



4858 Navy Road  
Millington, TN 38053  
901-872-1585

# Presenter Agreement

## Cancellation Policy

Payment will be processed upon completion of your program, net 30 days, unless mutually agreed upon in writing. The Presenter may cancel this agreement at least 30 days before the performance date as a result of a proven inability to perform due to sickness, accident, acts of war or force majeure. Millington Public Library (MPL) may cancel this agreement at least 30 days before the performance date due to non-receipt of Performer's certificate of liability or a result of proven inability to host the performance due to force majeure. If rescheduling is not an option, there will be no obligation by either party for continuance of or compensation for this agreement. Should Millington Public Library cancel the program for any reason other than non-receipt of certificate of liability less than 30 days from the date of performance, the Presenter may retain the total program fee.

## Deposit Refund

In the event of cancellation at least 30 days before the performance date due to sickness, accident, acts of war or force majeure MPL will be refunded the total amount of deposit funds.

## Publicity

If not already supplied, the presenter is requested to send a photo and biographical information to us for publicity purposes, if available. If suitable high resolution photos and applicable logos for which the performer has full legal rights for usage are not provided to MPL at the time of the booking agreement, MPL will select and use royalty-free stock images at their discretion. No individual or organization who presents a program at the library will be permitted to sell their product or services during their presentation or during their time at the library (with the exception of authors who come to speak about their books or performers who have recordings of their music).



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## Virtual Programs

Millington Public Library may change how programs are shared with the public due to force majeure. Our goal is to provide access to educational and entertaining programming through alternative mediums as needed. Examples may include live or pre-recorded streaming, with limited or no audience or off-site. MPL will keep virtual programs available for public viewing for 3 months or by arrangement with the Performer.

## MPL Presenter Code of Conduct

Millington Public Library strives to host quality programming that mirrors our commitment to empathy, love and kindness for all people regardless of age, race, religion, or sexual identity. When performing for MPL please be mindful that you are serving as a creative extension of an organization that embraces inclusiveness and compassion.

Please make sure the language you use is acceptable for all audiences. Ensure that jokes and stories are age-appropriate, and don't single out or marginalize a particular group of people. Refrain from swearing or other offensive language.\*

Noise and distractions are an expected part of an all-ages program. Should you need to confront a behavioral issue, please be mindful to deal with the child and/or the adults in a positive and respectful manner.

If you have any questions or concerns with how to handle specific situations, or with our Code of Conduct, please contact the Programming Department.

*\*equivalent to a G-rated film*



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*Name*

*First*

*Last*

*Address*

*Street Address*

*Apt/Unit*

*City and State*

*Zipcode*

*Name of MPL Contact*

*Please tell us how you would like to be introduced.*

*Total Charge for Program*

*Deposit Required?*

*Deposit Amount*

*Yes*

*No*



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*Is there a limited number of participants allowed?*

Yes  
No

*Number of tables needed*

*Number of chairs needed*

*Equipment needed: (subject to availability)*

*Projector*

*Projector screen*

*PA system*

*Other needs*

*Photo, video and audio release*

I hereby grant Millington Public Library permission to use any photographs, video or audio footage taken of me during a program or special event for promotion or publicity of the Library in any form including, but not limited to, advertising, brochures, posters, catalogs or other publications, and the Library's web site. I waive the right to inspect or approve any photograph before its use by the Library as provided above. I acknowledge and agree that interactions shall be represented in an age-appropriate manner and shall include age-appropriate language.

*Signature*