



Program Agreement Form

Please print, sign, and return. **There are 2 sides to this form.**

Basic Program Information

I, _____, will present the following at Orland Park Public Library:

- Name of Program: _____
- Date of Program: _____
- Start Time: _____ End Time: _____ Arrival Time: _____
(at least 30 mins. prior to program start time)

Program Description (40-word limit):

Maximum number of attendees: _____

Please email photos and bio with this document.

The Library will provide:

- Projector/Screen
 VCR/DVD Player
 Internet connection
 Laptop
 Microphone
 Easel
 Paper
 Markers
 Electrical Outlet/Cords
 Chairs: # _____
 Tables # _____

Contact Information & Payment by Check (a new W-9 is required each year)

Check made payable to: My name Company name _____

My name: _____

Company name: _____

Email: _____

Mailing address: _____

Phone: _____

Total fee for this program: \$ _____

Payment will be given on the day of the program unless otherwise noted.

Agreement, Terms & Conditions

- I understand that if charging the Library a Presenter's fee, I will provide the Library with a completed W-9 form.
- I understand that if I have a Certificate of Insurance, I will provide the Library with a current copy.
- I understand that I cannot sell merchandise without approval from Orland Park Public Library (see terms on reverse).
- I have read and agree to the Terms & Conditions on the second page of this form. I understand these Terms & Conditions supersede any prior or subsequent agreement: verbal, written, or otherwise. No changes, additions, or vendor forms will be accepted without the express written permission of the Orland Park Public Library. **Please sign the second page.** →

Terms & Conditions

- I. Replacements. In the event that the Presenter needs to replace essential personnel for the program, the Presenter needs to inform the Library as soon as possible. The Library reserves the right to cancel the performance and obtain a full refund of money paid.
- II. Registrations. The Library will manage any registration or signup lists. Presenters should not collect or track any personal information. Presenters may provide their contact information so that attendees can voluntarily contact them after the program has concluded.
- III. Cancellation. At any time the Library or the Presenter may cancel the program for any reason. Two weeks’ notice is appreciated. Exceptions may be made due to injury, emergency, and illness.
If the program is cancelled by the Presenter, no payment will be made. The Presenter may work with the Library to reschedule the program.
If the Presenter is sick, the Library requests the Presenter cancel and arrange to reschedule.
If a program is weather-dependent, Library and Presenter should make a back-up plan in case of inclement weather. Both Library and Presenter should agree on the back-up plan.
If the program is cancelled by the Library:
 - No payment will be made if at least two weeks’ cancellation notice is offered.
 - Whenever possible, the Library prefers to reschedule rather than cancelling outright.
 - If less than two weeks’ notice is given, the Library will honor the payment agreement.
 - o Exceptions include cancellation due to negative feedback warranting concern, allegations of misconduct, or threats of harm or violence.
- IV. Merchandise. Presenters who wish to sell merchandise must specify what they would like to sell and obtain written approval from Orland Park Public Library. Presenters may have a business affiliation, but must not promote businesses, services, or for-profit enterprises.
- V. Food Related In-Person Programs. Pre-packaged foods or food prepared by a business or person licensed to prepare food may be served at Library events. Homemade foods are not permitted.
- VI. Assumption of Risk. Presenters participate at their own risk. Presenters shall assume all risks of damage or loss to their merchandise and personal property.
- VII. Other Services. The Library shall be under no obligation to allow the Presenter to perform any services other than the ones specified in this agreement.
- VIII. Execution. By signing this agreement, both Parties stipulate that they have read and understand this agreement in its entirety.

Presenter's Signature: _____ **Date Signed:** _____

Library Programming Coordinator's Signature: _____ **Date Signed:** _____