

Application Form to Rent A Space at LOOK Gallery:

Date: _____

Name: _____

Address: _____

Phone Number: _____

Email address: _____

Artwork Medium: _____

(ie; paintings, sculpture, etc)

Are you GST Registered? Please tick **Yes** or **No**

GST Number, (if registered): _____

Can LOOK Gallery's Lay-buy facility be offered to your potential Customers to help sell your work? Please tick **Yes** or **No**

Are you interested in renting and displaying any of your work in the Front Window at any stage? (\$18.00 per day + GST) Please tick **Yes** or **No**

Terms and Conditions:

- LOOK Gallery's Payment terms are: All art sold in one month in the Gallery is paid on the 20th of the following month. Therefore, if an artwork is sold in June for example, LOOK Gallery pays the artist/art collector for the sale on the 20th of July.
- When an artwork is sold, there is a service charge which is: 3.49% bank eftpos fees and \$5.00 + GST packaging fee. It is important the artist/art collector is aware of this. *This service charge does not apply to unsold works.*
- Any freight costs for a sold work is separate from the sale of the item and LOOK Gallery will not absorb any freight costs. This is an extra expense the Customer purchasing the work will be charged for. Also, artists and art collectors sending their work to the Gallery need to be aware that the return of any unsold work from the Gallery to them will not be paid for by the Gallery. This expense is the responsibility of the artist/art collector.
- All works delivered need to be ready to hang. (ie; hooks, wire, string etc already on the back of the paintings).

LOOK Gallery, 95 Main Road, Redcliffs, 8081, Christchurch.
Ph: 03) 376 5188 Fax: 03) 376 5187 Email: info@lookgallery.co.nz
Website: www.lookgallery.co.nz

- **Storage:** There is a maximum of two weeks duration to leave unsold items in storage with the Gallery at no charge, once you have finished renting with us. After this time, if the work is not picked up, a storage fee will be charged on a weekly basis to the owner of the art for storing it at the Gallery.
- **Rental Payment:** All rental is to be paid in advance every 4 weeks. *(The only exception to paying rental in advance, is if LOOK Gallery already owes you for a sale).* Each rental period is a duration of 4 calendar weeks. If an artist/art collector wishes to keep their space after their rental period date has expired, they need to confirm it by email or phone to the Gallery 'before the expiry date'. **For easy convenience, payment can be made by direct credit to the LOOK Gallery's bank account: 011158 - 0076114 - 00.** Alternatively, eftpos, credit card or cheque payments are also accepted.

Disclaimer:

- LOOK Gallery does not take responsibility for the insurance of single items of art sold in the gallery. This is the responsibility of the owner of the work (artist/art collector), as LOOK doesn't make any revenue out of the sale, sells the work "on behalf" and doesn't own the work
- LOOK Gallery takes no responsibility for the authenticity of the artwork sold in the gallery. However, every endeavour is made by the Gallery Directors Stephen and Mary, to find out the background and provenance of the work, and often works sold in the gallery come accompanied with an authenticity certificate. *(This clause applies mainly to any Art Collectors selling their secondary market art in LOOK Gallery, rather than the Artists selling their own works).*
- While every care is taken for the work while it is in possession of LOOK Gallery, the Gallery will not be responsible for any damage to the work by members of the public whilst in the Gallery.

Have you Read and Do You Accept Our Terms and Conditions and Disclaimer? Please tick **Yes** or **No**

Please sign below if you accept the Terms and Conditions and Disclaimer of LOOK Gallery:

Signature

Date