



# EAGAN

PARKS & RECREATION

# Vendor Service Agreement

Eagan Parks & Recreation  
3830 Pilot Knob Road, Eagan, MN 55122  
(651) 675-5500 | www.cityofeagan.com

## Event Minnesota Valley Photography Club General Meeting

Date	1st Thursday January 2023	Start Time	am	End Time	am	Set Up	30	+ Minutes
			7:00		+ pm			
Date	through Dec. 2023	Start Time	am	End Time	am	Set Up	30	+ Minutes
			7:00		+ pm			

Vendor Name	Minnesota Valley Photography Club (MVPC)	Home Phone	
Contact Name	Matt Pagois	Work Phone	
Street Address		Cell Phone	
City, State, Zip	Eagan, MN	Type of Service	Photography
Email	pagoism@yahoo.com	Attendees with Group	Meeting attendance around 60 people

## Agreement Terms

The City of Eagan Parks and Recreation Department and MN Valley Photography Club agree to the terms of the partnership as outlined per the attached addendum.

## Additional Terms and Comments

SEE ATTACHED ADDENDUM.

## Disclaimer and Signature

In consideration of participating in this activity, I hereby personally assume all risks in connection with this activity and I hereby agree to hold the City, its officials, employees, agents and contractors harmless and I waive any right to make claims or bring lawsuits against the City or anyone working on behalf of the City for any injuries or damages related to the alleged negligence of the City. This waiver does not apply to any injuries or damages that are the result of any willful, wanton, or intentional misconduct by the City or anyone acting on behalf of the City.

I shall defend, indemnify and hold harmless the City and its officials, employees and agents from any liabilities, judgments, losses, costs or charges (including attorneys' fees) incurred by the City or any of its officials, employees or agents as a result of any claim, demand, action or suit relating to any bodily injury (including death), loss or property damage caused by, arising out of, related to or associated with my participation in this activity, except to the extent caused by the sole negligence, gross negligence or willful misconduct of the City or its officers, employees or agents.

Vendor Contact Signature	<i>M. Pagois on behalf of MVPC</i>	Date	12-14-2022
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Eagan Contact Name	Tanya Mazingo	Date	10/14/22
Eagan Contact Phone	651-675-5525	Email	tmozingo@cityofeagan.com

Vendor	<i>Mike Mazingo</i>	Office Use Only	<i>Warehouse</i>	January 3, 2023
Mayor, City of Eagan		Clerk, City of Eagan		Date
W-9 Form	<input type="checkbox"/>	Needs to Be Submitted	<input type="checkbox"/>	On File



# Minnesota Valley Photography Club Volunteer Photography Agreement Addendum



## Eagan Parks and Recreation Department & Minnesota Valley Photography Club

### MN Valley Photography Club's Role:

MN Valley Photography Club and The City of Eagan agree to enter into a volunteer photography agreement through the Eagan Parks & Recreation Department as contracted photographers for City of Eagan special events, programs and facilities in order to build a photo stock for use in City of Eagan publicity. The details are listed below:

- *This agreement is with volunteers from the Minnesota Valley Photography Club providing volunteer photography services at City of Eagan special events, programs and of and at City of Eagan Facilities including the Eagan Community Center, Cascade Bay Water Park and the Civic Ice Arena as well as sports fields and other facilities.*
- The City of Eagan will provide a staff liaison who will coordinate with the designated member from the Minnesota Valley Photography Club the dates, times and list of photos they wish for the volunteer photographers to provide.
- The City of Eagan will track participating club member's volunteer hours including the time spent shooting photos at events, programs, parks and facilities, etc. as well as the time it takes for the photographers to download, label, computer process and send photographs to the City of Eagan.
  - Club members who volunteer agree to track and turn in their volunteer hours to the Eagan Parks & Recreation Department as they submit photos.
- Volunteer photographers from the Minnesota Valley Photography Club must apply to be a volunteer with the City of Eagan, filling out and turning in the appropriate application forms and a background check form. Background checks are completed as part of the volunteer approval process. Volunteers passing their background check will be confirmed by the Volunteer Coordinator.

### Eagan Parks & Recreation Role:

In return for the support provided by *MN Valley Photography Club* with volunteer photographers taking photographs at City of Eagan events, programs, facilities and in the community for use by The City of Eagan in publicity and community promotions, the City of Eagan will provide:

- A meeting space at the Eagan City Hall for once a month "General Membership Meeting" photography learning sessions in 2023 hosted by the Minnesota Valley Photography Club including audio visual supplies including

projector, screen, microphone/speakers, tables, chairs, podium and additional standard meeting equipment provided by the City of Eagan.

- These spaces will be limited to the first Thursday of each month from January 1, 2023 to December 31, 2023, with the option to be renewed if interest by both parties at the end of each year for the coming year.
  - Dates for Focus Group Meetings in the Training Room at the Eagan City Hall are:
    - Thursday, January 5, 2023 from 7 – 9 pm (room from 6:30 – 9:30 pm)
    - Thursday, February 2, 2023 from 7 – 9 pm (room from 6:30 – 9:30 pm)
    - Thursday, March 2, 2023 from 7 – 9 pm (room from 6:30 – 9:30 pm)\*
    - Thursday April 6, 2023 from 7 – 9 pm (room from 6:30 – 9:30 pm)
    - Thursday, May 4, 2023 from 7 – 9 pm (room from 6:30 – 9:30 pm)
    - Thursday, June 1, 2023 from 7 – 9 pm (room from 6:30 – 9:30 pm)
    - Thursday, July 6, 2023 from 7 – 9 pm (room from 6:30 – 9:30 pm)
    - Thursday, August 3, 2023 from 7 – 9 pm (room from 6:30 – 9:30 pm)
    - Thursday, September 7, 2023 from 7 – 9 pm (room from 6:30 – 9:30 pm)
    - Thursday, October 5, 2023 from 7 – 9 pm (room from 6:30 – 9:30 pm)
    - Thursday, November 2, 2023 from 7 – 9 pm (room from 6:30 – 9:30 pm)
    - Thursday, December 7, 2023 from 7 – 9 pm (room from 6:30 – 9:30 pm)

Renewal Discussion in December 2023 for 2024 between City of Eagan Staff and Facility Coordinator for the Minnesota Valley Photography Club.

- The complimentary meeting space will be booked through the approved representative from Minnesota Valley Photography Club through the City of Eagan Recreation Manager.
- The City of Eagan will provide log in information for on-line uploads of photos.
- The City of Eagan will provide lanyards, ID badges for volunteer photographers and for regular/active volunteer photographers a green City of Eagan vest will be provided to identify vendors when they are at City of Eagan hosted activities.

#### Trade Agreement Disclaimer

Ownership of Promotional Materials: Any plan, idea and all promotional materials created by ***MN Valley Photography Club*** or City of Eagan/Eagan Parks and Recreation Department shall be and will remain the property of both parties. The volunteer photographer retains ownership of the original digital photograph.