

# Coastal Craft Gallery Membership Application

2 Main St. Square PO Box 1527 Orleans, MA 02653 508 255-0220

Coastal Craft Gallery is comprised of local craftsmen and artists who have come together to exhibit and sell their work in a group store. Each co-op member shares in the financial and working responsibilities of the gallery. We function cooperatively, adding new members, deciding policy, discussing display and special events, working in the store and making sure the store runs smoothly. We strive to present to the public a cohesive, unique and beautifully created body of work.

## **Applying for membership:**

To start the application process, fill out the attached application and submit with 3 photos or examples of your work with a \$10 non-refundable jury fee. If accepted you will be asked to submit examples of the work you wish to sell for jurying. The work should be new, in ready to sell condition, and properly marked with pertinent information and price. The work will be judged for craftsmanship and attention to finished details. If the work meets our standards then the work and your application will be presented to the full membership for a membership vote.

How the work will fit into the gallery, and the number of members doing work in the same category and the amount of space needed will also be considered. If we are full in the category you are applying in - you will be asked to if you would like to be added to our waiting list.

If you are accepted you will be informed and asked to join. At that time you will be placed on the work schedule to be trained by a fellow member and arrangements will be made to display your inventory.

**Upon acceptance you are obligated:**

1. To make a 12-month commitment and pay a one-time membership fee of \$100.
2. To pay for the first month's rent of \$100
3. To make a security deposit of \$100 to be returned upon leaving after your commitment of 12 months has been for filled. If you leave prior to that you will forfeit said amount.
4. And, a \$5 fee for keys. It will be returned to you when you return the keys.
5. The total amount due is \$305.

*We offer two levels of membership.*

**Full member obligations:**

-Several days a month working in the shop (this is determined by the number of first and second level members, how many days in the month divided by how many shifts are needed to be filled). This should average 2-3 full days or 4-6 shifts (½ days). The number a may vary in the summer, on rainy days or at Christmas time when extra help of another member may be needed. It can also vary by the number of members at any given time.

- Each working day will include cleaning and maintenance of the store.
- You will as be asked to do a job or be on a committee.
- 10% of your sales will go to the gallery.
- Each member is expected to attend monthly meeting and special events.

**Second level member's obligations:**

- The same as above with days working in the shop reduced to one day or 2 shifts.
- 20% of your sales will go to the shop.

Each month you will submit a schedule listing good working dates to the scheduler. If you need to change a date after the schedule has been set it is up to you to trade with another member and note the change on the store's schedule. If you are sick you need to contact the members to find a replacement for your time and arrange with them to make up time. If all efforts fail, call the manager.

There is a probationary period of 90 days to ensure you are able to handle the workload and to assess your compatibility with the cooperative nature of this business.

If after becoming a member you have a second category juried and if accepted you will pay \$135, rent per month to cover both areas.

**Coastal Craft Gallery's obligations to you:**

-Checks for items sold during the month (less 10 or 20 percent depending your membership level and rent) will be issued to the artist by the 10<sup>th</sup> day of the following month.

-You have equal say in policies and procedures of the shop and all decisions to be made for the good of the store.

-Your work will be presented in its best light and handled with care.

THANK YOU FOR YOUR INTEREST. Manager Nancy Craemer 508 432-8817

Coastal Craft Gallery, 2 Main Street Square, Box 1527,  
Orleans, MA 02653 508 255 0220

### Application for Membership

Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

Phone # home \_\_\_\_\_ cell \_\_\_\_\_

Email \_\_\_\_\_

Business Name \_\_\_\_\_

Medium \_\_\_\_\_

Description of work: (process, unique features, materials used)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

How long have you been producing your work? \_\_\_\_\_

Are you a full time artist or part time? \_\_\_\_\_

Is any part of your work factory made?

\_\_\_\_\_

Are you ready to stock immediately? \_\_\_\_\_

What is your price range? \_\_\_\_\_

Days available to work \_\_\_\_\_

If your category were filled, would you like to be put on the waiting list? \_\_\_\_\_

Please return the completed application with at least 3 examples of your priced work, and a \$10 non-refundable check made out to Coastal Craft Gallery.

Signature \_\_\_\_\_ Date \_\_\_\_\_

