

Gallery West Artwork Loan Agreement

This Artwork Loan Agreement is entered into by _____
(Artist/Lender) and Cuyahoga Community College on behalf of Gallery West as follows:

Exhibition Title: THE COMMUNITY ART SHOW

Exhibition Dates: Sept. 15 – Oct. 16, 2025

Artwork Drop Off Dates and Times: Sept 8 – Sept 10, 9am-7pm (deliver directly to Gallery)

Artwork Pick Up Dates and Times: Fri, Oct 17, 9am-5pm; Mon-Tues, Oct 20-21, 9am-7pm

Exhibition Location: Gallery West, located in Cuyahoga Community College's Western Campus Library, Student Services Bldg. WSS G201, 11000 W. Pleasant Valley Rd, Parma, OH, 44130.

Artist/Lender Information:

Name: _____

Address: _____

Phone Number: _____

Email: _____

Venmo/PayPal/Cash App (if applicable): _____

Number of Artworks Subject to this Agreement: ____1_____

Artwork: Title: _____

Medium: _____

For Sale (Circle). YES NO

Price or Insurance Value: _____

Year Completed: _____

Notes: _____

TERMS AND CONDITIONS GOVERNING ARTWORK LOAN AGREEMENT

1. It is understood that the Artist/Lender authorizes Cuyahoga Community College to photograph and reproduce in any media the loans for archival, educational, or publicity purposes.
2. Cuyahoga Community College will insure the Artworks under an all risk property insurance policy, for the amount indicated on the face of this agreement, against all risks of physical loss or damage from any external cause while on location during the period of the loan. Transportation to and from the exhibition location is not covered by this policy.
3. The Artworks shall remain in possession of Cuyahoga Community College in the Exhibition for which they have been borrowed for the time specified in this agreement.
4. Cuyahoga Community College is not responsible or liable for any Artworks not collected by the Artist/Lender by the last date listed for Pick Up of Artworks unless other arrangements have been made in writing.
5. It is understood that Gallery West has the ability to refuse to exhibit artworks which do not meet the exhibition criteria requirements as laid out on the [Gallery Website](#).
6. Artworks may be listed for sale during the Exhibition. Gallery West takes a commission of 10% of all sales made over \$100. For sales under \$100, the artist receives full payment. Gallery West will act as mediator between buyer and artist. Sales can be made through artist's Venmo, PayPal, etc. or sales can be made through cash or check exchange.
7. Cuyahoga Community College will not give out the Artist/Lender's contact information and/or payment information unless the Artist/Lender provides written permission to do so or leaves business cards at the gallery for interested buyers.
 - Please check this circle if, in the event that a Gallery Visitor is interested in learning more about the Artist, consent is given to release the Artist/Lender's email address and/or phone number as a way of contact.
 - Please check this circle if, in the event that a Gallery Visitor is interested in purchasing loaned Artwork, consent is given to release the Artist/Lender's Venmo/PayPal/Cash App as a way of payment.

I have read and agree to the attached Terms and Conditions printed on below and certify that I am the owner or the agent of the owner authorized to agree thereto. I understand that by signing this Agreement, I agree to be bound by all the provisions set forth herein.

Artists/Lender/Authorized Agent Signature: _____

Name (please print): _____

Date: _____

Borrower's Signature for Institution:

Name/Title for Institution (please print): __Cuyahoga Community College, Gallery West_____

Date: _____

Please sign, date, and return the completed agreement to Gallery West.