

Phantom Galleries Property Questionnaire

General Information

Owner Information:

Name: _____

Address: _____

City, State, ZIP: _____

Phone: _____

Fax (to send insurance certificate) _____

Property Address: _____

Size of window space: _____

Phantom Galleries L.A. will use the contact information listed regarding access to the property, installation and removal of exhibit and approval of art exhibit prior.

Primary Contact

Name: _____

Phone(s): _____

Email: _____

Secondary Contact

Name: _____

Phone(s): _____

Email: _____

Additional Contact

Name: _____

Phone(s): _____

Email: _____

Please add specific information that would be helpful to PGLA? For example, do not use secondary contact for access to property.

Property Overview

How long has this space been vacant?

Do you expect it to rent soon?

How often is the property shown?

Will there be security on the location?

Is there any on-site supervision?

Does the building have any liability insurance?

Are there any known leaks in the ceiling or from the floor or windows?

Can PGLA host an artist's reception at this location?

For locations that are under construction or in blighted areas

Are there improvements planned to the windows?

Would owner be willing to make any necessary upgrades prior to exhibit installation?

Will you have the graffiti removed before we install or are we responsible for clean up?

Can we paint on the windows to camouflage them?

Exhibit Items

Do you need an Artists Proposal submitted for approval?

Can we rotate the exhibit if the storefront remains vacant?

If so, would a new exhibit every month be desirable?

What is the depth of the space we can use?

Does the front façade need to be camouflaged?

Does the space behind the exhibit need to be camouflaged?

Can owner provide a room barrier to conceal the empty storefront behind the exhibit?

Installation Inquiries

What time of day would be most desirable for installation?

Which days of the week work best?

Would use of electricity be permitted and accessible?

In what condition are the electrical outlets?

Can nails and staples be inserted into the walls and ceiling to hang artwork?

What is desired beyond basic cleanup at time of removal of exhibit? (For instance PGLA must ensure holes are filled and repaint walls white)

Is minimum of seven days notice to vacate the window feasible?

If not please specify why and how many days notice can be given?

Other:
