

CONTRACT FOR GUEST SPEAKER

Name of Speaker: Fred Irish
Agent/Agency (if any): Irish Media, Inc.
Address: 315 LaFortune Student Center City, State & Zip: Notre Dame, IN 46556
Telephone: (574) 631-7308 Fax: N/A
Student Club or Organization: SAO

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: How To Play Like a Champion

Event Date (MM/DD/YY): 10/1/2022

Location/Virtual Platform: Zoom Start Time: 5:00 pm (ET) End Time: 6:30 pm (ET)

Speech Length: 1 hr Q&A length: 30 min (leave blank if no Q&A)

If applicable, Speaker agrees to complete a fifteen (15) minute technology and connection check in advance of the scheduled event. Said check is scheduled for [DATE:(MM/DD/YY)] 9/29/2022
at [TIME] 3:00 pm

Speaker requires the following equipment/items for this Agreement:

N/A

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

N/A

2. CONSIDERATION: In consideration of the University hosting the speaking engagement, Speaker has determined that it should execute this Agreement and accept the terms set forth herein. The University will pay Speaker a lump sum amount not to exceed \$ 500.00. The University will also pay the following direct costs:

N/A (e.g., travel, lodging, etc.)

Speaker must provide a completed I9 form (individual) or W9 form (business) along with this signed Agreement, in order for payment to be processed by the University. University shall provide payment to Speaker within 30 days of the receipt of this signed Agreement and the required I9 or W9 form, and the completion of the speaking engagement.

3. 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.

If your event will be hosted in person, write down the location as confirmed via NDCentral here.

The speaker fee refers to the amount the speaker will be paid to speak/present. If they won't receive compensation for their presentation, please write N/A.

In this line, detail any additional costs your group is agreeing to cover (e.g. airfare, lodging, meals, etc.). Be sure to end with "... not to exceed \$____". For example, "airfare, lodging, and transportation not to exceed \$1,000.00". This helps limit any additional expenses to stay within your set event budget.

Quick Tip: The simplest option is to provide an agreed upon "lump sum", that includes both the speaker fee and any additional expenses you've agreed to cover. For help with this, contact your Activity Liaison.

Please fill out any blank boxes with N/A.

If your event is virtual, the technology check must be filled in. If it is marked N/A the speaker is not responsible for any issues the day of the event.

Quick Tip: When denoting an even dollar amount, be sure to end with ".00" - this way, there can be no edits or confusion as to the agreed upon final payment amount.

Don't forget - the artist or business must provide an I-9 or W-9 form in order to process their payment.

4. PHOTOGRAPHY/RECORDING. I understand that the University may wish to photograph or otherwise capture permanently my image, likeness, words, verbal expressions, or other depiction during this event. I irrevocably grant permission for the University to take such photographs and/or videos to be used by the University worldwide for its own uses and in any medium, including print and electronic. I understand that the University may use the Images with or without associating names to them. I also waive any claim for any kind of compensation for the University's use or publication of the Images.

5. TERMINATION. This contract may be terminated at no cost to either party upon 14 days advance written notice.

6. SIGNATURE AUTHORITY. Agreements signed by a student or individual without appropriate signature authority from the University are voidable at the sole discretion of the University.

7. COVID-19 POLICIES: Speaker and all of Speaker's employees, agents, servants, contractors, representatives, and guests who will be present on University's property agree to follow all of University's then-existing campus policies regarding the COVID-19 pandemic, including that they will wear masks at all times while inside campus buildings and at any other time designated by the University. Speaker may remove his or her mask during the event only if Speaker is fully vaccinated against COVID-19 and provides proof of full vaccination status at the time of return of this signed Speaker Agreement. For the purposes of this Agreement, an individual is "fully vaccinated" 14 days after they have received the second dose in a 2-dose series (Pfizer-BioNTech or Moderna), or 14 days after they have received a single-dose vaccine.

8. GENERAL. 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 and 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.

UNIVERSITY OF NOTRE DAME DU LAC

M. Brian Coughlin
Associate Vice President for Student Development

Date: _____

SPEAKER

Signature

8/17/2022
Date: _____

Be sure you set a timeframe that allows enough lead time for your group to cancel or reschedule the event, and advertise accordingly to your stakeholders.

Remember: Contracts must be signed by an approved University signatory. To make sure it is counter signed and fully executed in time, submit your contract at least 2 weeks prior to when you are planning to begin advertising your event.