



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.
- No open flame, pottery equipment, candles, or anything else that could be considered a fire hazard.
- 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.
- NEW POLICY IN 2020: We require a \$50 security deposit sent [via Venmo](#) to @Art-Lab. Your event will not be finalized on the Art Lab's calendar until your payment is received. As long as you show up for your event, follow our cancellation policy and clean up afterwards, we will return your \$50 in full after your event. _____ (initial)
- If you're scheduling a recurring event, the deposit will be given back after your last event, or at the end of the year each year for folks who don't have a set end to their events.
- Art Lab is based on the principle of leaving it better than you found it. It's like picking up a rental car- if you see anything amiss, bring it up to the coordinator prior to your use of the space. It's critical to let the Art Lab coordinator know about messiness or damage to Art Lab so that you're not held accountable.
- When you arrive at Art Lab, please take a moment to locate the first-aid kit in the bathroom and review the information sheet about the opioid overdose rescue kit. Initial _____

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- If the Art Lab checklist is not followed and any serious clean-up or repairs are needed after your use of the space, a \$200 fee may be charged through Venmo.
- No Alcohol may be served at the event without first obtaining a Liquor License through the proper channels at the City of Fort Collins.
- 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.
- The Art lab is insured against such incidents of theft or damage. Initial_____

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 the Art Lab website, if you'd like our help promoting it. Please send:

- Text-free 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.

Art Lab Fort Collins sets the guidelines to how the gallery is operated. Revisions may be made to this contract as needed by Art Lab Fort Collins.

If you're booking more than three months in advance, Art Lab can make no guarantees that the space will be available at the time of your event and holds no liability for any damages or hardship incurred.

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.

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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.

Once the contract and security deposit are received, you'll be able to receive the lock box combo about a week before your event.

Send Venmo payments to @Art-Lab or scan the QR-code to the right to bring up our profile in the Venmo app. Your payment will be returned in full within the week following your event as long as the terms of this contract are followed.



If you do not have access to Venmo, you can bring cash or check to Toolbox Creative during business hours Monday-Friday and we'll hold it until the end of your event. If the terms of the contract are followed, we'll void and shred the check. If not, the check will be deposited to Art Lab's bank account.

Make checks payable to Art Lab Fort Collins.

Bring cash and checks to:

Toolbox Creative
325 Cherry St Unit 104
Fort Collins, CO 80521

Please review the cleanup checklist and rules for using the space below before signing this contract.

Contract agreed to and signed by:

Date _____ Phone _____

Address _____

Email _____

Website _____

Dates of Workshop _____

Venmo username _____



Art Lab survives and thrives as a direct result of community generosity. You have the option to allocate all or part of your Venmo deposit as a contribution to Art Lab. Please state the dollar amount you'd like to contribute to Art Lab here: _____

Thinking about contributing something else? See our [wish list](#).

Art Lab Cleanup Checklist:

- Please review your signed contract for set up days and times, and for general usage guidelines.
- When setting up and tearing down, please be courteous of our neighbors. Avoid hammering on the walls or be gentle- we don't want to disturb anyone or knock things off their walls.
- Provide your own or replace toilet paper/paper towels/cleaning supplies etc.
- Clean the bathroom well (even if the people before did not).
- Clean and sweep the space.
- Take out trash and recycling after EVERY use – the dumpster is directly behind the sushi joint.
- The back room and equipment in it must be organized neatly, as you found it. No equipment may prevent people from moving freely about the back room or block access to shelves. Keep things sorted - put chairs back with the other chairs, pedestals back with the pedestals, etc. Please do not put the standing wall in the back room. Use your best instinct and the golden rule- if our intern is going to have to spend time cleaning up the back room after you leave, you will be charged.
- Patch and paint over any holes you created in the walls.
- Please remember to have the space cleaned out by the time agreed upon in your contract.
- Please double check that you have cleaned the bathroom!!

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.
- If you sell something, you are required to collect sales tax and pay City sales taxes.
- 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, the space is insured.
- Clean up after yourself. Remember, if you do not follow the Art Lab checklist and the main space or the back room is a mess, you will be charged accordingly.
- You CAN teach a class in the space. We have tables and chairs, and LOVE the idea of a hands-on learning experience. (Classes only require a one-day commitment).
- If you don't show up to your event, the \$50 Venmo deposit will not be returned.
- If you cancel your event within 45 days, the \$50 Venmo deposit will not be returned.

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- The Art Lab website 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 website, use the space to share your talent with the world. In return, we'll promote you on the Art Lab website, and be there to cheer you on.

Marketing your event and your work is your responsibility:

- Websites are a great way to get many eyes on your work. You can create your own website for free using sites such as wix.com and weebly.com.
- Facebook and Instagram are free tools to show off your work. Utilizing social media is one of the best ways to get more eyes on your work.
- We will do our part to promote your event on Art Lab's social media channels (1,200+ followers on Instagram and 3,300+ followers on Facebook). Email us photos that represent your event for our social media.
- Press releases and story pitches to the local media outlets are strongly encouraged. Send press releases, including a photo that represents your event and a killer headline to NoCo Life Reporter Erin Udell at the Coloradoan at least two weeks before your show: erinudell@coloradoan.com.
- Advertising is effective or large companies wouldn't spend their money on it. Check with The Coloradoan and other local publications to find out what their rates are.
- Add your event to all local online calendars and listings.
- Word of mouth is one of the easiest and cheapest ways to market your event. Invite people who you meet every day to your event and tell them why you're passionate about your work. Don't forget about bank tellers, the postman, cashiers, your physicians, mechanics, etc.
- Email blasts- make a poster using Word or Canva.com and include it in an email. Make sure to include links to your websites and social media in email blasts.
- Postcards are an inexpensive way to show your work, website, social media, etc. Gotprint.com is fast & inexpensive, you can order 500 postcards for about \$35 including shipping.
- Mailing postcards to 10 homes or business a week with a stamp costs \$5.50. You can also hand them to people you meet or leave them at coffee shops, etc.
- Hang posters and send invitations. You can print 11x17 copies of your poster at Office Depot for about \$0.60 each.
- If you have a poster or promotional flyers feel free to hang it up in the front window of Art Lab or drop it off at Toolbox Creative (325 Cherry St., No. 104) and we'll hang it for you.

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

I, _____ have read this contract in full (sign) _____

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

_____ PA system
_____ Tables how many _____
_____ Chairs how many _____

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- _____ Shelves
- _____ Coffee maker
- _____ Pedestals how many _____
- _____ Cooler
- _____ Individual spot light fixtures
- _____ Area rug

Other _____

