



# Arts in Offices Venue Agreement

THIS AGREEMENT, entered into this \_\_\_\_\_ day of \_\_\_\_\_, 200 \_\_\_\_, is by and between the Loudoun Arts Council, hereinafter referred to as “LAC”, and \_\_\_\_\_, hereinafter referred to as “BUSINESS”.

The TERMS AND CONDITIONS of the AGREEMENT are as follows:

1. BUSINESS shall be a member of LAC and shall maintain such membership through the term of this AGREEMENT.
2. The term of this AGREEMENT will be twelve months. BUSINESS may terminate this agreement earlier by providing two week written notice of such intention to LAC.
3. BUSINESS shall provide an EXHIBITION LOCATION for the display of art at \_\_\_\_\_.
4. LAC shall assign and coordinate art exhibits, and will notify BUSINESS about the schedule for the display of art. Each exhibit will be on display for three months at any given location and then shall be subject to rotation to other locations. LAC shall endeavor to keep art on display at EXHIBIT LOCATION throughout the term of this AGREEMENT, but LAC does not guarantee that sufficient art will be available throughout the term of this AGREEMENT to keep work on continual display.
5. The BUSINESS will make available at EXHIBIT LOCATION a typewritten list provided by each artist that designates the title, medium, artist's name and contact number, and selling price for each work of art for interested parties to consult. The artist will be responsible for handling sales of art on display at the EXHIBIT LOCATION. Neither LAC nor the BUSINESS will be entitled to a commission for any sales that the artist makes. The artist will replace art that is sold and removed from the EXHIBIT LOCATION.
6. The BUSINESS will assume no responsibility for any loss or damage to any and all pieces of art on display at EXHIBIT LOCATION. The BUSINESS hereby waives any liability on the part of LAC for any damage that occurs to the BUSINESS or to the EXHIBIT LOCATION as a result of participating in this program.
7. The BUSINESS will provide a hanging system (such as picture molding) approved by LAC at the EXHIBIT LOCATION and make the display area available to the artist

who shall be responsible for hanging and removing artwork.

8. LAC shall publicize the exhibit through press releases to the news media, through its newsletter ArtsAdvance and on its website: [www.loudounarts.org](http://www.loudounarts.org). Independently placed stories must be pre-approved by LAC and identify LAC (“sponsored by”) in articles and photo captions.

9. LAC will provide a sign to be hung at the BUSINESS, crediting LAC as exhibit sponsor.

AGREED

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For the Loudoun Arts Council

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Date

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For the BUSINESS

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Date

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Print Name

Send to:  
Arts in Offices  
PO Box 4270  
Leesburg, VA 20177.