

## Art Lab Fort Collins Musician's Contract

This musical performance is presented by \_\_\_\_\_, and hosted by Art Lab Fort Collins. Art Lab is a multi-use space. You may be sharing the space with visual artists and the public.

Event title / Performer Info \_\_\_\_\_.

The live music will occur on \_\_\_\_\_.

Live Music Hours (no amplified music before 9pm) \_\_\_\_\_ to \_\_\_\_\_

NOTE: Amplified music is not allowed in the space before 9pm any day. The walls are too thin, and we work hard to be good neighbors to Cozzola's Pizza.

You will be setting up your show on \_\_\_\_\_ at \_\_\_\_\_.

You will be taking down your show on \_\_\_\_\_ at \_\_\_\_\_.

### Event promotional info:

Facebook event link: \_\_\_\_\_

Your website event link: \_\_\_\_\_

Instagram link: \_\_\_\_\_

Registration or ticket link: \_\_\_\_\_

Event description: **Please provide a paragraph that describes your event.**

There is no fee or commission to use the Art Lab Fort Collins space. However, the musician/musical act agrees to leave the space in good working order, including any cleaning and repair to the space. Leave the space in the same condition you found it in (or better). **We require a credit card as a deposit for the key and to cover any damage.**

**Performing at the Art Lab is a unique opportunity. Simply set up your gear, promote your show, and open the doors! Art Lab Fort Collins will assist in promoting your show via our website [www.ArtLabFortCollins](http://www.ArtLabFortCollins), Facebook, Instagram and Twitter.**

### Terms of Usage – Musicians/Musical Acts

A typical band, musical or performance cooperative commitment includes:

- Set up one-half hour before the doors open and you are scheduled to play.
- You can use the Art Lab space as a kind of live practice space, or a polished show. It's your call.
- The public wants to see what you are doing and how you do it. Please interact with visitors and make them feel welcome.
- Yes, you can sell CDs, t-shirts, posters and set out a tip jar. No. we don't take a commission, but we do take donations.

- Participate or pay. You can offset potential small usage fees (we have to pay for supplies and stuff like heat and air conditioning somehow) by cleaning up before and after your show, and in general leaving the space better than you found it.
- You may be sharing the space with visual artists and the public. Please be mindful of any art hanging on the walls. It's your responsibility to make sure it doesn't get damaged.
- Hours of operation for musicians and live performers: negotiable

#### Other smart questions:

- You CAN host a reception in the space, but no alcoholic beverages are permitted without first obtaining a Liquor License through the proper channels at the City of Fort Collins. Sounds boring, huh? Just get creative – who wouldn't love to attend a great show that served milk shakes?
- **Art Lab has a maximum occupancy of 49.**
- Yes, we have a restroom.
- Yes, the space is insured, however any damage done by users or attendees will be charged to your credit card.
- If you sell something, you are required to collect sales tax and pay City sales taxes.
- Clean up after yourself. There are garbage and recycling bins in a gated space behind Sue Hiro Sushi
- The Art Lab web site is a great opportunity to promote yourself, so please *send us a one or two paragraph description, photo, and links to your Facebook or Web pages*. We'll do our part to promote YOUR Art Lab experience.

#### What's in it for you?

You get to use this space to showcase your talents. Fees are based on a sliding scale (and yes, volunteering can count as "payment"). You can apply to use the space more than once. In addition to the store front exposure in Old Town Fort Collins, you may display posters, hand out brochures, promote your web site, use the space to share your talent with the world. In return, we'll promote you on the Art Lab web site, and be there to cheer you on.

#### Available Supplies:

6 to 8 six-foot tables  
 50+ folding chairs  
 Ladder  
 Pedestals for art (6)  
 Some table linens

String lights (*Do not take down without written permission. You must rehang if you take them down*)  
 PA system (*instruction required, please let us know if you'll be using the PA system at least 1 week in advance.*)

We'll need any promotional information you have for the event so we can add it to Art Lab website, if you'd like our help promoting it. Please send:

- JPEG image that will look good on the landing page of the Art Lab site. **The image size is 1300 pixels wide x 465 pixels high, 144 DPI.**
- A paragraph describing your event - make sure to include any links to your websites, too. **Please make sure to include all the important info like start and end time.**
- If you have a poster or postcards to promote the event, please drop them off at Art Lab - you can hang the poster in the window.

Art Lab Fort Collins sets the guidelines to how the gallery is operated. Revisions may be made to this contract as needed by Art Lab Fort Collins.

This agreement shall be governed by the laws of the State of Colorado.

IN WITNESS WHEREOF, the parties hereto have signed this agreement as of the date first set forth above.

Please sign and date this form and send it back within 48 hours to the email provided or fax it to (970) 419-0070. Include a short description of your show and a photo that we can put up on our website.

**We use a Lock Box to allow people access to the Art Lab space.**

In order to receive the lockbox combination, we must have a credit card on file as a deposit/collateral in case there are any damages to the space or misuse of access to the space.

Include the credit card information either in this contract, or via email to: [HYPERLINK "mailto:dawn@toolboxcreative.com"](mailto:dawn@toolboxcreative.com) [dawn@toolboxcreative.com](mailto:dawn@toolboxcreative.com) or call Dawn at 970-556-8600.

Contract agreed to and signed by: \_\_\_\_\_

Date \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Email \_\_\_\_\_

Website \_\_\_\_\_

Dates of Performance \_\_\_\_\_

Credit Card Number \_\_\_\_\_ Exp. Date \_\_\_\_\_

**Please list the equipment needed so we can make sure it is available!**

\_\_\_\_\_ PA system  
\_\_\_\_\_ Tables how many \_\_\_\_\_  
\_\_\_\_\_ Chairs how many \_\_\_\_\_  
\_\_\_\_\_ Shelves  
\_\_\_\_\_ Cooler

\_\_\_\_\_ Area rug  
\_\_\_\_\_ Coffee maker  
\_\_\_\_\_ String lights  
\_\_\_\_\_ Individual spot light fixtures

Other \_\_\_\_\_  
\_\_\_\_\_

**Art Lab Fort Collins 239 Linden St., Fort Collins, Colorado 80524**