

Gallery Terms of Use

This document sets the terms and conditions for the use of our gallery. Please read the following content carefully and only proceed with your application if you agree.

Rental Period

- Thursday to Monday (5 days)
- Closed on Tuesdays and Wednesdays
(In 2024, open only on weekends: Saturday, Sunday, Monday)

Rental Hours

- 12:00 PM to 5:00 PM (until 4:00 PM on the final day)
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Rental Fees (Excluding Tax)

Period	Gallery A	Gallery B	Gallery A&B	Gallery C
1 Week	¥70,000	¥50,000	¥90,000	¥10,000
2 Weeks (5% off)	¥133,000	¥95,000	¥171,000	¥19,000
3 Weeks (10% off)	¥189,000	¥135,000	¥256,000	¥27,000
1 Month (15% off)	¥238,000	¥170,000	¥342,000	¥34,000

- Group exhibitions by students: 10% discount
 - Solo exhibitions by students: 20% discount
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Payment Terms

- A deposit of half the total amount is due within one week of signing the contract. The remaining balance must be paid 30 days before the exhibition.

- Payments can be made in cash or by bank transfer (bank transfer fees are the responsibility of the applicant).
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Portfolio Review

- Please submit your portfolio, including your resume, a summary of the exhibition, and past works. This can be submitted in person or through the gallery's application form on the website.
 - Depending on the content of the exhibition, we may refuse the rental.
 - If there is a significant difference between the submitted work and the actual exhibit, we may decline the exhibition on the day of setup, without a refund.
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Cancellation Policy

- The deposit is non-refundable.
 - If canceled less than 30 days before the exhibition, the full amount is due.
 - In cases of gallery closure due to external circumstances, no cancellation fee will be charged.
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Setup & Removal

- **Setup:** Tuesday, 10:00 AM - 6:00 PM (complete exit by 6:00 PM)
 - **Removal:** Sunday, 4:00 PM - 6:00 PM (complete exit by 6:00 PM)
 - Any wall damage must be repaired using a specified putty (provided by the gallery).
 - For setup/removal outside these hours, please consult us.
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Display

- Artists are responsible for the setup of their own works. Consultation for setup methods is available.
 - Displays can be hung using thumbtacks, masking tape, double-sided tape, or nails.
 - Adhesive substances that leave marks or writing on walls are prohibited.
 - For exhibits with sound, please consult with us in advance.
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Equipment Available for Rental

- Nails for display
- LED spotlights
- Stepladder

- Folding chairs
 - Folding table
 - Speakers
 - Cleaning tools
 - Cart
 - Projector
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Presence During the Exhibition

- Attendance is not mandatory, but the gallery is not responsible for the safety of exhibited works.
 - If concerned, it is recommended to be present or have insurance.
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Parking

- One parking space is available. Please notify us in advance if you require parking.
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Artwork Sales

- The gallery does not charge sales commission unless it is a consignment sale.
 - Sales and financial management are the responsibility of the organizer.
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Promotional Materials (DM)

- The design of DM (Direct Mail) and posters should be prepared by the organizer.
 - Please use the gallery's logo and map data (download link will be provided).
 - Send 100 DM cards and 3 posters to the gallery one month before the exhibition.
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External Promotion Information

- Provide the following information via email at least three months before the exhibition:
Title, Exhibition details, Artist's profile, Images of works, and Artist's photo (optional).
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Other Important Notes

- Light refreshments (bottled tea, cookies) are allowed, but alcoholic beverages and strong-smelling foods are prohibited.
 - The gallery is not responsible for damage caused by theft, accidents, or natural disasters.
 - Damages or losses to the gallery's walls, floors, or equipment may require compensation.
 - The gallery is non-smoking, and fire hazards are strictly prohibited.
 - Please avoid any activities that disturb nearby residents.
 - Use of the gallery for religious recruitment, political activities, illegal sales, or any purposes that violate public order and morality is strictly prohibited.
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Consignment Sales Terms

- The commission for consignment sales is 30%. For cashless payments, an additional 5% fee applies.
- The settlement will be made at the end of the second month after the exhibition's end, by bank transfer.