

Houston Art Society Art Panel Rental Policy and Agreement

POLICY

A member must get approval from the HAS President or 1st VP (if it is the President who desires to rent the panels). The President or 1st VP will inform the Executive Board and alert the Treasurer of the incoming rental fee and deposit checks.

- A signed Contract/Lease agreement must be executed prior to panel pick-up
 - A Contract/Lease Agreement will be available on the HAS website
- Panel Rental to be only for HAS members
 - Panel Rental to non-members would be only by a special decision of entire Board and only to another art league, not an individual artist with deposit and rental fees decided by the Board at that time
 - Rental Fee and Deposit Checks to be made out to Houston Art Society and delivered with signed contract to the President or 1st VP prior to pick-up of Panels
 - The President or 1st VP will deliver the signed contract and checks to the Treasurer
 - The Treasurer will hold the deposit checks until the panels are returned and then return them to the renter assuming no loss, damage or late fees needing to be deducted
- Deposit Requirements to stay the same except that only containers of 4 can be rented and a maximum of 4 containers unless the Executive Board gives special approval and decides the appropriate Deposit
 - Quantity Deposit
 - 4 panels \$250
 - 8 panels \$500
 - 12 panels \$750
 - 16 panels \$1000
- Rental Fees
 - \$25 per container (4 panels) per week or any portion of a week (thus an 8 day rental would be charged 2 weeks)
 - If panels are returned late, past the date on the signed agreement, the Treasurer will hold the deposit check until the late fee is paid or deduct the late fee from the deposit check if needed
 - Maximum Rental Period will be 4 weeks (28 days) unless the Executive Board gives special approval
- No Rentals are allowed within 30 days of a scheduled HAS show
- All transportation costs and coordination with Lori Gassaway for panel pick-up and return are the responsibility of the Renter
 - Pick up and return by appointment only
 - Renter must present a copy of the signed executed contract to Lori Gassaway to pick up the panels
 - Location of KGI warehouse: 5008 Steffani Lane, Houston, TX 77041, KGI warehouse phone # 713-849-9555
 - Renter is responsible for loading and unloading the panels onto their truck, trailer or van. (they may want to bring a helper)
 - Renter must provide their own tarp and straps if transporting in an open bed truck or trailer. Tarp required for open bed transportation.
- A signed contract with required fees and deposits must be received by the President or 1st VP at least 5 days prior to panel pick-up. It is recommended that the renter contact Lori Gassaway prior to determining contract pick-up and return dates for panel rental to see what dates will work best for her.
 - The contract will contain a section to sign or initial with date & time of pick up and date & time of return of panels, and condition on return.
 - Lori Gassaway will notify Treasurer when panels are returned and if any damage has occurred
 - Treasurer will return deposit check minus any unpaid late fees or damage assessed

AGREEMENT

The Houston Art Society (HAS) agrees to rent to _____ the following number of bags containing 4 panels each at the listed weekly (7 calendar days) rental fee with associated deposit:

Quantity Desired

<u>(Check Number)</u>	<u>Quantity</u>	<u># of Weeks</u>	<u>Fee per Week</u>	<u>Deposit</u>
_____	1 bag	_____	\$25	\$250
_____	2 bags	_____	\$50	\$500
_____	3 bags	_____	\$75	\$750
_____	4 bags	_____	\$100	\$1000

TOTAL RENTAL FEE: _____

TOTAL DEPOSIT: _____

The bags will be picked up and returned to the KGI Warehouse only after renter contacts Lori Gassaway to confirm dates and times:

- KGI Warehouse Address: 3008 Steffani Lane, Houston, TX 77041
- KGI Warehouse Phone Number: 713-849-9555

Confirmation of Pick-up / Return

Pick-up Date: _____

Return Date: _____

Renter: _____

Houston Art Society

By: _____

By: _____

Date: _____

Date: _____

Address: _____

Phone: _____

Email: _____