



# GUEST SPEAKER AGREEMENT

## COLLEGE & SPEAKER DETAILS

Nazareth College of Rochester Address _____ City _____ State ____ Zip Code _____ Contact _____ Department _____ Phone _____ Email _____	Speaker _____ Address _____ City _____ State ____ Zip Code _____ Phone _____ Email _____
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## PROGRAM DETAILS

Title \_\_\_\_\_

Date/Time \_\_\_\_\_ Date/Time \_\_\_\_\_

Location \_\_\_\_\_

Description

## PAYMENT ARRANGEMENTS

Nazareth agrees to pay **Speaker** \_\_\_\_\_ per \_\_\_\_\_ for the Services provided as described in this Agreement.  
(\$ Amount)

Payment shall be made within 15 business days of receipt of an invoice from Speaker.  
 The payment described on this Agreement shall be rendered without deduction for taxes or costs or expenses incurred in connection with such Services.  
 All payments must be supported by itemized invoices indicating the specific services actually provided; and for each service, the date(s), number of hours/days provided, the fee per hour/day; and the total amount charged. Nazareth may require additional information on invoices or documentation of services in order to comply with Nazareth reimbursement guidelines.

Total Payment _____	Speaker Fee _____
	Others _____ describe: _____

## INDEPENDENT CONTRACTOR

Both parties agree that no employer-employee relationship exists, and that Speaker is considered an independent contractor under this Agreement.

## INDEMNIFICATION

Speaker agrees to defend, indemnify and hold harmless Nazareth, its affiliated entities, and their respective officers, employees and agents from and against any and all claims, proceedings, liabilities, losses, demands, costs and expenses, including reasonable attorneys' fees, arising out of the acts or omissions of Speaker arising out of or in connection with this Agreement. This paragraph shall survive the termination or expiration of this Agreement.

## CANCELLATIONS

Nazareth will make every effort to host the aforementioned Program as scheduled. If, however, Nazareth must cancel or the presenting Speaker must cancel, Nazareth will provide written notice to the Speaker as soon as reasonably possible.  
 If Speaker must cancel, Speaker will provide written notice to Nazareth as soon as reasonably possible and at least thirty (30) business days prior to the scheduled Program start date. If Speaker cancels without cause and without the agreement of Nazareth, Speaker will pay specified costs incurred prior to such cancellations.

Any unauthorized alterations made to this Agreement without prior approval will void and therefore cancel this Agreement. Furthermore, this Agreement shall not be effective until fully executed by all parties named below.

Nazareth College of Rochester  Signature _____ Date _____ Name (Print) _____ Title _____	Speaker  Signature _____ Date _____ Name (Print) _____
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