



### Art Lab Fort Collins **Event/Workshop** Contract

Art Lab is a multi-use space that can be used for workshops and special events. Keep in mind that there may be other things happening in the space during your event or workshops (i.e., art exhibition in place). **Please check the Art Lab website for updates on what's happening during your event.**

This event or workshop titled \_\_\_\_\_ is a self-managed event presented by the presenter \_\_\_\_\_, and hosted by Art Lab Fort Collins.

The event/workshop will occur on \_\_\_\_\_

From \_\_\_\_\_ until \_\_\_\_\_.

#### Workshop promotional info:

Facebook event link: \_\_\_\_\_

Your website event link: \_\_\_\_\_

Instagram link: \_\_\_\_\_

Registration or ticket link: \_\_\_\_\_

Event description: **Please provide a paragraph that describes your workshop.**

You can set up and tear down for your event the same day of your event. You are allotted two hours to set up and to take down. If you need more time let us know and we will schedule it for you.

#### Terms of Usage

- The presenter is responsible for unlocking and locking up the space.
- The presenter is responsible for cleaning up after the event. Leave the space nicer than you found it.
- The piano and organ are not to be moved. Moving them causes them to become out of tune.
- Any materials not picked up at the Art Lab will be held for 14 days. After 14 days the materials become the property of Art Lab.
- No Alcohol may be served at the event without first obtaining a Liquor License through the proper channels at the City of Fort Collins.
- We require a credit card number as a deposit for the key and to cover any damage. Initial\_\_\_\_\_
- You must use and occupy the space on the date and during the time you have reserved the space. Initial\_\_\_\_\_

#### Sales

- The Art Lab does not take a commission on your event sales.
- The presenter must pay city and state sales tax on all products sold Initial\_\_\_\_\_

#### Hold Harmless

- The presenter is responsible for all artwork/equipment and Art Lab will not be held liable for any damages or theft of your work.

**Art Lab Fort Collins Gallery 239 Linden St., Fort Collins, Colorado 80524**



Initial\_\_\_\_\_

-The Art lab is insured against such incidents of theft or damage.

### Available Supplies

- 6 to 8 six-foot tables
- 50+ folding chairs
- ladder
- pedestals for art (4 to 6)
- piano
- organ
- some table linens
- PA system (instruction required, please let us know if you'll be using the PA system at least 1 week in advance.)

We'll need any promotional information you have for the event/workshop so we can add it to Art Lab website, if you'd like our help promoting it. Please send:

- JPEG image that will look good on the landing page of the Art Lab site. The size is 1300 pixels wide x 465 pixels high, 144 DPI.
- A paragraph describing your event - make sure to include any links to your websites, too. Please make sure to include all the important info like start and end time.
- If you have a poster or postcards to promote the event, please drop them off at Art Lab - you can hang the poster in the window.

This agreement shall be governed by the laws of the State of Colorado, including a maximum occupancy of 49 persons at any one time as per Fort Collins Fire code.

IN WITNESS WHEREOF, the parties hereto have signed this agreement as of the date first set forth above.

Please sign and date this form and send it back within 48 hours to the email provided or fax it to (970) 419-0070. Include a short description of your show and a photo that we can put up on our website.

### We use a Lock Box to allow people access to the Art Lab space.

In order to receive the lockbox combination, we must have a credit card on file as a deposit/collateral in case there are any damages to the space or misuse of access to the space.

Include the credit card information either in this contract, or via email to: coordinator@artlabfortcollins.org

Contract agreed to and signed by:

\_\_\_\_\_  
Date \_\_\_\_\_ Phone \_\_\_\_\_

**Art Lab Fort Collins Gallery 239 Linden St., Fort Collins, Colorado 80524**



Address \_\_\_\_\_

\_\_\_\_\_

Email \_\_\_\_\_

Website \_\_\_\_\_

Dates of Workshop \_\_\_\_\_

Credit Card Number and Exp. Date \_\_\_\_\_

*Dawn Putney*

Art Lab Fort Collins Art Lab Fort Collins Representative:

**The rules for using the space and other smart questions:**

- You may be sharing the space with other visual artists and/or live performers. The more the merrier, right?
- Art Lab has a maximum occupancy of 49.
- Art SALES ARE PERMITTED. There is NO COMMISSION taken by Art Lab Fort Collins. If you sell it, you keep it.
- You CAN host a reception in the space, but no alcoholic beverages are permitted without first obtaining a Liquor License through the proper channels at the City of Fort Collins. Sounds boring, huh? Just get creative – who wouldn't love to attend an art opening that served milk shakes?
- Yes, we have a restroom.
- Yes, the space is insured.
- If you sell something, you are required to collect sales tax and pay City sales taxes.
- Clean up after yourself. There are garbage and recycling bins in the back alley.
- The Art Lab web site is a great opportunity to promote yourself, so please *send us a one or two paragraph description, photo, and links to your Instagram, Facebook or Web pages.* We'll do our part to promote YOUR Art Lab experience.

**What's in it for you?**

You get to use this space to showcase your talents. You can apply to use the space more than once. In addition to the store front exposure in Old Town Fort Collins, you may display posters, hand out brochures, promote your web site, use the space to share your talent with the world. In return, we'll promote you on the Art Lab web site, and be there to cheer you on.

**Marketing your show is your responsibility:**

- Postcards with your images are inexpensive way to show your work, website, and locations where your art can be seen.
- Gotprint.com is fast & inexpensive 500 postcards for about \$49 plus shipping
- Mailing postcards to about 10 homes or business a week with a stamp costs \$4.50. You can also hand them to people you meet or leave them at coffee, or sandwich shops.
- Websites are a great way to get many eyes on your artwork. Free websites like

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- Fineartamerica.com are easy to use and you can attach links to your emails to share them with your contacts. FAA also offers print on demand service for as little as \$30 per year where customers can order right off the site.
- Facebook is another inexpensive tool to show off your work. The computer is one of the best ways to get more eyes on your artwork.
- Advertising is effective or large companies wouldn't spend their money on it. Check with The Coloradoan to find out what their rates are.
- Press releases and story pitches to the local media outlets if strongly encouraged. Send press releases, including a photo of your work and a killer headline to NoCo Life Reporter Erin Udell at the Coloradoan at least two weeks before your show: erinudell@coloradoan.com
- Add your event/workshop to all local online line calendars and listings.
- Email blasts- make a poster using Word with a picture of your artwork, copy and paste on an email and send it to everyone in your address book with a note saying "check out my new artwork. Be the first to own it!"
- Word of mouth is the one of the easiest and cheapest ways to market your artwork. Invite people who you meet every day to the galleries that show your work. Don't forget about the bank tellers, postman, cashiers, your physicians, mechanics, etc. These people all have homes with walls that they hang some form of art on.
- Hang posters and send invitations. Posters cost as little as .75 each

← *Note: Thanks to Billie Colson for many of these great suggestions.*

## **Please list the equipment needed so we can make sure it is available!**

- \_\_\_\_\_ PA system
- \_\_\_\_\_ Tables how many \_\_\_\_\_
- \_\_\_\_\_ Dishes
- \_\_\_\_\_ Chairs how many \_\_\_\_\_
- \_\_\_\_\_ Shelves
- \_\_\_\_\_ Cooler
- \_\_\_\_\_ Typewriter
- \_\_\_\_\_ Mac computer and monitor
- \_\_\_\_\_ Small stereo
- \_\_\_\_\_ Individual spot light fixtures

Other \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_