



CITY of CALABASAS

Calabasas Tennis and Swim Center Artist Alley Reservation Request

Date: _____

Last Name

First Name

Address

City

Zip Code

Primary Number

Email Address

This program is designed to highlight the work of talented local artists. All artists display their artwork for 6 weeks at the Calabasas Tennis and Swim Center.

The artwork must be pre-approved for consideration.

Please email samples of your artwork to jcampbell@cityofcalabasas.com

Events will not be placed on the master calendar until all paperwork is received and complete.

List Dates Requested: _____

Every effort will be made to keep your dates secure; however, there may be schedule conflicts and unforeseen problems. We will inform you promptly of any changes.

CTSC Staff is not responsible for setup, removal or storage of artwork.

Artist must set up and remove artwork on designated dates.

Reservation Requests and Questions
Jeff Campbell – Recreation Manger
T: 818-222-2782 ext:101 F: 818-222-8602
jcampbell@cityofcalabasas.com

Artist Display Agreement

Set Up Date: _____

Removal Date: _____

Your Exhibit Dates Are From _____ to _____

Conf _____

Calabasas Tennis and Swim Center
Artist Alley
Terms & Conditions

1. All artwork on display at the Calabasas Tennis and Swim Center must meet standards of the Recreation Manager.
2. Artists will be asked for photos of artwork to be exhibited before approval of application.
3. Artist is responsible for hanging and removing their artwork.
4. Artwork will be displayed for a period of around 6 weeks at staff's discretion.
5. Each piece must be clearly marked on the front or on a separate information sheet displayed with the artist's name, telephone number and asking price.
6. All sales are handled by artist and customer. Commissions are not taken by the City of Calabasas or any employees or volunteers. Staff plays no role in transactions between artist and customer.
7. Display wall area is as follows:
 - a. Wall 1 is 6 ½ feet wide
 - b. Wall 2 is 17 ½ feet wide
 - c. Wall 3 is 5 ½ feet wide
 - d. There are 4 small walls on the window side to display work if desired – they are 1 ½ feet wide
8. Artwork is not insured for theft, damage or natural disaster. The Calabasas Tennis and Swim Center and the City of Calabasas hold no responsibility for work or work being represented by you or for you.
9. The Calabasas Tennis and Swim Center's hours of operations are Monday – Friday 6am-10pm and Saturday/Sunday 8am-6pm.
10. CTSC staff and volunteers do not handle artwork and storage will not be provided.
11. Artist Alley applications are accepted on a first-come, first-served basis.
12. Facility Use Application must be completed and on file.

RELEASE AND INDEMNIFICATION AGREEMENT

Important - Read thoroughly before signing:

The applicant is solely responsible for any damage, loss, accident or injury to persons or property resulting from the use of the City of Calabasas' facility. Applicant shall be responsible for control and supervision of the people in attendance during the use of the facility and shall see that no damage is done to furnishings, fixtures or any part of the facility. Any violation of the Rules & Regulations can result in a denial of further permits and, in case of damage to a facility, financial reimbursement by the undersigned applicant.

I, the undersigned, have received and read a copy of the Rules and Regulations concerning the use of City facilities and agree to comply with them. I, or my representative, agree to be present during the entire period of use of the facility by the applicant organization.

Signature of Applicant

Date