

GREAT BARRINGTON LIBRARIES PERFORMER CONTRACT

Date: _____

This contract is arranged between GREAT BARRINGTON Libraries ("Organization") and _____ for the program _____ (title) to be held on _____ (day & date) at _____ Library (Mason or Ramsdell), beginning at _____ (time) and continuing until _____ (program end time).

Please return this contract with an invoice and a completed Great Barrington Libraries Meeting Room Use Form (see back). For promotional materials, send an email containing a brief description of the program, the age group targeted, a photograph for publicity purposes, and any introduction you would like us to use.

Performer Name _____ Tax ID # _____ - _____ - _____

Website _____

Mailing Address _____

Telephone _____ Performer(s) email address: _____

The agreed upon fee totals \$ _____ (including mileage & expenses) will be sent by check made out to _____ at the following address _____

within two weeks following the performance. *Any other necessary arrangements must be noted in an attachment accompanying this agreement.*

Capacity of the library rooms is regulated by fire code and must not exceed regulations.

No collections for admission or fees may be collected on the premises.

Performances which extend beyond normal hours require prearrangement.

All marketing materials and promotional materials concerning event must be submitted to the Director prior to disbursement.

No food or beverage may be served or consumed in the library without prior consent (see back).

Performers are required to be at the library at least 15 minutes before the event begins.

The Artist acknowledges that photographs or video/audio recordings of the scheduled events may be made by or on behalf of the Organization and hereby agrees to the reasonable photographing or recording and the use thereof by the Organization for archival and promotional purposes only.

The Artist acknowledges that the event is held in a public, unrestricted access facility and, therefore, the Artist acknowledges and agrees that the Organization shall have no control over or liability for recording (either audio or visual) of the performance by any member of the public, media or audience.

The Artist acknowledges that if this event is an outdoor venue, cancellations due to inclement weather shall be at the sole discretion of the Organization.

RESPONSIBILITIES OF THE PERFORMER(S)

1. NO ALCOHOLIC BEVERAGES AND NO SMOKING ARE PERMITTED ON LIBRARY PROPERTY.

2. If library audio, projecting equipment, lighting, recording, security, volunteers, and marketing requiring staff assistance are desired, special prior arrangements must be made ten (10) days in advance of the performance with the director. A fee may be charged.

3. Group representative must contact main library and complete the performance agreement, including the signature of an adult representative or sponsor.
3. The library space must be left in good condition.
4. Loss or damage to library property must be paid for by the performer(s). The Organization assumes no liability for loss or damage to property not belonging to the Organization. Performer is required to conduct and maintain a safe environment for all participants.
5. The Performer may not sell products or collect fees, unless stipulated below:

6. If an emergency occurs, please contact the Director, Kate Deviny, (413) 528-2403 or (413) 977-9219.
THE GREAT BARRINGTON LIBRARIES RESERVE THE RIGHT TO ALTER AND AMEND THE RULES GOVERNING THE USE OF THE LIBRARY WITHOUT NOTICE, AND TO CANCEL ANY AUTHORIZATION PURSUANT TO THIS APPLICATION FOR ANY REASON DEEMED SUFFICIENT BY LIBRARY DIRECTOR.
BY SIGNING THIS APPLICATION, THE UNDERSIGNED AGREES TO THESE TERMS AND PROVISIONS.
Please Print Name

Signature of Librarian Date Signature of Performer Date (SEE BACK)