



ArtSea Gallery Rental Package

Link to online information package: <https://artsea.ca/gallery-rental/artsea-gallery-rental-package-2/>

It is important that Renters review the ArtSea Gallery Rental Package, including those that have previously rented or exhibited at gallery (this package includes important updates).

The ArtSea Gallery Rental Agreement forms must be signed and provided to the ArtSea Gallery Team. The ArtSea Gallery Rental Agreement is included at the end of this package, and is also available as a single-page download from the ArtSea website.

Contents

ArtSea Gallery Rental Fee	1
Criteria for Approval	3
ArtSea Gallery Space	3
Display Systems and Equipment Available at the Gallery	4
ArtSea Gallery Presentation Standards	5
Renter Orientation Session and Set Up (Thursday Evenings)	6
Daily Opening and Closing Procedures	7
Renter Take-down Procedures (Thursday afternoon)	7
Security Systems: Enter and Exit Procedures	8
Managing Your Exhibition or Workshop	9
ArtSea Gallery Renter Code of Conduct	10
Health and Safety Protocols	10
ArtSea Gallery Rental Application Process	Attachment
ArtSea Gallery Floorplan	Attachment
Promoting Your Show	Attachment
ArtSea Gallery Rental Agreement (To be signed by Renters and returned to ArtSea)	Attachment



ArtSea Gallery Rental Fee

The ArtSea Gallery One-Week Rentals:

One-week gallery rental applications are accepted from all ArtSea Members; equity-deserving individuals and groups are welcome and encouraged! Rental fees help to cover a small portion of the costs associated with operating and maintaining the ArtSea Gallery space.

The Gallery Rental Deposit is non-refundable:

With limited space available for arts and cultural practitioners, it is important that the ArtSea Gallery Space is booked by individuals or groups that have taken the time to plan their rental week and fully intend to proceed with their exhibition or workshop. The Online ArtSea Gallery Rental Application will allow Renters to select three possible rental dates (in order of preference) that are “AVAILABLE” on the 2025 ArtSea Gallery Rental Calendar (artsea.ca). The application and requested dates will be reviewed according to the “Criteria for Approval”, and the ArtSea Gallery Team will confirm the rental date via email within two to four weeks of receiving the application. If an application does not meet the criteria, or a suitable date cannot be secured, the \$200 deposit will be returned.

Once a rental date is confirmed and the exhibition is published on the Artsea Gallery Rental Calendar, the \$200 deposit is non-refundable. Exceptions: if the gallery is required to close due to unforeseen health or safety regulations, the gallery rental deposit can be deferred to a later date or refunded.

ArtSea Gallery Rental Fee:

Non-refundable Deposit (paid during the online reservation process)	\$200
Balance (due 2 months prior to rental date)	\$300
Total One-Week ArtSea Gallery Rental Fee:	\$500

Gallery exhibitions and workshops are limited to a duration of one-week. Workshops or exhibitions that wish to run longer than one week must gain written permission from the ArtSea Gallery Director.

Facility Operating Costs

Costs associated with operating The ArtSea Gallery include (but are not limited to):

- Overhead costs, such as wages, utilities, and the security system.
- Annual and ongoing maintenance of the interior space, including patching and painting walls (the exterior of the building, decks, and surrounding property are maintained by the Town of Sidney).
- Maintaining display equipment used at the gallery, such as: the rail hanging system and grid wall hanging system; plinths, tables, benches, and chairs; as well as gallery appliances.
- ArtSea no longer employs a professional cleaner in between rental weeks. Renters are responsible for cleaning the space and removing all artwork at the end of their rental week, as well as ensuring that walls and floors are clean and free from debris, as well as any materials used during the rental period.
- Marketing, advertising, and promotions for the gallery facility (Renters are responsible for the marketing and promotions of their exhibitions).
- For more information, please see the ArtSea Annual Report available on artsea.ca.



Gallery Rental Criteria for Approval

Gallery Rentals are not guaranteed.

ArtSea Gallery Rental Applications will be assessed according to the following criteria. These criteria are necessary to ensure a fair, consistent, and high-quality experience for all renters and visitors, maintaining the gallery's standards and community values. The ArtSea Gallery welcomes and encourages applications from all equity-deserving individuals and groups.

1. Feasibility:

- Practicality of installation and exhibition.
- Availability of requested dates.
- Number of Rental Weeks requested (please see note about participating in multiple rental weeks).

2. Relevance:

- Alignment with gallery's mission and vision.
- Appropriateness for the gallery's audience.
- Representation of diverse perspectives and voices.

3. Conduct and Respect:

- Adherence to the ArtSea Code of Conduct in previous rentals.
- Respectful interaction with the community and the ArtSea team, including ArtSea volunteers.
- Treating ArtSea property and equipment with care and respect.

4. Community Impact and Space Recognition:

- Representation or service to the local community.
- Potential to engage and benefit the community.
- Acknowledgement that ArtSea Gallery is a community building & space, welcoming to all residents and visitors.

5. Professionalism:

- Completeness and clarity of the application.
- Previous experience and exhibition history.

6. Artistic Quality:

- Originality and creativity of the work.
- Technical skill and craftsmanship.

7. Multiple Shows:

For artists and artisans participating in multiple shows within the same calendar year, please note the following guidelines:

- Artists may only have one solo show per calendar year.
- Artists can participate in a maximum of two shows per calendar year.
- New work must be exhibited at each show (no repeat pieces).

Please keep in mind that **each ArtSea Gallery Rental Week should contain new elements and fresh ideas.** ArtSea would like to present interesting new works and concepts for the public to engage with during each and every exhibition. ArtSea keeps a list of artists/artisans looking to participate in a group show. If you are a Lead Renter for an upcoming ArtSea Gallery rental week, please request a copy of the list if you are looking for more participants.



ArtSea Gallery Space

Space for Renters:

The ArtSea Gallery in Tulista Park is a welcoming public space, accessible to all visitors and community members. As the Arts Council for the region, ArtSea proudly offers a portion of this space for local artists and artisans to exhibit and sell their work, or to host workshops and classes. We kindly remind all renters that this is a public space and a hub for the community and local arts and culture, maintained and operated by a small team of staff and volunteers.

- **ArtSea Gallery Floorplan:** A floorplan diagram is included in this document. The space highlighted in blue is available for Renters to display their work or host classes or workshops. Wall space measurements are included on the floorplan. ArtSea also provides display equipment that can be used and arranged within the space that is available to Renters to enhance the display of your work and create an engaging experience for visitors.
- **The ArtSea Gallery is an odor-free and allergen-free public space** - please avoid using perfumes, or including incense or other allergens as part of your exhibition.

Space for ArtSea:

Certain areas of the gallery are reserved for the use of ArtSea.

- **ArtSea Area:** The area at the back of the gallery is used to promote ArtSea and community programs. Renters must not block this space or use this area for display or storage.
- **Volunteer Gallery Hosts:** An ArtSea Volunteer Gallery Host may be present in the ArtSea Area to inform visitors about ArtSea and other local arts and culture programs. Although Gallery Hosts are not available to assist renters, these volunteers are part of the support system for this facility and one of the reasons that ArtSea can make gallery space available for Renters. Please treat volunteers with kindness and courtesy.
- **Storage:** Renters must take all materials out of the gallery during the rental week. There is no storage space available for extra supplies, materials, artwork, or packaging that belongs to Renters. The ArtSea Storage Area must remain accessible at all times as it houses the furnace. This area is subject to random inspection by the Town of Sidney and Fire inspector.
- **Administrative Access:** ArtSea team members may need to access the administrative offices during your rental week. Please ensure the office door remains accessible.

Windows:

Windows can be used to create eye-catching displays, attracting visitors even when the gallery is closed.

- **Window Restrictions:** Do not open the small lower windows at the front of the building (facing Fifth Street) due to unreliable locks, which may affect the security system.

Kitchen:

- **Kitchen Use:** Renters can use the gallery kitchen, including the Keurig coffee machine (coffee pods not provided), kettle, microwave, etc., but must clean up after use. Appliances must be unplugged each day.
- **Dishes and Utensils:** Renters must bring their own dishes and utensils. Please wash and dry daily.
- **Food Storage:** Food must be stored in airtight containers or the refrigerator and removed daily.
- **Alcohol is not permitted:** The gallery is a public facility without a liquor license. Non-compliance may result in fines for the Renter and closure of the gallery (rental fees will not be refunded).

ArtSea Bathroom and Materials Storage:

- **Bathroom Use:** The gallery bathroom is for renters and ArtSea staff/volunteers only and must be kept clean. Renters are responsible for removing bathroom garbage along with other waste materials.
- **Public Restrooms:** visitors should be directed to the public restrooms outside the gallery.
- Paper towels and other materials in the storage and bathroom areas are **not** for use in artwork production or demonstrations. Renters must provide their own materials for these purposes.



Display Systems and Equipment Available at the Gallery

Hanging System for Displaying Artwork on Gallery Walls:

- The rail system for hanging and displaying 2D work at the gallery was replaced in late 2022.
- Hanging hardware is provided by the gallery.
- Do not bring your own clips.
- Please ensure that all clips used to hang your work remain at the gallery.
- A demonstration of the of the rail hanging system will be provided at the Renter Orientation Session.

The weight limit of the rail hanging system is 50lbs per rail. It is essential that the weight limit is not exceeded. Exceeding the weight limit will cause undue wear on the system and may lead to damaged artwork and injury (for yourself or future users).

Additional Equipment Available to Display Artwork at the Gallery

- Grid walls, plinths, glass cabinets, small display boxes, and other items are provided by the gallery for the use of Renters.
- In November, 2023, **Peninsula Co-op** provided a generous donation to the ArtSea Gallery to replace and upgrade some of the equipment that is available for Gallery Renters and the ArtSea Team. View the "Gallery Rental Package" online and click "See section "**New Gallery Equipment - Peninsula CO-OP Donation**" for a list and description of the new equipment that has been made possible thanks to this generous donation.
- Available equipment may change without notice. It is a good idea to visit the gallery well ahead of your rental week to review the equipment that is available and plan your exhibition.
- Artists may bring their own display items with the approval of the Gallery Team, ensuring that the items do not leave debris, cause damage to the gallery's interior or exterior, block entry or exits, or pose any harm to ArtSea staff, volunteers, or visitors. All personal display systems must be removed at the end of the exhibition and cannot be left behind or donated to the gallery without prior written approval from the ArtSea Team.
- A telephone is located in the ArtSea Administrative offices but is not available for the use of Renters.
- **Rental of the ArtSea Gallery does NOT include access to the ArtSea office, use of the ArtSea storage or public information area, office equipment or supplies, or any materials needed for producing artwork, artist demonstrations, or workshops. Renters must provide all necessary materials for their activities.**



ArtSea cannot be held responsible for any loss, damage, or theft of artwork or material brought to the ArtSea Gallery; Renters accept all responsibility and liability for their work and other material.



ArtSea Gallery Presentation Standards

The ArtSea Gallery is a vital arts and cultural resource for the community. To preserve the value of this asset, ArtSea is committed to providing a clean and accessible space for Renters to show their work. It is the responsibility of Renters to ensure that their work is clean and their exhibition is professional and well-organized.

Exhibits and workshops should be planned ahead of time and should involve all participating Renters. It is recommended that Renters visit the gallery space to see the layout, lighting system, and available display equipment. It can also be helpful to see how others display their work.

All artwork on display at the ArtSea Gallery must meet the following presentation standards:

- Frames and mats for framed art should be good quality and in like new condition (undamaged), and clean.
- Prints should be mounted in a presentable manner (e.g. matted or on good quality backing).
- Fabric art must be clean and free of lint and hair.
- 3D art must be clean and dust free.

The ArtSea Gallery Committee reserves the right to request that dirty or damaged work be cleaned, repaired, or removed.

All artwork must have printed title cards or tags:

- Title Cards are mounted to the wall at the bottom right corner of the work.
- Title cards must include the Artist's name and/or company name, title or description of the artwork, and medium. Optional information: artist contact or social media information. Price is optional and may be indicated on the front or back of tag.
- Title cards must be easy to read and should be computer printed (rather than hand-written).
- Tags are appropriate for artwork such as jewelry, fiber arts, sculpture, pottery, woodwork; and should be firmly attached to each piece.
- If using the grid walls, there are small, lightweight clips for the grid systems for holding title cards.
- Adhesive white putty or UHU white tack or low tack painter's tape may be used to mount title cards and lightweight items. These items are not provided by the gallery. Please do not use products that will damage or mark the gallery walls as we are unable to repair and/or paint each week between exhibitions.

NAILS, PUSHpins, CELLO TAPE, BLUE PUTTY, BLUE TACK cause damage to the walls and are NOT PERMITTED for use on the gallery walls, ceiling, or board.



Renter Orientation Session and Set Up (Thursday Evening)

All Renters and participants of the rental week should plan on attending the Gallery Orientation Session at 6pm on Thursday evening (prior to their opening day), including those that have previously rented or displayed at the gallery. The Orientation Session will include important updates and instructions for Renters about set-up/take down procedures, and daily operations and opening/closing procedures at the gallery.

Gallery Orientation Session: Thursday evening at 6pm

A Member of the ArtSea Gallery Team will provide a Gallery Orientation Session for Renters at the beginning of their scheduled rental set up. The orientation will include information, such as:

- The location of light switches.
- An important review of the windows and doors.
- A demonstration of the grid wall system and rail hanging system.
- Review new equipment that has been made available, thanks to a donation from **Peninsula Co-op**.
- The locations of the tool box, step ladder and small display items.
- Wi-Fi code and password.
- Location of the ArtSea Gallery Donation box (donations are used to support and promote arts and culture in the community and are managed by the ArtSea Staff and Board of Directors).
- A Review of the Front Door lock and entry code.
- A demonstration of the security system and codes; Renters will also be instructed on procedures to follow in the event that an alarm is triggered in error.

Please show respect to the ArtSea Gallery Team and ensure that all Renters and participants are available (and arrive on time) for the Orientation Session. The ArtSea Gallery team are primarily volunteers that donate their own time and make it possible for Renters to access the gallery space for exhibitions.

Exhibition/Workshop Set Up:

- Exhibition / workshop set up can begin immediately following the Orientation Session on Thursday evening; the Gallery should be set up and ready to welcome visitors on Friday morning.
- Incoming and outgoing Renters must not be in the gallery at the same time. The front deck can be used for a staging area for incoming shows while awaiting access to the gallery. The exiting show will use the front door to remove their artwork and material.
- A member of the ArtSea Gallery Team will be on site to ensure a smooth transition.
- All Renters must review the ArtSea Gallery Rental Package and sign the ArtSea Gallery Rental Agreement prior to Set Up. Renters that are unable to attend the Orientation Session must sign the Agreement ahead of time (the signed agreement must be brought to the orientation session).

The ArtSea Gallery Rental Agreement is completed online as part of the application process. A paper copy of this form must also be signed and submitted to an ArtSea Gallery Team Member at the Orientation Session. There will be printed copies of the ArtSea Gallery Rental Agreement at the orientation session, or the form can be downloaded from the ArtSea website and signed ahead of time.



Daily Opening and Closing Procedures

At the beginning of each day, Renters must:

- Enter the gallery by following the process, "Security Systems: Enter and Exit Procedures."
- Turn the Open/Closed sign to Open.
- Turn on the lights.
- Put out the Portable Exterior Signs.



At the end of each day, Renters must:

- Turn the Open/Closed sign to Closed.
- Bring in all Portable Exterior Signs.
- Close and lock all windows.
- Sweep the floor as needed and package up all garbage, recycling, and compost to remove from the gallery.
- Turn off all lights.
- Exit the gallery, following the process, "Security Systems: Enter and Exit Procedures."

Renter Take-down Procedures (Thursday afternoon)

Renters are expected to keep the gallery open until 4pm on the final day of their show and continue to welcome members of the community into this community space.

On the final day after 4pm of the rental week, Renters must:

- Remove all artwork, display items, packaging material and garbage (kitchen and bathroom garbage and recycling, and all other Renter materials) by 5pm (Thursday) to allow time for the scheduled cleaning service to conduct a thorough clean of the gallery in preparation for the incoming Renters.
- Ensure the gallery is clean and prepared for the incoming renters, who will arrive at 6:00 pm.
Please note: The ArtSea Gallery does not have a designated cleaner, so outgoing renters are responsible for leaving the space clean and free of any debris.
- Ensure all wall surfaces are cleaned of any putty or residue from your rental week.
- Place all cloths, hooks, etc. in the appropriate bins and/or containers. Please ensure that all hooks that belong to the gallery remain at the gallery.
- Be certain the kitchen is cleaned and any dishes, food, or garbage is removed.
- Be sure to leave the bathroom clean and tidy, and remove any garbage that has accumulated.
- Renters must sweep the floors and remove all work, food, garbage, and other materials from the premises.
- Renters will be provided with a move-out check-list (at the Orientation Session) to aid in this process.

ArtSea does not have a garbage or recycling collection service; renters must remove and take home all garbage, compost, and recycling products from the gallery daily (items left at the gallery can attract rodents), and upon the completion of their rental week.




Security Systems: Enter and Exit Procedures

The ArtSea Gallery has two levels of security to protect the space and your work. The Front Door key pad lock, and the Gallery Security System are two separate systems and require separate entry and exit procedures.

ENTRY AND UNLOCK (beginning of each day)

STEP 1: Front Door - to unlock the front door type the Front Door Code (provided during the Renter Orientation Session) into the number pad on the exterior door handle.

- DO NOT press the center lock/unlock button; hitting the lock/unlock button will cause the door to relock immediately. 
- If the door does not unlock the first time, try again. Ensure you are entering the correct front door lock code. This process will not have any effect on the interior security system – they are not linked.
- Once you open the front door, the Gallery Security System will sound, indicating that it must be disabled.

STEP 2: Gallery Security System - to disarm the security system at the beginning of the day:


- Lift the panel on the alarm system and enter the Security System Code (provided during the Renter Orientation Session). The beeps should stop, indicating that the security system has been disabled.
- If the beeping does not stop, do not panic. Read the panel on the security pad to see if there is a message. Ensure that you enter the correct code (the Security System Code, and not the door code) and make a second attempt at disarming the security system.
- If there is a problem with the alarm, there is a document inside the gallery on the wall to the West of the front door with information about who to contact. More details will be covered in the Orientation Session at the start of your show. Please note: this system is monitored.

EXIT and LOCK (end of each day)

STEP 1: Gallery Security System - to activate (arm) the security system at the end of each day:

- Ensure all windows are closed and locked, and all but one person has exited the building, and the front door is closed. The alarm will not set if it detects movement or open doors/windows.
- Lift the cover on the wall panel and press the EXIT button on the Security System key pad. **The display should indicate, "System Armed"**.
- Promptly exit the building and close the front door behind you. Wait to hear three beeps, indicating the security system is armed.
- If the alarm does not set, read the panel on the security pad to see if there is a message. Ensure all windows are closed and locked and that you are entering the correct code (the Security System Code, and not the door code) and make a second attempt at arming the security system.
- If there is a problem with the alarm, please refer to the document inside the Gallery on the wall to the West of the front door that includes contact information.

STEP 2: Front Door - to lock the front door (this must be done after the alarm is set and all persons are outside of the gallery) **press the lock image button on the outside of the front door.**

- **Please note that setting the alarm does not automatically lock the front door.** 
- **Re-opening the front door after the security system has been set (armed) will trigger the alarm. You will have to disable the alarm and then reactivate the security system alarm, and then proceed with locking the door.**

Please refer to the document mounted on the gallery wall (to the West of the front door) if you are having difficulty with the alarm system or the front door lock.



Managing Your Exhibition or Workshop

Staffing/Attendants:

ArtSea Gallery exhibitions and workshops are artist-directed; ArtSea does not have a curator or staff member to set up or run the show. It is the responsibility of the Renter(s) to schedule personnel to staff the show during mandatory hours (and any extended opening hours). At least one or two attendants must be present in the gallery when it is open to the public. It is recommended that exhibiting artists are present to promote and sell work, conduct artist demonstrations, and engage with the community.

Opening hours:

The ArtSea Gallery has mandatory opening hours: 10:00 am - 4:00 pm, 7 days per week.

The ArtSea Gallery is a valued community resource and an important point of connection for new and returning visitors. The Gallery must maintain consistent opening hours each week; it is the responsibility of the Renters to ensure that the gallery is open each day of the week between 10am and 4pm. Renters are welcome to extend their opening hours (open as early as 8 am and closed as late as 8 pm).

Security:

The gallery has two levels of security to protect the building and your work. A Member of the ArtSea Gallery Team will provide an overview of the two systems during the Thursday evening Orientation Session. The Alarm system process is outlined in "Security Systems: Enter and Exit Procedures."

It is the responsibility of the renter to become familiar with the front door lock entry code, as well as the monitored security system. The front door must be unlocked and the security system must be deactivated by the Renter(s) at the beginning of each day. At the end of each day, the Security System must be reactivated and the front door must be locked (these are two separate systems).

Sales:

Renters are responsible for managing sales of their work.

- **ArtSea Community Arts Council does not take commission on sales.**
- **Renters may not collect donations for their own programs or organizations during their rental week** at the ArtSea Gallery. ArtSea is a charitable organization; donations that are collected at the gallery are used to support arts and culture programs for the benefit of the community.
- Determining price points for selling artwork is at the discretion of the Renter(s).
- All Renters must provide their own credit/debit payment options such as a Square Reader or another POS (Point of Sale) System. Alternatively, Renters may accept cash or cheque.
- A cash float is recommended to have on hand to handle small cash sales.
- Renters must collect and track contact information for buyers who will return at the end of their rental week to collect an artwork purchase. If purchasers fail to return, it is the responsibility of the Renter to contact the purchaser and make alternative pick-up arrangements. **Artwork cannot be left at the gallery once the rental week is complete. Renters may not conduct business or meet with purchasers at the ArtSea Gallery prior to or after your rental week (during another renter's exhibition).**
- Tips for increasing visitor engagement and sales:
 - Rearrange artwork throughout your rental week.
 - Engage visitors with demonstrations or opportunities to get creative.
 - Consider providing small sale items, such as art cards or unframed prints.
 - Promote your show; see following pages titled, Promoting Your Show.



ArtSea Gallery Renter Code of Conduct

ArtSea is a charitable organization that is able to operate thanks to the time and energy of a handful of dedicated volunteers, supported by a very small staff. The ArtSea Gallery and artist-directed exhibitions would not be possible without this team. The Gallery Team is happy to respond to any questions and will remain as flexible and responsive as possible. During or prior to your rental week, inquiries can be sent to: artseagallery@artsea.ca or submitted through the ArtSea website using the [Contact Us](#) form. If you have comments or feedback after your rental week, we would love to hear from you – please fill out the [ArtSea Gallery Rental Feedback](#) form on the ArtSea website, on the Gallery Rental page.

- Please show kindness and respect to the ArtSea Team; Rude or disrespectful behaviour will not be tolerated!
- Please refrain from “ask for forgiveness, not permission,” which leads to complications for the ArtSea Gallery Team and future Renters.
- The gallery is a public facility and does not have a liquor license. Alcohol is not permitted at the ArtSea Gallery; failure to comply could result in fines and closure of the gallery.
- Renters must keep the gallery clean during their show and remove all garbage, recycling, and compost on a daily basis, and at the end of the rental week.
- ArtSea Community Arts Council follows the personal information and privacy rules set out in the Personal Information Protection Act (PIPA) in the collection, use or disclosure of personal information. www.oipc.bc.ca

Waiver of Liability: ArtSea constantly strives to maintain a safe work environment and to protect Renters, employees, volunteers and visitors from accidents at the ArtSea Gallery in Tulista Park. ArtSea, its Board of Directors, employees, or volunteers cannot be held liable for any loss, damage or injury that may occur. All health or safety issues must be reported immediately, in writing, to the ArtSea Team.

Health and Safety Protocols

ArtSea is committed to following the most up-to-date provincial and regional health and safety regulations. The ArtSea Board of Directors reserves the right to impose additional protocols at any time, intended to protect Renters, visitors, and our community. Renters will be made aware of current protocols and are expected to follow all regulations while operating within the ArtSea Gallery. [Examples](#) of Health and Safety protocols that may be put in place prior to, or during your rental period include:

- Limiting Gallery occupants: At times, it may be necessary to limit the number of gallery occupants. The total number will include Renters and visitors. Mandated limitations must be monitored and enforced by Renters.
- Mandatory or voluntary use of hand sanitizer upon entry and in the kitchen area (ArtSea to supply).
- Frequent sanitizing of high touch areas like door handles, to be conducted throughout the day by Renters.
- Mandatory or voluntary use of face masks. Renters are encouraged to supply masks for visitors.
- Directional use of the gallery space (entries through the front door and exits through the back door).

By-Law Officers from the Town of Sidney may complete random checks to ensure compliance. If there is a complaint about violation of health or safety protocols by Renters during a rental week, governing bodies like WorkSafe BC and the Town of Sidney may close the gallery. If the gallery is required to close a result of actions or choices by one or all Renters, the gallery rental fee will not be reimbursed.



ArtSea Gallery Rental Package

ArtSea Gallery Rental Application Process

ArtSea Gallery reservations are made through the ArtSea website (www.artsea.ca), on the [Gallery Rentals](#) page.

Step 1: [Review the ArtSea Gallery Rental Package.](#)

Step 2: Select an available rental week; check the [ArtSea Gallery Rental Calendar](#) on the [Gallery Rentals](#) webpage to identify an available rental week, as well as two alternate weeks. ArtSea Members can apply to rent the ArtSea Gallery space for a duration of one-week (Friday to Thursday). All exhibitions and workshops are artist directed.

STEP 3: Fill out the [ArtSea Gallery Rental Application](#) form on the and pay a \$200 deposit, with the understanding that your gallery rental or your preferred date is not guaranteed. Your dates and application will be reviewed according to the "Gallery Rental Criteria for Approval." A member of the ArtSea Team will contact you within two to four weeks to confirm your rental date. If your application does not meet the criteria, or a suitable date cannot be secured, the \$200 deposit will be returned. Once your rental date is confirmed, the \$200 deposit is non-refundable.

- **Exhibition information, including title, description, and exhibition poster/image, as well as a list of all participants should be included on the [ArtSea Gallery Rental Application](#) form.** If necessary, this information can be updated or modified by filling out the [Update Exhibition/Workshop Details](#) form on the [Gallery Rentals](#) webpage.
- Exhibition or workshop information should be provided as soon as possible; local tour organizations and tourists view the gallery calendar well in advance to plan their visits.

STEP 4: The \$300 Balance of the Gallery Rental Fee is Due 2 months prior to the scheduled rental week. A Member of the ArtSea Gallery Team will follow up with the Main Contact prior to the scheduled rental week.

- If you must cancel or re-book your gallery rental week, please contact ArtSea as soon as possible at artseagallery@artsea.ca, or through the [Contact Us](#) form on the website.

STEP 5: Ensure ArtSea Memberships are current for all participating members of the rental week. All participants must have a valid membership at least two months prior to the rental date (to coincide with payment of the Gallery Rental Balance).

- **New ArtSea Memberships** can be purchased through the ArtSea website. Memberships are valid for one full year from the date of purchase.
- **Returning ArtSea Members** will receive an automated email reminder to renew their membership upon expiry of their membership (365 days after purchase). The email includes an invoice and a link (button), which allows returning members to renew membership directly through our online payment system, The Square.

STEP 6: Plan the rental week ahead of time and have fun sharing your work with the community!

Group Rentals:

The ArtSea Gallery is a great space for group shows or workshops. It is up to each group to designate one person to be the "Main Contact" for the group. The Main Contact will:

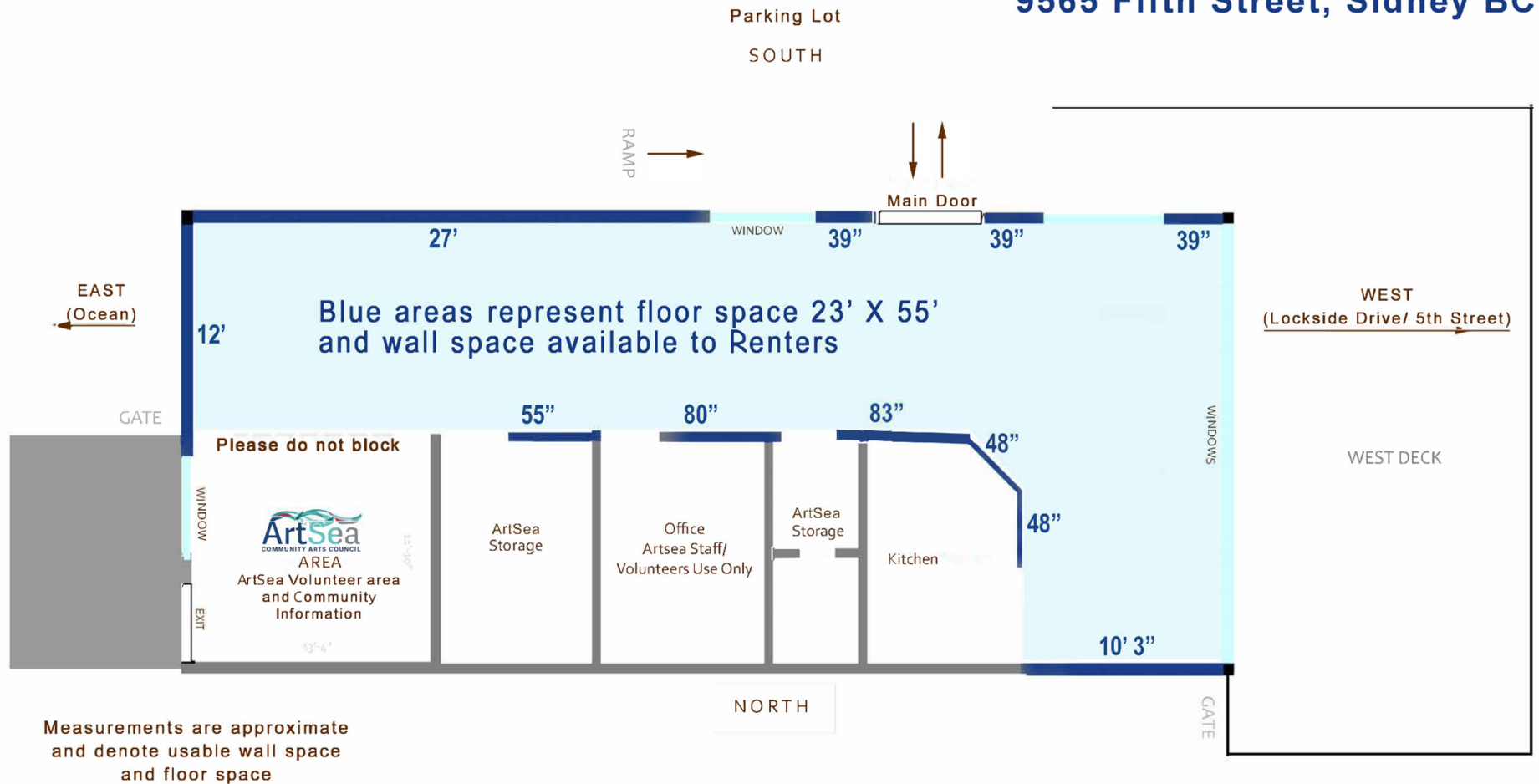
- Fill in and submit the rental application, providing their name and contact information as the "Main Contact."
- Ensure that all group members have reviewed the [Gallery Rental Package](#) and have current memberships.
- Take full responsibility for communicating essential renter information and ensuring that all group participants follow ArtSea Policies and Procedures.
- Make sure that all group participants attend the Orientation Session and are familiar with the gallery facility.
- Pay the ArtSea Gallery Rental deposit and the balance of the ArtSea Gallery rental fees on behalf of the group; ArtSea cannot collect portions of the deposit or balance of the rental fees from various members of the group.



ArtSea Gallery Rental Package

ArtSea Gallery Floorplan

ArtSea Gallery in Tulista Park 9565 Fifth Street, Sidney BC





ArtSea Gallery Rental Package

Promoting Your Show

Posters:

- Renters must provide one electronic poster. Posters should be submitted with the ArtSea Gallery Rental Application form. Updated posters or information can be submitted using the Update Exhibition/Workshop Details form on the ArtSea website (Gallery Rental page), or by emailing artseagallery@artsea.ca.
- Renters should provide two printed posters for display at the ArtSea Gallery, prior to the exhibition or workshop; one to display in the enclosed display case outside the gallery and the second for display in the Artsea area of the gallery.

Portable Exterior Signage:

Portable yard signs are provided by ArtSea and are available for Renters to help draw attention to the gallery and their show. The signs measure 18" X 24" and are light-weight and portable with a metal "H" frame that must be pushed into the ground. This signage is not customizable and cannot accommodate exhibition information.

The Town of Sidney has bylaws pertaining to signage that is allowed near the ArtSea Gallery. The yard signs should be placed as follows:

- One (1) sign can be placed on the boulevard on 5th Street.
- One (1) sign may be placed beside the sea walk (north side of the gallery building) or may be placed near the entrance to the gallery.



ArtSea Name and Logo Standards:

If you would like to incorporate ArtSea names or logos into your marketing and promotional materials, please ensure that you are following the proper naming conventions and using the correct logo(s), as follows:

Organization:
ArtSea Community Arts Council



Gallery:
ArtSea Gallery in Tulista Park



- These logos should never be recreated or distorted. The original digital artwork files can be downloaded from the ArtSea website on the Gallery Rental webpage under ArtSea Gallery Renter Resources.
- Correct colours: Blue PANTONE 27257 UP, Aqua PANTONE 2275 C, Red PANTONE 186 C (or CMYK equivalent). The black and white version of the logo should only be used when colour is not possible.



ArtSea Gallery Rental Package

Renters are responsible for marketing and promoting their rental week. While ArtSea is delighted to provide a space for your exhibition, rental fees do not cover marketing and promotional services for your show.

ArtSea is pleased to support gallery events and share details (provided by the Renter) through:

- The Event Calendar on the ArtSea website, which includes information and images for each ArtSea Gallery Rental on the front page, as well as a dedicated ArtSea Gallery Calendar webpage. Website: artsea.ca
- Each ArtSea Membership includes a free Member Profile on the ArtSea website. ArtSea Members are encouraged to keep profiles up-to-date with an artist bio, contact information, and a portfolio of images showcasing your work. This webspace can be a great resource during and after your rental week.
- ArtSea publishes a monthly electronic newsletter, which includes details of each exhibition and links back to the Event Calendar on the ArtSea website. The newsletter is circulated to more than 1000 subscribers and is also shared on ArtSea social media channels.
- ArtSea will share all gallery event posters on our social media channels including Meta (Facebook and Instagram). As time and capacity permits, ArtSea will also cross-promote Renter social media posts.

Post your event information on community websites, for example:

- www.sidneybia.ca/events/community/add
- www.peninsulanewsreview.com/calendar/submit
- www.timescolonist.com/add-event
- www.focusonvictoria.ca/calendar/
- www.tourismvictoria.com
- www.gobc.ca
- www.artsvictoria.ca
- www.gallerieswest.ca

Send an email message to your personal contact list(s), and share your event through social media channels, including Facebook, Instagram, Twitter, etc. Don't forget to share your post and tag local organizations or interest groups, which might include:

- @ArtSeaCommunityArtsCouncil (Meta)
- @exploresidney (SBIA Social Media)
- "This is Sidney" (FB Group)
- "Sidney BC Today" (FB Group)
- "WSANEC North Saanich Community Page" (FB)
- "Brentwood Bay/ WJOLELP Community Page" (FB)
- #artseacommunityartscouncil
- #saanichpeninsula
- #sidneybc
- #artexhibit
- #artondisplay
- #yyjevents, #yyjarts

Consider printing posters and/or rack cards and distributing them at the following locations

(at the conclusion of your show, please ensure you collect or remove printed posters from posted locations!):

- Sidney Information Centre (Beacon Ave. Sidney)
- Chamber of Commerce Info Centre (HWY 17)
- Mary Winspear Centre, Sidney
- Sidney Museum
- Shoal Centre, Sidney
- Thrifty Foods, Sidney
- The Roost Café, North Saanich
- Fairway Market, Sidney / Central Saanich
- Brentwood Bay Village Emporium, Brentwood
- Politano Café, Central Saanich
- Book Stores and Coffee Shops
- Tanners Books, Sidney
- Island Blue, Sidney
- Travelodge, Sidney
- Pier Hotel, Sidney
- Fickle Fig, North Saanich
- Deep Cove Store, North Saanich
- Muse Winery, North Saanich
- Quality Inn, Central Saanich
- Emerald Isle-Best Western, Sidney
- Royal Bank, Sidney / Central Saanich



ArtSea Gallery Rental Package



ArtSea Gallery Rental Agreement - Page 1

ArtSea Community Arts Council is a charitable organization that works to ignite interest and appreciation for all forms of the arts and cultural activities on the Saanich Peninsula. ArtSea is fortunate to operate within the unceded territory of the Coast Salish People – within the traditional territory of the W̱SÁNEĆ Nation – Pauquachin, Tsartlip, Tsawout and Tseycum peoples.

The ArtSea Gallery in Tulista Park is one of several programs that ArtSea presents throughout the year, and is an important connection point, and an accessible space for artists, visitors, and volunteers in our community. The gallery space is made available for arts and cultural practitioners to present their work, or to provide classes and workshops. One-week gallery rentals are open to all ArtSea Members; equity-deserving individuals and groups are accepted and encouraged!

The ArtSea Gallery in Tulista Park is situated along the beautiful waterfront walkway in Sidney, BC

Hours: The gallery is open to visitors 7 days a week from 10:00am to 4:00pm.

Street Address: 9596 Fifth Street Sidney, BC V8L 1T3

Mailing Address: Box 2221, Sidney BC V8L 3S8

Email: artseagallery@artsea.ca

Phone number: 250-656-7400

Please note: The ArtSea phone is located in the ArtSea Administrative Offices and it is monitored by part-time staff and volunteers; messages will be responded to as soon as possible.

ArtSea is able to provide the ArtSea Gallery space for our members and for the community, thanks to:

- A small group of volunteers (supported by staff) donate their own time to manage the planning, maintenance, scheduling, coordinating, etc., that is involved with running the gallery. The gallery would not be possible without the valued contribution from the ArtSea Gallery Team and the volunteer Board of Directors.
- The Town of Sidney that leases the building to ArtSea and maintains the building exterior and property.
- Annual funding from the Province of BC, the Town of Sidney, and the District of North and Central Saanich; ArtSea allocates a portion of this funding to support the operations and maintenance of the gallery.
- Grants received from local and regional foundations, such as the Victoria Foundation, also help to support the gallery. ArtSea is dedicated to diversifying our funding sources and invests time to seek new and ongoing sources of funding to support ArtSea programs, including the ArtSea Gallery in Tulista Park.
- Donations and support from our wonderful community. ArtSea is a charitable organization and is able to provide a tax receipt for charitable donations in any amount. Cash donations made at the gallery, as well as donations made through the ArtSea website or through Canada Helps, are used to support ArtSea programs, including the gallery. Donations are always welcome from ArtSea Members and Gallery Renters to help support arts and culture in our community!
- ArtSea aims to provide a positive and encouraging week for our Renters. In addition to the essential information included in the ArtSea Gallery Rental Package, you will find information such as, gallery entrance and exit procedures, marketing and advertising tips, and a Gallery Floorplan. The rental package was created to support Renters in curating, marketing and hosting a successful week. Please contact a member of the ArtSea Team with comments or questions regarding the Gallery Rental Package, other documentation, or the rental processes.



ArtSea Gallery Rental Agreement - Page 2

Renters of the ArtSea Gallery include both individuals and groups. Groups must designate one person to be the "Main Contact," who will be responsible for communications and documentation on behalf of their Rental Group.

The ArtSea Gallery Rental Agreement is between **ArtSea Community Arts Council** and the "Renter". The "Renter" includes arts and cultural practitioners that rent the gallery space for a one-week duration and include Individual (solo) Renters and the designated "Main Contact" for Groups that rent the gallery space."

As the Renter, I agree to:

Rental Agreement (please read and check each item to indicate that you understand and agree):

- Take full responsibility for ensuring that all group participants read the Gallery Rental Package, follow ArtSea Policies and Procedures, and receive essential renter information and communication.
- Ensure that all participants read and follow the Code of Conduct outlined in the ArtSea Gallery Rental Package, which includes treating the ArtSea Galley Staff and Volunteers with kindness and respect.
- Ensure that all participants hold a valid ArtSea Membership; two months prior to the Gallery Rental Date, the Main Contact will confirm with all participants that memberships are up to date.
- Adhere to the ArtSea Gallery Presentation Standards outlined in the ArtSea Gallery Rental Package.
- Attend the ArtSea Gallery Orientation Session at 6pm on Thursday evening (prior to the Friday Rental Start).
- Ensure the gallery is open daily from 10am-4pm, with a minimum of one attendant to welcome visitors.
- Provide a system to manage sales of artwork (The ArtSea Gallery does not provide a Point-of-Sale system).
- Manage marketing and promotions for the exhibition / workshop.
- Provide one electronic poster and two printed posters for the Rental Week.
- Treat the ArtSea Galley facility and equipment with care and respect. Renters will be responsible for the repair or replacement of damaged property or equipment.
- Follow specified Health and Safety protocols according to the ArtSea Gallery Team and current federal and provincial health and safety protocols.
- Allow the ArtSea team to take photos of exhibitions, classes, or workshops for use in promotional material and social media.

Waiver of Liability and Insurance (please read and check each item to indicate that you understand and agree):

- ArtSea strives to maintain a safe work environment and to protect Renters, employees, volunteers and visitors from accidents at the ArtSea Gallery in Tulista Park. ArtSea, its Board of Directors, employees, or volunteers cannot be held liable for any loss, damage or injury that may occur. All health or safety issues must be reported immediately, in writing, to the ArtSea Team.
- Insurance for artwork and other items belonging by the renters is not provided by the ArtSea Gallery; renters must obtain their own insurance, if so desired.

Exhibition Name: _____

Exhibition Date (from/to): _____

Main Contact (print name): _____

Main Contact (Signature): _____

Date of Signature: _____