

The Underground Gallery offers an intimate exhibition space on our lower level. The gallery is available by monthly rental to artists for solo shows, small group shows, or installations.

- **Dimensions:** 198 square feet; 69' linear wall space; 7'8" height
- **Rent:** \$225 per month

Underground Gallery Rental Details

1. **Access.** The gallery is accessible via 1337 Fourth Street and the Susan Kirby Place alley entrance off D Street. AWD is open Tuesday-Saturday, 10am-5pm. After hours, the front door exit is inaccessible and alarmed; if you stay later, you will be responsible for locking the back door after you leave. No keys will be provided.

2. **Installation.** Move-in is on the 2nd Wednesday of the month and move-out is on the 2nd Tuesday of the following month. Opening receptions typically coincide with our monthly **2nd Fridays Art Walk** event, when the gallery and art center are open to the public until 8pm. We will publicize your show/reception on our website and our promotional materials when possible (with sufficient notice), however additional publicity is your responsibility.

3. **Cost.** The flat rental rate is \$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.

4. **Cancellations.** 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.

5. **Security.** The Underground Gallery is unstaffed and unsecured. Please post your 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 that a credit card sale is requested (Visa/MC only).

6. **Liability.** 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.

7. **Condition.** Please leave the room cleaner than you found it. Picture rails and hangers will be provided. If you make holes in the walls, you will be responsible for patching and painting them at the end of your term. We will supply standard paint and tools for touch-ups, but if you wish to paint the entire room, you will be responsible for returning it to its original color and condition.