

Service Contract
Northbrook Public Library
1201 Cedar Lane
Northbrook, Illinois 60062
(847) 272-6224

TODAY'S DATE: _____

This is a contract between The Board of Library Trustees of the Village of Northbrook (Library) and
_____ (Contractor)

Address: _____

City, State, Zip: _____

Telephone number: _____

Social Security Number/Tax ID number: _____

Arrangements will be made through _____, (insert name and title of Library employee) (Library representative).

Date(s) of Program(s): _____

Site/Room: _____

Title of program: _____

Number of programs: _____

Time of programs: _____

Technical requirements: _____

Please use reverse side to specify any requirements for room set-up for the program(s). The Contractor agrees to arrive _____ before the performance is scheduled and will report to _____ the Library representative.

Merchandise:

The Contractor may sell promotional material at the Program provided that the promotional material to be sold is approved by the Library Director at least five (5) days before the Program date. All proceeds associated with the sale of promotional material shall be retained by the Contractor.

Payment Terms:

The Library will pay the Contractor, as compensation for services rendered, \$ _____.
Payment is due on _____ (date), and payable to _____.

If either party is prevented from performing the obligations created because of illness, acts of God, strikes, etc. beyond the control of either of the parties, neither party shall be liable to the other. The duties and obligations of this Contract shall not be assigned without express written approval of the Library.

Governing Law:

This Contract shall be governed by and construed in accordance with the laws of the State of Illinois.

Waiver:

Waiver by any party of any breach of any term, covenant or condition contained in this Contract shall not be deemed to be a waiver of such term, covenant or condition, or any subsequent breach of the same or any other term, covenant or condition contained in this Contract.

Termination:

This Agreement also may be terminated at any time upon the mutual agreement of the Library and Contractor.

The Library reserves the right to audio or video record any program. The Library may retain the record in its files, may make it available on the Internet, or make it available otherwise for educational or promotional purposes. Any video shown will not exceed two minutes in length. The Library shall provide a copy of the recording to the Contractor, upon the Contractor's request.

Indemnification:

I, the undersigned, personally agree that I _____ will indemnify and hold harmless the Board of Library Trustees of the Village of Northbrook, its officers, agents and employees from all costs and expenses (including attorney's fees) for claims, judgments, settlements, losses or damages from injury to persons, or property arising out of or in any way connected with the performance of this Contract.

Entire Agreement:

This Contract sets forth all the promises, inducements, agreements, conditions and understandings between the parties hereto relative to the subject matter thereof, and there are no promises, agreements, conditions or understandings, either oral or written, express or implied, between them, other than are herein set forth. Except as herein otherwise provided, no subsequent alteration, amendment, change or addition to this Agreement shall be binding upon the parties hereto unless authorized in accordance with law and reduced in writing and signed by both parties.

By signing this Contract, the parties stipulate that they have read and understand this Contract in its entirety. Each person signing the Contract represents that he/she has the authority to sign the Contract on behalf of their respective party.

LIBRARY: _____

DATE: _____

CONTRACTOR: _____

DATE: _____