

# Artist Monthly Rental Contract

## *Downtown Art Shop and Studio*

CNY Arts Center, INC  
47 S 1<sup>st</sup> Street,  
Fulton, NY 13069

1. **ACCEPTANCE:** The gallery committee will jury artist/ artisans who apply to have their work displayed to determine levels of appropriateness and marketability.
2. **EXPENSES:** CNY Arts Center will collect a \$45 fee **each month** to pay for operating expenses including rent, utilities, Internet, special marketing (online sales) and other related expenses for the day-to-day operation of the downtown shop.
3. **SIGN-UP FEES:** The \$45 fee is due at sign-up, and will be counted as your first month's rent. All artists must be a member of CNY Arts Center. We can work with you to set up a plan to become a member to make it more affordable if necessary.
4. **COMMISSIONS:** THE SHOP shall receive a commission of 10% from artist / artisan sales. The artist/ artisan shall establish the retail value of their work.
5. **SALES TAX:** Since CNY Arts Center is a non-profit organization, we will collect no sales tax. Therefore, it is the responsibility of each artisan to pay NYS sales tax on their own sales. We can offer a comprehensive list of all sales upon request.
6. **PAYMENTS:** CNY Arts Center will pay the artists/ artisans proceeds of sales due to the artist/artisan by check, mailed by the 15th of the following month.
7. **INSURANCE:** Liability insurance is covered by CNY Arts Center. Artists/ Artisans are encouraged to provide their own theft/ damage insurance. We will not be responsible for theft or damage, but will take the utmost care with the artist/ artisan's work and have all appropriate security measures in place to protect products and goods. Artists/ artisans will be notified of any loss, breakage or damage ASAP.
8. **DISPLAY SPACE:** May be limited to 4ft by 8ft surface space (wall or table). We reserve the right to offer more space depending on the number of artists and available space.
9. **LABELING:** All work will be clearly labeled, and artists/ artisans must fill out a comprehensive inventory list with item descriptions and submit it upon entry.
10. **GALLERY STAFFING:** CNY Arts Center's Shop committee will determine staffing. Artists/ artisans are encouraged to volunteer and get involved.
11. **TIME PURCHASES:** Layaway will be offered on ALL items in the shop, and requires a non-refundable 20% down payment. This will ensure your items and our time in case of unfulfilled layaway obligations. Entire layaway structure can be visited in shop.
12. **TERMINATION OF CONTRACT:** We reserve the right to terminate the contract if it is not fulfilled by the artist/artisan, and to remove the artist's work. If artists do not pay monthly rent or make arrangements within 30 days of due date, we will ask artist to leave the shop.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

# Artist Commission Contract

## *Downtown Art Shop and Studio*

CNY Arts Center, INC  
47 S 1<sup>st</sup> Street,  
Fulton, NY 13069

1. **ACCEPTANCE:** The gallery committee will jury artist/ artisans who want to apply to have their work displayed and sold to determine levels of appropriateness and marketability.
2. **SIGN-UP FEES:** All commission artists must be a member of CNY Arts Center and pay an additional \$5 for marketing and online shop listing fees. This additional fee and membership options are mandatory upon entering shop.
3. **COMMISSIONS:** THE SHOP shall receive a commission of 40% from artist/artisan sales. The artisan shall establish the retail value of their work.
4. **PAYMENTS:** CNY Arts Center will pay the artists/ artisans proceeds of sales due to the artist/artisan by check, mailed by the 15th of the following month.
5. **LABELING:** All work will be clearly labeled, and artists/ artisans must fill out a comprehensive inventory list with item descriptions and submit it upon entry.
6. **DISPLAY SPACE:** May be limited to 4ft by 8ft surface space (wall or table). We reserve the right to offer more space depending on the number of artists and available space.
7. **DISPLAY LENGTH:** If none of your work has sold after 3 months, you may be asked to remove your items or a meeting will be made to determine marketability.
8. **INSURANCE:** Liability insurance is covered by CNY Arts Center. Artists/Artisans are encouraged to provide their own theft/damage insurance. THE SHOP will not be responsible for theft or damage, but the utmost care will be taken with their work. Artists/artisans will be notified of any breakage or damage ASAP.
9. **SALES TAX:** Since CNY Arts Center is a non-profit organization we will collect no sales tax. Therefore it is the responsibility of each artisan to pay NYS sales tax. We can offer a comprehensive list of all sales upon request.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Employee: \_\_\_\_\_ Date: \_\_\_\_\_