

CONTRACT
LOFT GALLERY, SUITE 350, 3RD FLOOR

Between:

Galerie d'Art LSB

6750 av de l'Esplanade
Suite 350
Montreal, QC H2V 4M1

and

Name: _____

Address: _____

City: _____ **Postal code:** _____

Tel: home: _____ cell: _____

email: _____

medium (or media if varied): _____

For the period beginning:

Date: _____, 20__ **to:** _____, 20__

All artwork will be installed and removed by the gallery owner, with or without assistance by the artist, according to the contract start and end dates indicated above. The gallery owner has the right to include or reject any or all of the artwork presented according to available space, content and or condition of work.

Rental fee: option A: \$750.00 per week, no commission _____

Option B: \$500.00 per week, 20% commission on sales. _____

Monies from sales to be collected by the Galerie at the time of sale.

20% of sale price to be retained by the Galerie.

Balance of sale to be paid to the artist within 10 days

Vernissage (optional): Date _____ Hours: from: _____ to: _____

A 20% deposit is required at time of booking.

Balance of payment is due upon installation of artwork.

Deposit: _____ **Amt:** _____ **Date rec'd** _____

Balance: _____ **Amt:** _____ **Date due:** _____

Payment is to be made by cash or cheque payable to LSB Photographie.

Gallery Hours of operation:

Tuesday - Saturday: 2pm - 6pm, or by appointment

Sunday and Monday: by appointment only

Summer Hours (July 1st to August 31st): by appointment only

Contact person:

Lori Segall Burnett, owner

email: lori@galeriedartlsb.ca

cell: 514-826-8401

Driving instructions: click on link below for Google map

[6750 ave de l'Esplanade H2V 4M1 \(cross street St-Zotique\)](#)

Metro: Parc - (Parc and Jean Talon)

Parking:

Free parking is available on either side of av. de l'Esplanade and on neighbouring streets, except where otherwise indicated. Additional parking is available in the lot across the street weekdays after 5pm and on weekends.

Exhibition space:

The gallery measures 22 x 29 feet, providing approximately 90 linear feet of hanging space. Ceiling height is approximately 10' 6". All wall surfaces are available for exhibition purposes, including window walls.

Tables measuring 30" x 60" are available for display of written materials, portfolios, business cards, website info, etc. Additional small tables and chairs are also available if needed.

Freshly prepared meals, snacks, coffee and other beverages are available from **Café Guerrero** located in the building lobby, open weekdays from 8am to 4pm. Catering services available as well. For more information about menu and services provided Cafe Guerrero, please contact Andrew at cafe.guerrero.montreal@gmail.com

A vernissage may be held any evening of the exhibition week, from Wednesday to Saturday or Saturday/Sunday afternoon. Details of the event are to be discussed and agreed upon by both parties.

Hanging and dismantling of artwork:

The artist is responsible for the transportation and preparation of all works for hanging: i.e. mats, framing, lamination, etc, as well as wire or hooks securely affixed to the back (or top/sides if applicable) of mat, board, frame or canvas. Alternate hanging options can be considered where necessary.

The gallery hanging system includes a metal track installed around the entire perimeter of the space, along the intersection of the walls and ceiling, including the window wall. Moveable cables with adjustable metal hooks and a suspended LED lighting system, including 20 independent movable spotlights, allow for great flexibility in hanging and positional lighting. A ladder and other equipment/tools necessary for the installation will be provided by the gallery.

Maximum weight of artwork per cable: 30 lbs.

Maximum number of works per cable: 3

Insurance

The gallery premises and its own contents are insured for liability, damage and theft, as is the building lobby. A pass key is required to enter the building on weekends and after regular work hours. There are two locks on the gallery door, including a deadbolt, and an alarm hooked up to a monitoring system. The gallery owner is responsible for opening and closing the gallery each day. Coverage for the actual artworks is the responsibility of the artist.

Cancellation policy

Notice of cancellation must be given no later than 30 days prior to commencement of contract date. In the event that the artist must cancel the contract, the deposit is not redeemable.

I agree to all conditions outlined above:

Signature of artist

Signature of Gallery owner

Signed at Montreal on _____
day/month/year