



## Open Studio Hours Contract

### Terms of Agreement:

1. **Fee:** Artist agrees to pay \_\_\_\_\_ **per hour** for use of the studio space payable on arrival for a total of \_\_\_\_\_. *(if paying by credit card, processing fee will apply)*
  
2. Artist confirms that they are above the age of 18.
  
3. **WWAC** will only provide the use of space, one table (6'x3'), one chair, and one easel and use of the studio sink during the rental. **WWAC supplies and materials in the studio are NOT available for Artist use.** These include materials in the cabinets, closets, on the shelves, and on the counters.
  
4. **Shared Studio Space:** Artist agrees to co-share the studio space with other Artists during Artist rental. Artist will be respectful of the co-sharing space with other Artists.
  
5. **Artist agrees if the terms of this agreement are not followed, Artist may incur a \$100 fine and/or be banned from future Open Studio Hours.**
  - Use the studio only during the times and date noted in this agreement.
  - Limit use of space to one 6'x3' table and one easel.
  - Bring ALL of their own supplies including paper towels and cleaning supplies.
  - Leave the studio as found, at the end of the rental, cleared of all trash, paint and general messes created during use of space including from off the table, countertops and chair. This includes wiping down the tables, cleaning spills and sweeping debris off the floor.
  - Adhere to WWAC guidelines regarding disposal of materials as follows:
    - Bring solvents in sealable containers.
    - The **studio sink will NOT be used to pour any** paint, glue, clay, or paint thinners (gamsol, turpentine, etc.) down the drain.



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- The **studio sink will NOT be used to wash** oil paint brushes, clay or glue tools, or paint thinners.
- Oil paint, cleaning supplies and solvent will be disposed of in the red garbage container
- Watercolor and acrylic paint brushes will be wiped off first with paper towels before rinsing in the sink

6. Artist is responsible for and indemnifies WWAC against any damages to the facility or other liability caused by Artist. If extra costs are incurred either during the rented time or in restoring the facilities to an “as found” condition, then said damages will be also assessed and charged to the Artist after the event.

7. Smoking is strictly prohibited in and around the building.

8. Artist agrees to release, hold harmless and indemnify the West Windsor Arts Council, its officers, employees and agents, from any and all losses, liability, claims, actions, suits or damages including, but not limited to, personal injury damages (including death) or property damages which arise, result, or otherwise might be attributable to any use of the facilities provided to the Artist by the West Windsor Arts Council.

9. THE UNDERSIGNED CERTIFIES THAT HE/SHE IS DULY AUTHORIZED TO SIGN THIS RELEASE, HOLD HARMLESS AND INDEMNITY AGREEMENT. THE UNDERSIGNED HAS READ THIS AGREEMENT FULLY, UNDERSTANDS ITS CONTENTS AND HAS VOLUNTARILY EXECUTED IT.