

CONTRACT FOR GUEST SPEAKER

Name of Speaker: _____

Agent/Agency (if any): _____

Address: _____ City, State & Zip: _____

Telephone: _____ Fax: _____

Student Club or Organization: _____

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: _____

Event Date: _____

Location/Virtual Platform: _____ Start Time: _____ (ET) End Time: _____ (ET)

Speech Length: _____ Q&A length: _____ *(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] _____ at [TIME] _____

Speaker requires the following equipment/items for this Agreement:

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

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 \$ _____. The University will also pay the following direct costs:

_____ (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.

4. PHOTOGRAPHY/RECORDING. Speaker understands that the University may wish to photograph or otherwise capture permanently Speaker's image, likeness, words, verbal expressions, or other depiction during this event. Speaker irrevocably grants 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. Speaker understands that the University may use the Images with or without associating names to them. Speaker also waives 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 _____ 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.

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

SPEAKER

M. Brian Coughlin
Associate Vice President for Student Development

Name:

Date: _____

Date: _____