



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: 9565 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.



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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 Gallery 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 Sessions at the beginning and end of your rental week.
- ☐ 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 Gallery 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:

🌐 artsea.ca @ admin@artsea.ca ☎ 250.656.7400

📍 @ArtSeaCommunityArtsCouncil 📍 9565 Fifth Street, Sidney, BC V8L 3S8

ArtSea supports and promotes all forms of arts and cultural activities on the Saanich Peninsula.