

Event Speaker Agreement



NAME OF EVENT SPEAKER

CONTRACT DATE

ADDRESS

EMAIL ADDRESS

THIS EVENT SPEAKER AGREEMENT is entered into as of the Contract Date set forth above by and between The Reed Institute, a corporation organized and existing under the laws of the State of Oregon doing business as Reed College (“Reed”) and the individual, group or organization identified above as the Event Speaker (“Event Speaker”).

CURRENT OR PAST REED EMPLOYEE?

YES NO

CURRENT OR PAST REED STUDENT?

YES NO

FOREIGN NATIONAL? (FOR TAX PURPOSES)

YES NO

1. SERVICES OF THE EVENT SPEAKER. The Event Speaker shall present the lecture described below at the following date, time and location:

TITLE OF PRESENTATION

EVENT DATE

STARTING TIME

LOCATION

ADDITIONAL DETAILS AND COMMITMENTS

2. COMPENSATION. Reed agrees to pay Event Speaker a total sum of: _____

The payment will be in the form of a check to be made payable to: _____

within thirty (30) days after lecture. Reed agrees to provide the following additional items under this Agreement:

3. RELATIONSHIP BETWEEN PARTIES.

3.1The Event Speaker shall be an independent contractor during the period of performance under this Agreement and not an employee or agent of Reed. As an independent contractor, the Event Speaker shall be responsible for the payment of any taxes due on any monies received by him/her.

3.2Event Speaker will conform to and comply with all of Reed’s rules and regulations and also all applicable municipal, county, state, and federal ordinances, laws, rules, and regulations in providing the services hereunder, including without limitation, obtaining any necessary permits, licenses and the payment of any applicable royalties.

3.3The Event Speaker agrees to indemnify and hold harmless Reed College, its governing board, officers, agents and employees against any injury, loss, damage or other liability arising from the services performed by Event Speaker or from any breach of this Agreement, except for injury, loss, damage or other liability resulting directly from Reed’s willful negligence or misconduct. In the event that the performance of any of the covenants of this Agreement is prevented by any cause beyond the reasonable control of Reed or the Event Speaker, both Reed and the Event Speaker shall be relieved of their obligations hereunder with respect to the engagement scheduled as set forth above, except that the Event Speaker shall promptly return any deposit paid by Reed. Both parties shall make reasonable efforts to reschedule the engagement when possible.

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4. MISCELLANEOUS.

- 4.1 Reed reserves the right to permit broadcasting of the Event Speaker’s lecture by radio and television broadcasting establishments affiliated with Reed. Reed also reserves the right to record the Event Speaker’s lecture for preservation in Reed archives.
- 4.2 This Agreement shall be assigned or amended only by written amendments duly executed by the Event Speaker and Reed.
- 4.3 This Agreement shall be governed, interpreted and construed in accordance with the laws of the Commonwealth of Oregon.
- 4.4 This Agreement constitutes the entire understanding between the parties with respect to the subject matter hereof and supersedes any and all prior understandings and agreements, oral and written, relating hereto.

IN WITNESS THEREOF, the authorized representatives of the parties have executed this Agreement:

THE REED INSTITUTE

SIGNED BY

TITLE

SIGNATURE

DATE

DEPARTMENTAL APPROVAL

NAME OF DEPARTMENT

SIGNED BY

SIGNATURE

DATE

EVENT SPEAKER

SIGNED BY

TITLE

SIGNATURE

DATE