching and painting at the end of your term. We will supply standard paint and tools for touch-ups but if you wish to paint the room, you will be responsible for returning it to its original color and condition.



**Art Works Downtown**

1337 Fourth St., San Rafael CA, 94901 • (415) 451 - 8119

[www.artworksdowntown.org](http://www.artworksdowntown.org) • [info@artworksdowntown.org](mailto:info@artworksdowntown.org)