



# City of Vergennes Parks & Recreation Contractor Agreement

Dear \_\_\_\_\_, your program is scheduled to begin on \_\_\_\_\_ and conclude on \_\_\_\_\_. Before you start you must have the following paperwork completed and on file with the City of Vergennes (all forms available at City Hall):

- **Hold Harmless Agreement or Certificate of Insurance**
- **Background Check Form**
- **W-9.**

\*Please note that only individuals can complete the hold harmless form. If your program has more than one instructor you must provide a certificate of insurance that shows you carry workers compensation insurance.

As the program instructor you will be compensated \_\_\_\_\_% of the program's revenue. You are responsible for purchasing the supplies for your program unless otherwise agreed upon by both parties. The City of Vergennes will issue one lump sum payment at the conclusion of your program unless otherwise agreed upon. You will be responsible for providing the City an invoice with what is owed. Payment will come in the form of a check and could take up to 30 days to be processed from the conclusion of the program.

The City of Vergennes reserves the right to terminate or suspend programming for any reason they see fit. If a program is terminated you will be compensated for the classes you have already completed.

If you have any questions, comments or concerns about this agreement please contact our offices via phone 802-877-1011 or via email [recreation@vergennes.org](mailto:recreation@vergennes.org).

**Independent Contractor Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**City of Vergennes Representative** \_\_\_\_\_ **Date** \_\_\_\_\_