



UNIVERSITY OF NOTRE DAME

STUDENT ACTIVITIES OFFICE

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Notre Dame, Indiana
46556 USA

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fax
email
web
If the speaker changes the contract after you have submitted it for signature (i.e. adds his or her social security #), they should initial next to this change. This also applies if the contract has two handwritings. For instance, if you handwrote half the contract and the speaker handwrote the other half, they would need to initial next to those sections you wrote.

CONTRACT FOR GUEST SPEAKER

Name of Speaker: Kathy Richards
Agent/Agency (if any): Tim Speakers Agency
Address: 123 Main Street City, State & Zip: Chicago, IL 66666
Telephone: 312-222-2222 Fax: 312-333-3333
Speaker SSN/Tax ID (if Speaker is compensated): 333-33-3333

This Agreement is entered into between the University of Notre Dame du Lac ("the University"), an Indiana not-for corporation, and the Speaker named above.

1. SERVICES: The Speaker shall perform the services described below:

GUEST SPEAKER Topic/Speech Title: Today's Job Market: What you can do to land the dream job
Notre Dame Contact Person: Jackie Foster Telephone: 574-111-1111
Club/Organization or Hall: Career Development Club Event Date: January 16, 2015
Location: DeBartolo 101 Start Time: 5pm (ET) End Time: 7pm (ET)
Speech Length: 1 hour Q&A length: 1 hour (leave blank if no Q&A)

Speaker requires the following equipment/items for this Agreement:
Projector, computer with PowerPoint

The University agrees to provide the following additional items under this Agreement:

The agreed price for the speech should be a flat fee. If the speaker would like for your group to pay for travel, include this in the flat fee so the fee is inclusive of airfare, hotel, etc. instead of reimbursing costs. Please fill in "\$0" if you are not paying the speaker.

2. COMPENSATION: The University will pay Speaker a lump sum amount not to exceed \$ 3000. The University will also pay the following direct costs:

(e.g., travel, lodging, etc.)

3. TERMS OF PAYMENT: (check one)

- Payment to the Speaker within 30 days upon receipt of invoice.
- Payment to the Speaker within 10 days after completion of the engagement.
- Payment to the Speaker upon close of the engagement.

University check made payable to: Time Speakers Agency

4. INDEMNIFICATION AND HOLD HARMLESS AGREEMENT. Speaker shall defend, indemnify, and hold harmless the University, its Board of Trustees, officers, and employees from and against any and all loss, expense, damage, claim, demand, judgment, fine, charge, lien, liability, action, cause of action or proceedings of any kind whatsoever (whether arising on account of damage to or loss of property, or personal injury, emotional distress, or death) arising directly or indirectly in connection with the performance or activities of the Speaker hereunder, whether the same arises before or after completion of or expiration of this Agreement, except for damage, loss, or injury resulting from the University's sole negligence or willful misconduct.

5. TERMINATION. This contract may be terminated at no cost to either party upon 5 days advance written notice.

6. OTHER. The Speaker is an independent contractor and will pay all applicable state, local and federal taxes associated with this agreement. This Agreement is the complete & exclusive understanding of the parties, and may only be modified in writing with the agreement of both parties. Time is of the essence in this agreement. This Agreement shall be governed by the laws of the state of Indiana. Any dispute arising hereunder shall be resolved exclusively in the courts of the state of Indiana located in St. Joseph County, Indiana.

THE UNIVERSITY OF NOTRE DAME du LAC

SPEAKER

By: _____
Erin Hoffman Harding
Vice President for Student Affairs

Speaker should sign here.

(Signature)

Date: _____

Name: Kathy Richards
(Type or Print)
Date: December 15, 2012