



UNIVERSITY OF NOTRE DAME

STUDENT ACTIVITIES OFFICE

315 LaFortune Student Center
Notre Dame, Indiana
46556 USA

tel (574) 631-7308
fax (574) 631-8139
email saoj@nd.edu
web nd.edu/~sao

CONTRACT FOR GUEST SPEAKER

Name of Speaker: _____
Agent/Agency (if any): _____
Address: _____ City, State & Zip: _____
Telephone: _____ Fax: _____
Speaker SSN/Tax ID (if Speaker is compensated): _____

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

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

GUEST SPEAKER Topic/Speech Title: _____
Notre Dame Contact Person: _____ Telephone: _____
Club/Organization or Hall: _____ Event Date: _____
Location: _____ Start Time: _____ (ET) End Time: _____ (ET)
Speech Length: _____ Q&A length: _____ (leave blank if no Q&A)

Speaker requires the following equipment/items for this Agreement:

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

2. **COMPENSATION:** The University will pay Speaker a lump sum amount not to exceed \$ _____.
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: _____

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 _____ 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: _____

Rev. Thomas P. Doyle, C.S.C.
Vice President for Student Affairs

(Signature)

Name: _____

(Type or Print)

Date: _____

Date: _____