

## AGREEMENT

**THIS AGREEMENT**, by and between **CITY OF COLUMBIA, MISSOURI**, a municipal corporation (hereinafter "City"), and The Columbia Book Festival, Inc. (hereinafter "Contractor"), is entered into on the date of the last signatory noted below ("Effective Date").

WHEREAS, City, through its Office of Cultural Affairs, has canvassed the cultural needs of City and determined that certain unmet cultural needs exist within the community; and

WHEREAS, Contractor provides services that may fulfill the cultural needs of Columbia's citizens; and

WHEREAS, City is desirous of meeting the unmet cultural needs by contracting for services with Contractor.

NOW, THEREFORE, the Parties hereto, for good and sufficient consideration, the receipt of which is hereby acknowledged, intending to be legally bound, do hereby agree as follows.

1. **Term.** The services of Contractor shall commence as soon as practicable after the execution of this Agreement, unless otherwise directed in writing, and shall be undertaken and completed in such sequence as to assure their expeditious completion in the light of the purposes of the Agreement; but in any event, all of the services required hereunder shall be completed by **December 31, 2024** unless the Parties agree otherwise, in writing.
2. **Services.** City agrees to engage the services of Contractor and Contractor agrees to perform the services outlined in Exhibit A. Contractor agrees that it will make no changes in the approved services until the changes are approved in writing by City. Minor changes may be approved by City staff. Significant programming changes require the approval of the Commission on Cultural Affairs.
3. **Subcontracts.** Contractor represents that Contractor will secure at Contractor's own expense, all personnel required to perform the services called for under this Agreement by Contractor. None of the work or services covered by this Agreement shall be subcontracted or assigned without the written approval of City.

#### 4. Payment.

- a. City agrees to pay Contractor the sum of four thousand six hundred fifty dollars (\$4,650.00) which shall constitute complete compensation for all services and payment of expenses to be rendered under this Agreement. It is expressly understood that in no event will the total amount to be paid to Contractor under the terms of this Agreement or any amendment thereto exceed the sum set forth in this paragraph unless otherwise agreed to in writing between the parties in advance of the provision of such services.
  - b. Payment shall be made as follows:  
City shall pay ninety percent (90%) of the agreement amount within 30 days of execution of agreement. City shall retain ten percent (10%) of the agreement amount pending completion of the services agreed upon and the receipt of Contractor's final report within forty-five (45) days of the end of the project. If the Contractor fails to file a final report with the Office of Cultural Affairs within ninety (90) days of the completion of the services agreed upon, the ten percent (10%) retained shall be forfeited to City and Contractor shall not be eligible to participate in future agreements with City for the provision of cultural services until such unmet requirements are fulfilled.
  - c. Contractor agrees that City may withhold payment of funds until Contractor has satisfied all requirements of this Agreement and any previous contract between Contractor and City. Where Contractor has had previous City funds for projects under programs of the Office of Cultural Affairs, a final report including a detailed schedule of income and expenses must have been presented in order for new project funds to be disbursed.
5. Contractor agrees that it is responsible for all funds made available to Contractor by this Agreement and further agrees that it will reimburse to City any funds expended in violation of city, state, or federal law or in violation of this Agreement. Contractor agrees that it is subject to audit and review on request by City. If Contractor has a financial audit prepared, that report shall be furnished to the Office of Cultural Affairs. Contractor agrees that all funds received from City shall be expended as outlined in the Exhibit A and in the budget approved by the City's Manager of Cultural Affairs. None of the funds shall be used to replace monies normally budgeted by Contractor for other projects or for staff salaries, contractor overhead, generalized administrative expenses or be diverted to any other use or purpose. Full records of all expenditures and disbursements and any income from the provision of the program described in Exhibit A shall be kept and open to City inspection during regular business hours.

6. No Assignment. This Agreement shall inure to the benefit of and be binding upon the Parties and their respective successors and permitted assigns. Neither Party shall assign this Agreement or any of its rights or obligations hereunder without the prior written consent of the other Party.
7. Termination. City shall have the right at any time by written notice to Contractor to terminate and cancel this Agreement, without cause, for the convenience of City. In such event, Contractor shall immediately stop work and City shall not be liable to Contractor except for payment for actual work performed prior to such notice in an amount proportionate to the completed contract price and for the actual costs of preparations made by Contractor for the performance of the cancelled portions of the contract, including a reasonable allowance of profit applicable to the actual work performed. Anticipatory profits and consequential damages shall not be recoverable by Contractor. Should City terminate this Agreement, Contractor shall refund any advance payment made and amount due to the City within thirty (30) days of the termination date.
8. Cancellation of Art Services, Program(s) or Event(s).
  - a. Cancellation by Contractor. Should Contractor cancel the proposed art services, program(s), or event(s) that are outlined in Exhibit A, Contractor shall return all of the funds to the City.
  - b. Cancellation by City. Should City cancel the proposed art services, program(s), or event(s) that are outlined in Exhibit A or should an order of the City result in cancellation of the services, program(s) or event(s), Contractor shall return the unspent funds to the City.
9. Notices. Any notice, demand, request, or communication required or authorized by the Agreement shall be delivered either by hand, facsimile, overnight courier or mailed by certified mail, return receipt requested, with postage prepaid, to:

**If to City:**  
**City of Columbia**  
**Office of Cultural Affairs**  
**P.O. Box 6015**  
**Columbia, MO 65205-6015**  
**ATTN: Sarah Dresser,**  
**Office of Cultural Affairs**  
**Manager**

**If to Contractor:**  
**The Columbia Book Festival, Inc.**  
**608 Westmount Ave.**  
**Columbia, MO 65203**  
**ATTN: Alex George**

The designation and titles of the person to be notified or the address of such person may be changed at any time by written notice. Any such notice, demand, request, or communication shall be deemed delivered on receipt if delivered by hand or facsimile and on deposit by the sending party if delivered by courier or U.S. mail.

10. HOLD HARMLESS AGREEMENT:

To the fullest extent not prohibited by law, Contractor shall indemnify and hold harmless the City of Columbia, its directors, officers, agents, and employees from and against all claims, damages, losses, and expenses (including but not limited to attorney's fees) for bodily injury and/or property damage arising by reason of any act or failure to act, negligent or otherwise, of Contractor, of any subcontractor (meaning anyone, including but not limited to consultants having a contract with Contractor or a subcontractor for part of the services), of anyone directly or indirectly employed by Contractor or by any subcontractor, or of anyone for whose acts the Contractor or its subcontractor may be liable, in connection with providing these services. This provision does not, however, require Contractor to indemnify, hold harmless, or defend the City of Columbia from its own negligence.

11. Professional Oversight Indemnification. Contractor understands and agrees that City has contracted with Contractor based upon Contractor's representations that Contractor is a skilled professional and fully able to provide the services set out in this Agreement. In addition to any other indemnification set out in this Agreement, Contractor agrees to defend, indemnify and hold and save harmless City from any and all claims, settlements, and judgments whatsoever arising out of City's alleged negligence in hiring or failing to properly supervise Contractor.

12. No Third-Party Beneficiary. No provision of this Agreement is intended to nor shall it in any way inure to the benefit of any third party, so as to constitute any such person a third-party beneficiary under this Agreement.

13. No Waiver of Immunities. In no event shall the language of this Agreement constitute or be construed as a waiver or limitation for either party's rights or defenses with regard to each party's applicable sovereign, governmental, or official immunities and protections as provided by federal and state constitutions or laws.

14. Nature of City's Obligations. All obligations of City under this Agreement, which require the expenditure of funds, are conditional upon the availability of funds budgeted and appropriated for that purpose.

15. General Laws. Contractor shall comply with all federal, state, and local laws, rules, regulations, orders, and ordinances. Contractor's services shall also be done in accordance with any regulations or orders including but not limited to public health orders. Contractor shall be responsible for obtaining any permits or licenses needed for the services, program(s) or event(s).
16. Governing Law and Venue. This contract shall be governed, interpreted, and enforced in accordance with the laws of the State of Missouri and/or the laws of the United States, as applicable. The venue for all litigation arising out of, or relating to this contract document, shall be in Boone County, Missouri, or the United States Western District of Missouri. The Parties hereto irrevocably agree to submit to the exclusive jurisdiction of such courts in the State of Missouri. The Parties agree to waive any defense of forum non conveniens.
17. Nondiscrimination. During the performance of this Agreement, Contractor shall not discriminate against any employee, applicant for employment or recipient of services because of race, color, religion, sex, sexual orientation, gender identity, age, disability, or national origin or any other legally protected category. Contractor shall comply with all provisions of laws, rules and regulations governing the regulation of Equal Employment Opportunity including Title VI of the Civil Rights Act of 1964 and Chapter 12 of the City of Columbia's Code of Ordinances. Contractor shall include this obligation of compliance in its contracts with subcontractors on this project.
18. Americans with Disabilities Act. Contractor shall comply with all applicable provisions of the Americans with Disabilities Act and the regulations implementing the Act, including those regulations governing employment practices. If this Contract involves Contractor providing services directly to the public, Contractor shall make the services, programs, and activities governed by this Agreement accessible to persons with disabilities as required by the Americans with Disabilities Act and its implementing regulations. Payment of funds under this Agreement are conditional upon Contractor certifying to the City in writing that it and the completed Project complies with the Americans with Disabilities Act and 28 CFR Part 35.
19. Contractor agrees that it will include either the Office of Cultural Affairs (OCA) logo or the following credit line in all advertising, catalogues, flyers, posters, literature, film/video credits, news releases, printed programs, public broadcasts, promotion and publicity set out in a prominent location and type size: "Financial assistance for this project has been provided by the City of Columbia, Office of Cultural Affairs."
20. This Agreement may be signed in one or more counterparts, each of which

shall be deemed an original, but all of which together shall constitute one and the same document. Faxed signatures, or scanned and electronically transmitted signatures, on this Agreement or any notice delivered pursuant to this Agreement, shall be deemed to have the same legal effect as original signatures on this Agreement.

21. Contract Documents. This Agreement includes the following exhibits, which are incorporated herein by reference:

<b>Exhibit</b>	<b>Description</b>
A	Scope of Services

In the event of a conflict between the terms of an exhibit and the terms of this Agreement, the terms of this Agreement controls.

22. Entire Agreement. This Agreement contains the entire agreement of the parties. No modification, amendment, or waiver of any of the provisions of this Agreement shall be effective unless in writing specifically referring hereto, and signed by both parties.

[SIGNATURE PAGE FOLLOWS]

**IN WITNESS WHEREOF**, the Parties hereto have been duly authorized to execute this Agreement as of the day and year last written below.

**CONTRACTOR:**

The Columbia Book Festival, Inc.

By: 

Name: ALEX GEORGE

Title: Executive Director

Date: 9/21/2023

**CITY OF COLUMBIA, MISSOURI**

By: \_\_\_\_\_  
De'Carlon Seewood, City Manager/sd

Date: \_\_\_\_\_

APPROVED AS TO FORM:

\_\_\_\_\_  
Nancy Thompson, City Counselor/rw

CERTIFICATION: I, hereby certify that this contract is within the purpose of the appropriation to which it is to be charged, Account Number account number 11004610-504990, and that there is an unencumbered balance to the credit of such appropriation sufficient to pay therefor.

\_\_\_\_\_  
Matthew Lue, Director of Finance

## **EXHIBIT A SCOPE OF SERVICES**

### **Unbound Book Festival 2024**

#### **PROJECT DESCRIPTION**

The purpose of the festival is to raise awareness of the literary arts, to celebrate books, and to encourage a love of reading. Nationally-acclaimed and bestselling authors and poets will come to Columbia to participate in readings, interviews, panels, workshops, and other book-related activities. The festival will take place between Thursday, April 18 and Sunday April 21, 2024. The festival is geared toward both readers and writers – it is a celebration of the written word in all its forms.

This application is being submitted the day after the 2023 festival finished. All of our efforts for the past several months have been focused on bringing this year's festival to fruition and consequently we have not yet begun to consider possible authors or panels for next year. Therefore we are unable to answer the question about next year's guests. However, we hope that we have established a track record of bringing first-class writers and poets to Unbound. Furthermore, we hope that the following brief review of this year's festival will illustrate our commitment to ongoing innovation, growth, and development.

Our keynote event at the Missouri Theatre on Friday April 21, 2023, broke new ground on three fronts. It was the first time we have featured poets as in-person keynotes. It was the first time we have featured two speakers – Ross Gay and Patrick Rosal. And it was the first time the conversation was unmoderated. It was a memorable evening – anecdotally, it appears to have been many people's favorite keynote event so far – which, considering the incredible guests we have welcomed in the past, is something to be proud of. It was, without hyperbole, unlike any keynote we have ever presented before.

As in 2022, we included a workshop event (this year with the Poet Laureate of Missouri) that required more involved audience participation and we made use of the screens at two of our new venues (the theatres at Ragtag.) One event also included a live musical performance (to accompany a talk on fiddles in Missouri), and on Sunday evening we partnered with Ragtag Cinema to show a feature film based on a short story by one of our guests, Alexander Weinstein. Alexander stayed an extra day in Columbia to attend the event and participate in a Q&A session after the film. All of which is to say, we continue to expand the palette of the festival and to increase the richness of the experience for attendees. 2023 saw a number of other new innovations. This year we introduced an entirely new kind of event called "Pen Pals" which featured conversations between authors who are close friends. These intimate and informal discussions proved very popular, both with the audiences and the participants – and, to the best of our knowledge, the idea is unique.

Also this year we introduced a "Lit Crawl" on Saturday evening, which featured a number of informal and entertaining readings at various venues around the District. The event was well attended and great fun. Again, we anticipate that this will become a staple part of future festivals. One of the reasons behind the Lit Crawl was an awareness (thanks to participant surveys conducted in the past years) that the demographic for festival attendees skews significantly older. An event like the Lit Crawl was designed to introduce a younger crowd to the festival – and, judging from the crowds in attendance, we appear to



have met that goal. The programming committee also considered age demographics when constructing the 2023 program. For example, we had panel events focused on AI, video games, Witches, and Horror – topics that previously we might not have addressed.

The “Authors in the Schools” program, which takes place on the Friday of the festival, also continues to grow. This year our keynote speaker, Johnnie Christmas, gave two presentations to full houses in Jesse Auditorium (the Missouri Theatre was not large enough!) He spoke to over 2,200 students, all of whom were bussed to the venue for the event.

### **USE OF FUNDS**

City funds, if awarded, will be used to pay for the speaking fees of our guest authors. Artistic personnel remain the largest expense item on the festival budget and they continue to rise. Certainly the very top names are able to demand speaking fees that we simply cannot afford any more, but we continue to work with speaking agencies and utilize our personal contacts to mitigate this trend as best we can. The programming committee is also expert at identifying less well-known (and therefore cheaper) but equally talented authors.

Since every event (except for Write On!) is free to attend, we rely on three principal sources of income to put the festival on: individual donations, sponsorships, and grants. Consequently every grant is crucial to our continued ability to bring in the authors of the caliber that we aim for, in the numbers that we want. There is a direct corollary between grant money received and the number of authors we're able to invite.