

RECEPTION ROOM RENTAL - ART SHOW REGULATIONS

HISTORIC SHEPHERDSTOWN – ENTLER HOTEL REGULATIONS FOR ART SHOWS

We welcome you to the Entler and thank you for support of Historic Shepherdstown through your rental.

Art is an integral part of the fabric of Shepherdstown and we feel that we have an excellent purview for art shows. In order to keep the facility looking it's best for the extensive amount of use it has, we have instituted the following regulations for art exhibits.

1. If you are part of a large group show, all participants are held to the same rules and regulations, please share these rules with all involved. _____ (intl.)
2. If you will be using the hooks provided by the Entler, a deposit of \$50 will be required. _____ (intl.)
3. All hanging pieces must have felt pads on all four corners of frames; no pieces may be hung without felt backing. _____ (intl.)
4. Absolutely nothing is to be attached to any wall, woodwork, windows, doors or ceilings. This includes outside windows and doors. _____ (intl.)
5. Numbering or titles of art work may not be attached to the walls or woodwork. Please attach numbers or titles to the art and have a corresponding sheet with the detailed information. _____ (intl.)
6. The Entler will be unlocked for participants each day as scheduled. If there are no representatives from the show on premises when unlocked, the door will be left unlocked and the renter takes all liability for work left unattended. The Entler takes no responsibility for unattended art. _____ (intl.)
7. The lobby is **Not** part of the Rental and no artwork may be hung there. _____ (intl.)
8. Parking is **NOT ALLOWED** behind the Entler for renters of the Reception Rooms. **This includes parking for unloading or loading of art work** and rentals on the weekends. You may contact the Police Department to reserve parking meters at 876-6036. _____ (intl.)