



## Kaua`i Society of Artists

### Gallery Use Agreement

All individual artists or groups of artists who wish to have an exhibit at the Kaua`i Society of Artist Gallery located at Kukui Grove Center, Lihue, Kaua`i, must agree to the following guidelines:

1. All artists and art organizations must be KSA Members, in accordance with the request of Kukui Grove Center. Artists may purchase a full membership for the year, or a temporary membership for a specific show (\$10.00 temporary Member fee).
2. The KSA space is designated as an art space, to be used for art exhibitions, performance or art presentation purposes only. No unlawful, improper or what may be deemed as offensive art displays will be allowed. Kukui Grove Center prohibits nudity.
3. Please refer to the show sitter hand book at the gallery for information regarding keys, lights and air conditioning. Please note the a/c temperature is remotely controlled. If you need a change in temperature for a special event, please contact one of the board members listed in the hand book.
4. The KSA space is to be kept clean and in good order at all times. It is the users responsibility to leave the space clean, and floors vacuumed. Please empty trash bins and remove trash daily. All trash and exhibit items are to be removed at the end of the final exhibition day. KSA will charge a cleaning expense if additional cleaning is required. Take all possessions with you, including those in storage areas, at the end of the exhibition. KSA will not be responsible for the disposition of any items you do not remove.
5. Any damage caused to the space by misuse or neglect will be the user's responsibility. Holes or damage to walls in the space shall be repaired by Exhibitor. If you notice any defects in the KSA space that you feel are not your responsibility, please immediately notify KSA.
6. Tools required to install Exhibitor's show shall be provided by the Exhibitor.
7. If the Exhibitor chooses to change the paint color of the walls or display pedestals in the space, Exhibitor must return the paint color to the original wall and pedestal color at Exhibitor's expense. If the paint color is not restored, KSA will charge exhibitor to have the space and/or pedestals repainted.
8. Pets are not allowed in the gallery space, unless they are official service dogs.

9. Any paper products, cups, utensils required for refreshments for an opening or gathering shall be supplied by the Exhibitor. Please do not use any of the KSA stock supplies which are clearly labeled.

10. The donation fee for use of the KSA Gallery space is \$200.00 per week, which is mainly to cover expenses such as electric costs. A week consists six 6 hour days (Saturday - Thursday 12:00 - 6:00 pm), and one 9 hour day (Friday 12:00 am to 9:00 pm). A partial week is also an option at the donation rate of \$35.00 per day. Please check the Google Calendar under Exhibitions on the KSA website ([www.kauaisocietyofartists.org](http://www.kauaisocietyofartists.org)), for available dates.

The Kaua`i Society of Artist Gallery space is graciously provided by Kukui Grove Center. Please do your part to insure the space will continue to be available for Kaua`i artists in the future.

Sign below if you agree to abide by these guidelines.

Exhibitor: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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Exhibitor Name/Organization: \_\_\_\_\_

Exhibition Name: \_\_\_\_\_

Dates Utilizing Space: \_\_\_\_\_ to \_\_\_\_\_

Date Show open to public: \_\_\_\_\_

Opening Ceremony date & time: \_\_\_\_\_

Amount Due: \_\_\_\_\_

Payment Rec'd on: \_\_\_\_\_ [ ] cash [ ] check [ ] c/c (Paypal)

If you have an announcement for your event, we are happy to include it on the KSA Website Home Page and on our Facebook Page. Email it to: [licia.kauaisocietyofartists@gmail.com](mailto:licia.kauaisocietyofartists@gmail.com).

If you have any questions, please contact our KSA Secretary, Joan Luzney at 212-1747 or at [jfluzney@hawaii.rr.com](mailto:jfluzney@hawaii.rr.com), or complete and sign this form and send with your payment to: KSA, P.O. Box 3344, Lihue, Hi, 96766.

Revised 1/20/17