



# DISPLAY / EXHIBIT SPACE REQUEST

Livermore Area Recreation and Park District

Robert Livermore Community Center, 4444 East Ave., Livermore, CA 94550

Moe (Maureen) Kline Voice (925) 373-5717 Fax (925) 960-2457

1. Application for use of display space will be honored on a first-come basis and limited to 4 weeks per calendar year per group or organization. Organizations based in Livermore or serving primarily Livermore residents which have not used display space within the past year will be given priority.
2. Livermore Area Recreation and Park District (LARPD) shall have the final decision on the arrangement of all exhibits. LARPD reserves the right to reject any part of an exhibit or to change the manner of display.
3. It is the responsibility of the exhibitor to set up and remove the exhibit including all display labels. All displays/exhibits must be set up and removed with as little interference as possible to the daily operations of the Robert Livermore Community Center (RLCC). The set up or removal of displays/exhibits must be completed between 5 PM - 9 PM approximately, Monday thru Friday. No changes may be made to the exhibit once it is installed.
4. LARPD accepts no responsibility for the preservation, protection or possible damage or theft of any item displayed or exhibited. All items placed on display at the RLCC are done so at the artist's risk.
5. Damage to the premises, equipment or furnishings as a result of exhibitor use will be charged to the individual or group responsible including but not limited to tape on walls.
6. The exhibitor will provide a full list of items to be displayed, including monetary value, when the exhibit is installed.

Name of Organization \_\_\_\_\_

Applicant's Last Name \_\_\_\_\_ First Name \_\_\_\_\_

Phone Number \_\_\_\_\_ Email \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip Code \_\_\_\_\_

Requested MONTH/YR of Display / Exhibit \_\_\_\_\_

Description of Display / Exhibit \_\_\_\_\_

I, the undersigned, provide the aforementioned materials for exhibit at LARPD for the time period indicated. I have read and understand the LARPD Exhibit Policy. I understand that the LARPD accepts no responsibility for the preservation, protections or possible damage or theft of any item displayed or exhibited and that all items placed on display at the RLCC are done so at the owner's risk.

I, as primary applicant, understand that by checking this box, I am providing my electronic signature affirming that I have read, agreed to and accepted the disclosures above electronically, and that it is legally binding just as if I had signed in person.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

Signature of Granting Authority \_\_\_\_\_ Date \_\_\_\_\_