

This agreement made the ____ day of _____, _____ by and between
(Presenter/Entertainer) and the Green Hills Public Library District (hereafter called GHPLD).

The Green Hills Public Library District (GHPLD) hereby engages the named program upon all terms and conditions herein set forth, including entitled "Additional Terms and Conditions."

Program Type:	In-person	Virtual
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Program Title:			
Date(s):			
Location:			
Start Time:		End Time:	
Fee:		Make check payable to:	
Description: (include max participants if applicable)			

Virtual Program Type (if applicable)	Conditions of Use
Live program	Date recording expires:
Live program with recording available after	GHPLD has permission to use this video indefinitely
Prerecorded program	No recording/not applicable
Other: Specify all details on platform, recording rights, and length of recording availability:	

Presenter Contact Information

Name(s):	
Email Address(es):	
Company (if applicable):	
Address:	
Phone:	
Cell (day of the program):	

In-person Program Equipment Needs

Podium	Check all that apply
Microphone	
Laptop	Handouts (printed by GHPLD)
DVD/Blu-ray Player	
Projector and Screen	(HDMI, VGA, and 3.5mm audio connections compatible)
Kitchenette Access	(Sink and Refrigerator)
Other:	

Required Documents

W-9:	Required	Not Required	• If required, send a current W-9 form with this completed contract.
Certificate of Liability Insurance:	Required	Not Required	
• If required, send a current certificate of liability insurance with Green Hills Public Library District, 10331 S Interlochen Dr, Palos Hills IL, 60465 listed as the certificate holder with this completed contract.			

1. Presenter/Entertainer is an independent contractor and is not an employee of GHPLD.
2. Presenter/Entertainer agrees to present a program that is informational and/or entertaining in nature. Business cards or brochures may be made available before and/or after the presentation but the program itself cannot be used to promote any private business, product, or service.
3. Commencement time(s) of the program(s) shall be strictly adhered to by both parties.
4. GHPLD reserves the right to make in-house announcements and/or sponsorship announcements prior to and/or following program.
5. At least three months prior to the program, Presenter/Entertainer shall provide GHPLD with background information, biographical materials, electronic performance samples, reproducible or electronic photograph(s), and relevant marketing information.
6. GHPLD may use Presenter/Entertainer’s name, pictures, or likenesses in advertising and publicizing the program.
7. Presenter/Entertainer will inform GHPLD as soon as possible if it becomes necessary to replace essential personnel for the program and GHPLD reserves the right to cancel under such circumstances.
8. If the Presenter/Entertainer cancels the program, a full refund of any deposit will be mailed to GHPLD within one week from the date of the scheduled program. If possible, GHPLD will try to work with the Presenter/Entertainer to reschedule the program.
9. Presenter/Entertainer must notify GHPLD of program cancellation a minimum of 30 days prior to the date of the program.
10. Payment in full will be issued via check on the day of the program (if in person) or mailed after the program has taken place (if virtual). No payment will be made in advance.
11. Presenter/Entertainer participates at their own risk.
12. Presenter/Entertainer assumes all risk of damage or loss to their merchandise, personal property, and personal effects.
13. Presenter/Entertainer releases and discharges GHPLD and its Trustees, Officers, Employees, or Agents from any and all claims, causes of action, losses, or other damage resulting from, arising out of, or relating in any way to their program.
14. Presenter/Entertainer shall indemnify GHPLD and its Trustees, Officers, Employees, or Agents and save them harmless from losses, damages, or claims in connection with their program.
15. Any legal action or arbitration arising from this Agreement shall be held in the County of Cook, State of Illinois.
16. Presenter/Entertainer agrees to submit any and all required documentation at the time the contract is signed and returned to GHPLD.

Presenter and GHPLD staff are in agreement with the terms above.

Signature of Presenter:

Date:

Signature of GHPLD Staff:

Date:

Presenter: Please review and complete all applicable sections of this contract. Return the completed contract along with a current W-9 form (if applicable) and/or a current Certificate of Liability Insurance with Green Hills Public Library District, 10331 S. Interlochen Dr., Palos Hills IL, 60465 listed as the certificate holder (if applicable) to Brittany Ramos, Adult Program Coordinator via email (bramos@greenhillslibrary.org) or post mail (Brittany Ramos c/o Green Hills Public Library District, 8611 W. 103rd St., Palos Hills, IL 60465).