

## How to Rent the Common Wealth Gallery

1. Check the 2011 or 2012 gallery calendar for availability. Choose your dates - the minimum rental period is one week. Be sure to count the days of your show. For example May 1-7 is one week or 7 days while May 1-8 is 8 days. 2011 rental rate is \$125/week and 2012 rental rate is \$135/week.
2. Send an e-mail to Sarah Hole [sarah@cwd.org](mailto:sarah@cwd.org) with your rental dates and snail mail address.
3. You will receive a packet in the mail that will include two copies of your lease. Sign and return both copies along with your security deposit and your space is reserved.
4. At least one week prior to your show contact Sarah to schedule a time to pick up the gallery keys and go over gallery policies.