



at La Jolla Shores  
8100 Paseo del Ocaso #B, La Jolla, CA 92037  
858-459-1196 www.lajollaart.org

## **Letter to Prospective Non-Member Renters**

La Jolla Art Association is taking applications from non-member artists and artist organizations who wish to rent its LJAA Gallery, located at 8100 Paseo del Ocaso, Suite B in La Jolla Shores, for a 1, 2, 3 or 4 week period.

Have a solo show. Join together with other artists whose work you admire and put together your own group show. Showcase the talents of the members of your artist organization. You decide on your show date. You decide who will exhibit. You decide on the concept.

All through the year, La Jolla Shores attracts sophisticated visitors and art collectors. Nowhere else can you have desirable gallery space for an affordable fee in close proximity to a beachside community and busy resort destination.

The gallery rental fee for a two week period is \$1200 plus a 30% sales commission. \$100 non-refundable deposit is required at the time of signing the rental agreement.

If you are interested, please stop by our gallery and look us over. After you are ready to make a reservation, print and fill out our rental agreement (attached). To lock in your desired time slot, we require your signed rental agreement and deposit.

Any questions? Email at [exhibitions@lajollaart.org](mailto:exhibitions@lajollaart.org)

La Jolla Art Association Exhibition Director



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## The LJAA Gallery Rental Agreement

This agreement is entered into between La Jolla Art Association (LJAA) and \_\_\_\_\_ (Exhibitor/Group Leader), with respect to the rental of the La Jolla Art Association Gallery (the LJAA Gallery), 8100 Paseo del Ocaso #B, La Jolla, CA 92037.

1. The agreed rental period is from \_\_\_\_\_ (date) through \_\_\_\_\_ (date) @ \$600 per week at a total rental fee of \$ \_\_\_\_\_ due and payable in advance as set forth below.
2. One half the rental fee (\$ \_\_\_\_\_ ) is due 90 days prior to the opening date and the remaining amount (\$ \_\_\_\_\_ ) is due 60 days prior to the opening date. If Exhibitor cancels prior to the opening date, any rental fees paid are non-refundable or, if mutually agreeable, may be applied to a rental at a later time period. If the entire rental amount is not paid eight weeks prior to the opening date, any amounts paid become non-refundable, and LJAA will be free to use the Gallery for its own purposes.
3. A security/damage deposit of \$100 is required at the time this agreement is signed. This deposit reserves Exhibitor's dates and locks in the rental fee. If Exhibitor cancels at any time prior to the opening date, this deposit will not be returned. In addition, the deposit ensures that funds will be available in the event of damage to the premises. The deposit will be returned upon satisfactory inspection of the premises after the completion of the rental period stated above. If there is any repair needed or damage to the premises, some or all of the deposit may be retained. Exhibitor will remain liable, however, for any deficiency in the cost.
4. Exhibitor will comply with all relevant conditions of LJAA's lease with Torrey Pines Property Management, the property manager for the premises. A copy of such relevant conditions will be made available upon request.
5. Items shown in the Gallery will be in accordance with community standards of good taste. All artworks sold will be made payable to LJAA. Patrons may pay using the LJAA credit card processing unit that includes VISA and MasterCard, by check, or with cash. If a patron pays with cash, the amount will be sent to LJAA treasurer for processing. LJAA will pay sales tax on any artwork sold in the Gallery. Exhibitor agrees to pay a 30% commission on the retail price of items sold. At the completion of the show, a check with appropriate commissions deducted, will be sent to

Exhibitor approximately within 2 weeks. If a sale is made or contracted for any work shown in the Gallery within 30 days after the show closes, Exhibitor agrees to pay LJAA a 30% commission payable within 30 days of the date of sale.

6. Exhibitor agrees to allow LJAA's officers or representatives access to the premises at any and all times during the rental period, for purposes of inspection or otherwise.

7. Normal Gallery open hours are from 11 am to 5 pm daily. Exhibitor agrees to keep the Gallery open and staffed during these hours. If exhibitor is unable to staff the Gallery during normal business hours, an LJAA sitter can be requested for a nominal fee of \$10 per hour. This request must be made at least one week in advance of sitting date.

8. LJAA will make its best efforts to protect the Exhibitor's items during the rental period. The Exhibitor releases LJAA, its officers and members, from any and all claims by reason of loss, damage, or theft. Any items left in the Gallery at the end of the rental period will become the property of LJAA one week after the closing date, unless other arrangements have been made in advance.

9. Exhibitor will be responsible daily to keep the Gallery clean and neat and to return the premises in the same condition as when originally received. **THE USE OF NAILS OR ANY WALL DAMAGING HANGING SYSTEM IS PROHIBITED.** Art work is to be hung on the walls using the available track system.

\_\_\_\_\_  
Print Name of Exhibitor/Group Leader      Signature of Exhibitor/Group Leader      Date

\_\_\_\_\_  
Phone Number      Alternate Phone Number

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Address

\_\_\_\_\_  
Print Name of LJAA representative      Signature of LJAA representative      Date

- Mail a \$100 deposit check, made out to LJAA, and this form to the LJAA Treasurer: 8100 Paseo del Ocaso, La Jolla, CA 92117.
- Check the Exhibition List at [http://www.lajollaart.org/events/exhibitions\\_2011.html](http://www.lajollaart.org/events/exhibitions_2011.html) to find and select available dates.
- Set up and take down are on Sunday evening.