

GALLERY ON THE PALI
First Unitarian Church of Honolulu
EXHIBITOR CONTRACT

SALES: All payments for exhibited works will be made to The First Unitarian Church of Honolulu. 70% of the purchase price paid will be forwarded by the Church to the exhibitor. Payments for sales will be made within 2 weeks of the close of the exhibit. Should any sales directly attributable to this art exhibit be made within 30 days of the close of the exhibit, the artist will pay a commission of 30% to the Church.

RECEPTION PARKING: Parking is limited and concurrent events are sometimes scheduled in other areas of the Church. It may be necessary for Applicant to provide a parking coordinator and/or assist parking off Church grounds. Availability and coordination of parking is NOT the responsibility of the Church or the Gallery on the Pali.

SECURITY: The Gallery on the Pali is not staffed and no security personnel, systems, or insurance are provided by the Gallery or the First Unitarian Church of Honolulu. Any losses will be the sole responsibility of the Exhibitor.

LIABILITY: Applicant shall use due care for public safety and shall remain responsible for any negligence on his/her part. Applicant agrees to conduct his/her activities in compliance with all applicable laws and the conditions of this Agreement.

ADVERTISEMENT: Return addresses on Notices, Advertisements and/or Invitations should read: The Gallery on the Pali @ The First Unitarian Church of Honolulu 2500 Pali Hwy Honolulu, HI 96817

PREMISES CARE: Applicant shall be responsible, and pay upon demand, for any damages to the building, rooms, furnishings, or equipment caused by Applicant or invitees, and shall pay for any special cleaning that may be required.

a) Equipment: Chairs, tables, and other equipment authorized by the Church for use and moved by the Applicant for its purposes shall be returned and restored, upon completion of use, to the location and to the same arrangement they were in prior to such use. (Flower/plant donations to the church for worship services are gratefully accepted.)

b) Trash: All paper, cups, trash, etc, shall be picked up by Applicant and removed at the termination of use; and the room(s) shall be left in an orderly and clean condition. All decorations provided by Applicant shall be removed from the premises by Applicant immediately following the event.

c) Posting: Applicant shall not attach any items to any walls or other parts of the building outside or inside, without express permission of the Gallery Directors.

d) Children: If children are involved, Applicant shall arrange appropriate supervision.

FOOD/BEVERAGES: No cooking is permitted by State Law (not licensed). No food or beverage shall be served without prior arrangement with the Gallery Associate. If permission is granted, Applicant shall not eat or drink in any of the carpeted areas, except the Gallery, and shall be strictly limited to the Gallery and kitchen. All Church equipment, utensils, and other items shall be cleaned as required and returned to their former locations.

SMOKING: Smoking is prohibited in the building.

NOISE: Applicant shall control the activities to ensure noise is kept at reasonable levels in deference to adjacent residences, and other groups that may be concurrently using Church facilities.

HOURS OF USE: Applicant shall adhere strictly to schedule of use for the rooms in the Scheduling Agreement. All other dates and times of use will be scheduled and fees assessed by the Church Office in accordance with the Building Use Manual.

BREACH: Failure to comply with these conditions will jeopardize Applicant's future use of the facilities and shall make Applicant liable for damages.

CHANGES/EXCEPTIONS: Changes or exceptions to the conditions of this Application/Agreement shall be made only at the discretion and upon written approval of a Gallery Director.

AGREEMENT: *By the execution of this document, which I have read and fully understand, I agree to comply with the terms of the "Exhibitor Guide" and the conditions of this application, which constitutes a binding agreement.*

Applicant Signature	Date	Accepted by Chair of the Gallery Directors	Date
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Applicant Name (Please Print)	Gallery Associate Assigned	Phone	Email	page 1 of 2
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GALLERY ON THE PALI
First Unitarian Church of Honolulu
SCHEDULING AGREEMENT

PLEASE PRINT CLEARLY AND SUBMIT TO YOUR GALLERY ASSOCIATE

EXHIBITOR NAME:

GALLERY ASSOCIATE:

TITLE OF EXHIBIT:

EMAIL:

PHONE:

CELLPHONE:

ADDRESS:

INSTALLATION

DATE:

TIME:

RECEPTION

DATE:

TIME:

NOTE: PLUS 2 HOURS FOR PREP, AND 1 HOUR FOR CLEANUP

TAKE DOWN

DATE:

TIME:

EXHIBITOR SIGNATURE:

DATE:

AREA BELOW FOR CHURCH ADMINISTRATIVE USE ONLY:

CHURCH ADMINISTRATOR SIGNATURE:

DATE:

SIGNED CONTRACT ON FILE? _____

DATE SCHEDULED

DATE ENTERED IN CALENDAR