

PUBLIC LIBRARY  
**PRESENTATION AGREEMENT**

THIS PRESENTATION AGREEMENT is made and entered into as of  
(Date), (year) by and between the (Library Name) 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: \_\_\_\_\_ Length of Presentation:

\_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

Honorarium conditions:

\_\_\_\_\_

\_\_\_\_\_

**Cancellation.** In the event either the (Library Name) or the Presenter cancels this presentation, notification will be given (Number of Days) 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 (Library Name) immediately.

\_\_\_\_\_  
Signature of Presenter

\_\_\_\_\_  
Signature of Contact Person

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Address

\_\_\_\_\_  
Address

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
E-mail \_\_\_\_\_ E-mail

Return this form by (Date) to:

**Library Name/Title**

**Library Address**