

WOODS HALL GALLERY & STUDIOS

2022 COVENANT AGREEMENT

Our mission is to nurture creativity and community on Madeline Island

The Covenant Agreement for members of Woods Hall contains four parts:

- Gallery Sales
- Studio Usage
- Artist Information
- Selection and Signature

Gallery Sales and Studio Usage require a signed Covenant Agreement and each requires a \$25 annual fee. Artists may sign up for more than one studio but must pay \$25.00 for each studio.

PART 1: GALLERY SALES

Terms and Conditions

- Artists who wish to sell their work at Woods Hall Gallery must complete this Covenant Agreement annually and pay an annual \$25 sellers fee. If we do not receive this fee by the time of your first sale, the amount will be deducted from your monthly check(s).
- New work must be submitted to our Artists Review Committee for approval.
- All sellers are paid a base 60% commission; Woods Hall receives 40%. You may sign up for a 65, 70 or 75 percent commission each of which requires volunteer covenant hours.
- By law, all sellers must complete a W9 form; sales over \$600 are issued a 1099 at the end of the year.
- Artists will be paid monthly by check for their sales.
- Artists must use the white hanging tags provided by Woods Hall to price all their own work. Tags will be affixed to each new piece and will include:
Side 1: Artist # and personal inventory number, if any; Side 2: Price.
- Artists are encouraged to submit a complete inventory sheet every time new work is brought in and dropped off for the retail manager to put on display. Tagged new work can be left with inventory sheets in the office. Please let the retail manager know when new work is dropped off and allow up to 3 days for it to be displayed.
- Artists are responsible for tracking their inventory, keeping inventory fresh and picking up work that has not sold at the end of the season or when leaving the island. Arrangements for winter sales can be made with the retail manager.
- Artists are responsible for insuring their work that is in the studios or gallery. Woods Hall is not responsible for any work that is damaged or unaccounted for.
- All artist information, including current inventory sheets, can be found in the Artisan Information file box in the office. Each artist has their own folder.

PART 2: STUDIO USAGE

Terms and Condition:

- Artists who wish to use Woods Hall studios – weaving, pottery and jewelry – must complete this Covenant Agreement and pay an annual \$25 per/studio usage fee. This fee must be paid before using the studios.
- As a working member of our studios, you are expected to help with routine maintenance and cleaning of the studio. Please contact your studio manager for details.
- Studio usage requirements differ. Contact your studio manager for details.
- Artists using the studio space pay additional costs for materials. Each studio has its own materials costs. Contact your studio manager for details. Note: Any unpaid balance for supplies used must be paid in full by the end of the calendar year.
- If you are a professional artist using our studio space as your primary place of creating, your material costs will reflect your usage. Each studio has its own policies for professional use of the space.
- All policies, rules and regulations shall be followed. Each studio has different policies. Contact your studio managers for specifics.
- Woods Hall is not liable for personal injuries.
- Artists are responsible for insuring any work stored in the studio. Woods Hall is not liable for any work broken, missing or damaged.
- We encourage you to share your skills by participating as a mentor in our mentorship program. Contact your studio manager, if interested.

PART 3: ARTIST INFORMATION

NAME:

ARTIST #:

NOTE: IF YOU ARE NEW, YOUR NUMBER WILL BE ASSIGNED BY RETAIL MANAGER OR BOOKKEEPER

SUMMER ADDRESS:

WINTER ADDRESS:

PHONE: (home) (cell)

EMAIL:

ADDITIONAL INFORMATION:

- ARE YOU WILLING TO OFFER CLASSES or DEMONSTRATIONS IN YOUR MEDIUM? YES ___ NO ___
- PLEASE GIVE AN EXAMPLE OF A TYPE OF CLASS/DEMO:
- IF YOU ARE AN AUTHOR/ILLUSTRATOR, WOULD YOU BE WILLING TO HAVE A BOOK SIGNING/TALK? YES ___ NO ___
- WOULD YOU BE WILLING TO BE FEATURED IN A SPECIAL EXHIBITION AND/OR HAVE A TRUNK SHOW OF YOUR WORK? YES ___ NO ___
- DO YOU GIVE WOODS HALL THE RIGHT TO PUBLISH PHOTOS OF YOUR WORK ON SOCIAL MEDIA, OUR WEBSITE AND IN EMAILS FOR PROMOTIONAL PURPOSES? YES ___ NO ___

If you have your personal professional website or accounts on Instagram and Facebook and you prefer us to advertise links and share the info on our website, please feel free to give us permission and links:

Website: _____

Instagram: _____

Facebook: _____

PART 4: SELECTION AND SIGNATURE

Please check all items that apply.

() I wish to sell my work at Woods Hall (\$25 annual fee).

Type of product to be sold:

Commission Options (check one)

- ___ 60/40: 60% to artist -- no service requirement
- ___ 65/35: 65% to artist -- 30 hours of approved service
- ___ 70/30: 70% to artist -- 50 - 40 hours of approved service and 10 hours as cashier
- ___ 75/25: 75% to artist -- 60 - 30 hours of approved service and 30 hours as cashier

Please note:

- Cashiers must be trained on the Square system and opening/closing procedures. You must "" demonstrate adequate skill levels to operate Square before being approved for cashiering.
- Artists can coordinate hours for tasks other than cashiering with the Retail Manager.
- Artists are responsible for tracking their own hours.

() I wish to use Woods Hall studios (\$25 annual fee per/studio)

Studio type: ___ ceramic ___ jewelry ___ weaving"

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PLEASE SIGN BELOW AND RETURN COMPLETED PARTS 3 AND 4 TO WOODS HALL WITH PAYMENT IN THE AMOUNT OF \$25 OR \$50 OR MORE DEPENDING ON YOUR SELECTIONS.

Payment by check preferred. Please make check payable to Woods Hall with the notation "Sales" or "Studio Use" or both depending on your selection(s). If you selected both Gallery Sales and Studio Usage (\$25 per studio) , you may pay the total amount with one check.

Mail to: Woods Hall, PO Box 196, LaPointe, WI 54850

BY SIGNING, I AGREE TO THE TERMS AND CONDITIONS OF THE WOODS HALL COVENANT AGREEMENT:

Signature _____

Printed Name _____

Date _____