

**City of El Segundo
El Segundo Public Library**

APPLICATION FOR DISPLAY OF CRAFTS, COLLECTIONS OR ART WORK

Please Type or Print Clearly:

Name of Exhibitor: _____

Name of Representative: _____

Name of Organization: _____

Address: _____ City: _____ Zip: _____

Phone Number: _____ (Home): _____ (Business): _____

Request for Use of (Please check):

Adult Area Display Cases _____ Young People's Display Case _____

Adult Area Main Library Walls _____

Dates of Use: From: _____ To: _____

PLEASE PROVIDE A DESCRIPTION OF MATERIALS TO BE DISPLAYED AND THE THEME OF THE DISPLAY:

The Library will provide a narrative explanation of the display to accompany materials, unless provided by the exhibitor.

DISPLAY CONDITIONS, HOLD HARMLESS AND INDEMNIFICATION CLAUSE

I agree to the following conditions concerning the display of my personal items, collections, printed materials, antiques, crafts, photography or artwork:

- 1) I understand that no prices may appear on the articles or on any posted list; however the exhibitor may file a price list with the Library Display Coordinator or designated staff. Library staff will put interested parties in contact with the exhibitor. The City accepts no commission for any article sold during the exhibit. The Friends of the El Segundo Library may collect proceeds from display sales for Library fundraising purposes.
- 2) I understand that within five days after receiving written notification to remove the exhibit from the Library I will have it removed. The Library cannot be responsible for storing display items.
- 3) I understand that the El Segundo Public Library is a facility open to the general public and that any personal items, antiques, collections, crafts, printed works, photography or artwork on display cannot be protected or guaranteed from damage, loss or theft. I agree to hold the City of El Segundo, including its employees, harmless and free from any and all liability, including copyright or patent infringement claims or causes of action, arising from my use of the City's property, including any liability caused, in part, by the passive negligent act or omission of the City, except for such loss or damage arising from the City's sole negligence or willful misconduct. Should the City be named in any suit or claim arising out of my use of the City's property, I will defend the City and indemnify it for any judgment rendered against it or any sums paid out in settlement or otherwise.

4) I will provide a security deposit of \$100.00 for wall hangings and \$50.00 for cabinet displays (except the Friends of the Library and the El Segundo Art Association). This must be deposited with the El Segundo Public Library three days prior to the first date of display. At the completion of the display, the security deposit shall be applied to repair any damage to the Library caused by the display. No amount shall be deducted for normal wear and tear of the premises. After deduction of any unpaid repair costs, any remaining balance in the security deposit will be returned to Exhibitor within thirty (30) calendar days.

Date: _____

Signature: _____



FOR LIBRARY USE ONLY:

Date Application Received: _____

Library Director: _____

Date Approved: _____

Date: _____

On Calendar/Applicant Notified: _____

Display/Material Picked Up: _____

Representative Signature: _____