

**TOWN OF PELHAM PUBLIC LIBRARY  
CONDITIONS FOR USE OF THE FESTIVAL ROOM  
FOR EXHIBITS**

Artists agree to display their work under the following conditions :

1. A refundable damage deposit of \$25.00 must be submitted when the exhibit is hung.
2. Rental of the Festival Room walls :
  - a. **Regional** artists or members of the Pelham Art Club – no charge
  - b. Out-of-Region artists -- **\$25.00** per month
3. Bookings for one calendar month must be made in advance. The time and day of hanging and the take down of the exhibit will also be scheduled in the Festival room binder.
4. Works of art may be offered for sale. It is expected that 10% of proceeds will be donated to the Library.
5. The Artist is responsible for his/her own publicity.
6. The library **DOES NOT** accept responsibility for security, loss or damage.
7. Art work is are to be hung using the click rail system provided & all works shown must be properly framed.
8. The Library reserves the right to refuse space for inappropriate exhibits or works of art.
9. Openings and functions held in connection with exhibits may be held in the Festival room and must be booked in advance. The non-profit group rate applies.
10. All exhibits must be removed from the room prior to the last day of the month.

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REQUEST FOR ROOM DISPLAY

REQUESTED MONTH OF USE \_\_\_\_\_

MEDIUM OF ART DISPLAY \_\_\_\_\_

\_\_\_\_\_  
Signature of Artist

\_\_\_\_\_  
Date of Request

\_\_\_\_\_  
Request Approved

\_\_\_\_\_  
Date

\_\_\_\_\_  
Deposit Received

\_\_\_\_\_  
Date Deposit Returned

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\_\_\_\_\_  
Date to hang art

\_\_\_\_\_  
Opening Reception Date

\_\_\_\_\_  
Date to take down show

\*Note : Exhibitions in partnership with the Pelham Public Library are exempt from wall rental charges.