



GUEST SPEAKER AGREEMENT

COLLEGE & SPEAKER DETAILS

Nazareth University			Speaker	_____	
Address	_____		Address	_____	
City	State	Zip Code	City	State	Zip Code
Contact	_____		Phone	_____	
Department	_____		Email	_____	
Phone	_____				
Email	_____				

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

Each party will be responsible for the acts and omissions of its employees and agents.

Speaker will provide Nazareth with a Certificate of Insurance evidencing coverages that comply with the required insurance coverages set forth on Appendix A on this agreement. Please note that Speaker must deliver the Certificate(s) to Nazareth's Controller two weeks prior to the use of the premises.

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 University		Speaker	
Signature	_____	Date	_____
Name (Print)	_____	Name (Print)	_____
Title	_____		