

Southern Arizona Watercolor Guild
The Plaza at Williams Centre
5420 E. Broadway Blvd., Suite 240
Tucson, AZ 85711

Members' Letter of Agreement for Use of Gallery Premises

The Southern Arizona Watercolor Guild (SAWG) Gallery space is available for mini-classes, workshops, discussion groups, social events and other such activities that provide educational and cultural benefits for our members and interested supporters of our community, as the space is available and circumstances permit, along with a 25% donation from the total monies collected.

SAWG and _____
(Instructor/Activity Coordinator Name Printed)

agrees as follows:

1. Time/Day/Purpose:

Use of the gallery space shall be for up to _____ hours from _____ to _____

on _____ (day of the week) beginning _____

for _____

(Type of activity)

until _____ **or** on-going and open ended _____

(Date)

(Initial)

In the event the activity will not be held on one or more of the above dates, for whatever reason, the Instructor or Activity Coordinator shall provide 7 days advance notice to SAWG's Gallery Schedule Advisor.

2. Cost/Compensation/Accounting:

- a) Instructor or Activity Coordinator shall pay SAWG a **donation equal to 25% of TOTAL monies collected from each participant, minus any materials fee.** (Example: Total \$100 fee per student paid to instructor for a class series at 25% equals \$25 per student times the number of students. Some events, like open studio, may charge only a minimum fee of \$5 per attendee each time they meet.) Donation amount shall be paid to SAWG by the Instructor or Activity Coordinator the first day of each class.

It is understood that the "Total monies collected" means the total the instructor or Activity Coordinator receives from the participant, whether for one day or multiple days.

- b) In addition, payment shall be accompanied by the attached **SAWG Accounting Sheet** with required information completed, minus any materials fee. The User agrees to provide additional accounting information upon demand by a representative of SAWG.
- c) Please complete a receipt located at the docent desk, stating the title of the class or event and Instructor or Activity Coordinator. Indicate if payment is by check, cash or credit card, and place in the Gallery Sales Baggie for that day located in the money

drawer. Place the completed Accounting Sheet in the mail folder for the Treasurer located in the office. Make a copy of the Accounting Sheet for your records.

3. Use and Condition of the Premises:

The Instructor or Activity Coordinator shall take care to ensure that the number of participants in any class or event complies with the maximum capacity for the area. The number of participants must not interfere with the ability of Gallery visitors to safely and comfortably move about the Gallery for viewing the art on exhibit. Similarly, projects undertaken during classes or events shall not impede the safe and comfortable experience of visitors, docents or SAWG members engaged in the business and enjoyment of the Gallery.

Space Occupancy Limits:

- (1) Back Gallery - Limited to 12 when tables are used
- (2) Gallery Seating Only - Limited to 40
- (3) Standing - Limited to 100 with the understanding that attendees may come and go

Note: Use of the Gallery chairs and tables is permitted, but only 12 chairs are available. If additional chairs are needed, they must be supplied by the Instructor or Activity Coordinator. Six (6) Gallery folding tables are available, 4 covered tables are set up in the back area.

Instructor or Activity Coordinator and participants shall provide their own equipment and materials as needed for the class or activity, shall remove such equipment and materials promptly after the class or activity, and at the end of each day's use, shall leave the premises in the same condition in which they found it. Special care must be exercised when painting in an area where paintings are on display.

4. Terms and Termination:

The term of the Agreement shall be on-going and open-ended, unless a date is specified above. Either party may terminate this Agreement with or without reason, upon 7 days written notice to the Gallery Schedule Advisor, or Instructor/Activity Coordinator with payments of any amount due.

5. Amendment and Transfer:

Any amendment to this Agreement shall be in writing and signed by both parties. Instructor or Activity Coordinator shall not transfer his/her rights or obligations under this Agreement with any other party.

6. Publicity or Advertising:

The Instructor or Activity Coordinator shall be solely responsible for promoting their activity, creating a flier, if desired, to be available at the Gallery, handling registration and sign-up, and collecting the event fees or monies. SAWG, if given enough notice, will include the class/event information in the Seat Announcements and other SAWG media to members when available.

7. **Signatures:**

(Instructor or Activity Coordinator Signature) (Date Signed)

Address: _____
(Street) (City/State) (Zip)

Phone Numbers: _____
(Home) (Cell)

Email: _____

(SAWG Representative Signature) (Date Signed)

Gallery Schedule Advisor contact information:

Loisanne Keller
loisannek@gmail.com
520-445-4774

SAWG Accounting Sheet

Date of Class/Activity: _____

Name of Class/Activity: _____

Amount Charged to each Participant: _____

Total Number of Participants: _____

Total Payment to SAWG (25%): _____

Method of Payment: Cash ____ Check ____ Credit Card/Type _____

Submitted by: _____ Date: _____
(Print Name of Instructor/Activity Coordinator)

Signature: _____

Name of each Participant: (Please Print. Use back or another sheet if more space needed.)

1 _____ 2 _____

3 _____ 4 _____

5 _____ 6 _____

7 _____ 8 _____

9 _____ 10 _____

11 _____ 12 _____

13 _____ 14 _____

15 _____ 16 _____

17 _____ 18 _____

19 _____ 20 _____

21 _____ 22 _____

23 _____ 24 _____