



Vergennes Parks & Recreation Program Proposal Form

Instructor Information

Instructor Name: _____ E-Mail: _____

Phone: _____ Cell: _____

Mailing Address: _____

Program Information

Program/Activity Name: _____ Preferred Location: _____

Description of program

Additional Course Details

Date(s) of Program: _____ Day(s) of week: _____

Start/End Time: _____ Date(s) excluded: _____

Minimum # of students: _____ Maximum # students: _____

Age Range/Restriction: _____ Grade Restriction: _____

Requested compensation % or \$ _____

Recommended registration fee \$ _____



I understand that this proposal will be reviewed by the City of Vergennes before approval. Upon approval, instructor must fill out and comply with contractor agreement forms. Instructors must submit an invoice for compensation, which may take up to 30 days after submission. The City of Vergennes reserves the right to cancel if minimum or quality standards are not met.

Contractor Signature: _____ Date: _____

General Information

As a class instructor, referred to from this point forward as the “Contractor”, you agree to the following when your program is accepted:

- 1) The Contractor will provide services in accordance with the provisions in the program description as detailed in the updated program proposal.
- 2) Contractor will receive payment after the class has been conducted or completed. Payment reflects the agreement in the contract and any expense for supplies thereafter.
- 3) The City of Vergennes will make payment to the Contractor within 30 days of receipt of Contractor’s invoice for payment
- 4) The Contractor understands that no insurance of any kind is provided to the contractor by the City of Vergennes.
- 5) Contractor agrees to hold the class or activity if the minimums are met by preregistration.
- 6) City of Vergennes agrees to provide space and publicity for the activity by advertising on Front Porch Forum, Social Media, and Vergennesrec.org. Vergennes Parks & Recreation will provide prior to the start of class, a list of participants and phone numbers, upon request.
- 7) Should changes in the class time or location be made either as a result of the instructor or City, both City and the Contractor will work to rearrange the class with the participants.
- 8) The City is not responsible for the damage to any equipment that is personal property of the Contractor used in performance of services
- 9) Contractor agrees to not allow any enrollee to participate if proper paperwork and payment are not on file.

Contractor Signature: _____ Date: _____