

PUBLIC LIBRARY
PRESENTATION AGREEMENT

THIS PRESENTATION AGREEMENT is made and entered into as of _____, 20____, by and between the _____ Public Library and Presenter: _____.

Date and Time of Presentation: _____
(Please arrive 15 minutes prior to presentation.)

Presenter: _____

Presenter's Title: _____

Location of Program: _____

Program Title/Theme: _____

Targeted Audience Age: _____ Length of Presentation: _____

Equipment required and/or special needs (be specific): _____

Honorarium conditions: _____

Cancellation. In the event either the _____ Public Library or the Presenter cancels this presentation, notification will be given _____ days in advance of the event. If partial or full payment (where applicable) has been paid to Presenter, all monies will be returned to the _____ Public Library immediately.

Signature of Presenter

Signature of Library Contact Person

Date

Date

Address

Address

Telephone

Telephone

E-mail

E-mail

Return this form by _____ to:

Jane Doe
Public Library Address