

# Application for Rental of LAA Exhibit Flats and Accessories

Send this form along with two checks (rental fee and damage deposit) to LAA, P.O. Box 216, Livermore CA 94551-0216. Questions? Email [property@livermoreart.org](mailto:property@livermoreart.org)

Name of Renter \_\_\_\_\_ Organization \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_  
E-mail \_\_\_\_\_  
Tel. Home \_\_\_\_\_ Tel. Other \_\_\_\_\_

Nature of the exhibit:  School  Studio Tour  Display  Art show  Other: \_\_\_\_\_  
Show or exhibit will be in what city? \_\_\_\_\_

### Rental Details

Flats → Quantity \_\_\_\_\_  Greeting Card Spinner

Pickup date \_\_\_\_\_ Return Date \_\_\_\_\_

### Conditions for the use of LAA property:

1. Equipment is available to LAA members, educational institutions, or organizations affiliated with LAA.
2. Equipment is to be used only at art-related events.
3. Usual rental period is 4 days. Rentals for longer than that require prior approval by the LAA Property chair or the LAA Board President and may be considered as two periods.
4. Sufficient people power must be supplied during both pickup and return of equipment.
5. Equipment must be returned in the same condition as supplied, except for normal wear and tear. The use of tape (of any kind) to hold unframed artwork is expressly forbidden. Unframed art should be held by using binder clips.
6. The cost of replacement, and any repairs for damaged equipment is the sole responsibility of the renter. Determination will be made by the Property Manager.

### Fee Schedule:

1. The rental fee for use of one (1) to nine (9) flats is \$35.00. The charge for each additional flat is \$4.00. The Greeting Card Spinner is \$10.
2. A check in the amount of \$100 is required as a damage deposit. This will be returned (or destroyed) once the equipment has been returned undamaged.  
Schedule of costs for items lost or damaged: Display panel \$99.00 3 leg Base \$18.00 Cinch Clips \$3.00  
3 Leg Adjuster Plate \$18.00 1-2 Leg Base \$15.00 Hang hooks \$1.00 Greeting Card Spinner 1-2 Leg Adjuster Plate \$15.00 Thumb Screws \$1.00

*Renter agrees to hold LAA and its officers harmless for and against any and all loss, liability, expense, claim, costs, suits, and damages of every kind, nature, description, directly or indirectly arising from the conditions of this agreement and/or the use of any LAA equipment. Signature of renter constitutes agreement to these conditions.*

\_\_\_\_\_  
Signature of Renter

\_\_\_\_\_  
Date

LAA Property:  Rental Fee \_\_\_\_\_  Deposit Check  
 LAA Member OR  LAA Affiliate  Returned \_\_\_\_\_ initials \_\_\_\_\_