

Nancy Mahoney's Lecture and Workshop Contract

1354 Lake Crest Dr, Sparta, Georgia 31087

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This contract confirms the agreement between **Nancy Mahoney** and _____.

1. Lecture Title: _____.

Date: _____ Time: _____

Location: _____

Fee: \$ 600.00 (lecture only) Approximately 1 hour, digital presentation and real quilts
\$ 450.00 (Lecture fee when combined with 1 class)

2. Workshop(s):

Workshop 1: _____

Date and Time: _____

Location: _____

Fee: *(please circle appropriate fee)*

3 hours = \$ 450.00

6 hours (plus meal time) = \$ 650.00

Workshop 2: _____

Date and Time: _____

Location: _____

Fee: *(please circle appropriate fee)*

3 hours = \$ 450.00

6 hours (plus meal time) = \$ 650.00

Workshop 3: _____

Date and Time: _____

Location: _____

Fee: *(please circle appropriate fee)*

3 hours = \$ 450.00

6 hours (plus meal time) = \$ 650.00

A total of \$1000 in fees must be met for trips requiring air travel or more than 3 hours driving one way (this can include lectures/workshops made to more than one group.)

Workshop fees are based on a maximum of 20 students, but I welcome larger classes. If there are more than 20 students, there is an additional fee of \$20 for each student over the limit of 20. Maximum number of students is 35 total and only if the classroom will comfortably accommodate that number.

Note: if a non-teaching day is required between guild meeting and workshop day(s) there will be a \$150 layover fee per non-teaching/speaking day.

3. Lectures are limited to two (2) in one day. Maximum workshop time is six (6) hours per day. A lecture and 6-hour workshop on the same day is acceptable. Appearances at ancillary events are at Nancy's option.

4. The Guild will be responsible for round trip travel expenses. To calculate your specific travel fee, use either total round-trip ground mileage from my home in Georgia, reimbursed at the IRS rate at the time of the event, **OR** round-trip airfare (via Delta airlines) from Atlanta, Georgia (ATL Airport) to _____ (please list preferred airport), plus ground transportation to and from the airport, plus parking fees when applicable. Airline tickets are normally purchased about six weeks before the event. The guild is responsible for any nonrefundable airline ticket expenses, except when cancellation is by Nancy.
5. The guild is responsible for all meals (including travel days) and all lodging expenses. A private, non-smoking room in a hotel with access to the room from an interior corridor is required. Hiring groups are responsible for all lodging. For a two day engagement, three nights of lodging may be required. When a morning lecture or workshop is more than 1 hour drive from my home, lodging the night before may be necessary.
6. Lectures and/or classes may be cancelled by either party by written notice not less than fourteen (14) days prior to the event and neither party will hold the other liable for any direct or consequential loss of any kind. Should the guild need to cancel with less than fourteen (14) days notice due to unforeseen circumstances, Nancy will be paid one-half of the agreed upon fee. However, should the guild cancel with less than 24 hours notice Nancy will be paid the entire agreed upon fee, unless otherwise negotiated.
7. A projector screen or blank white wall is required for the lecture, along with electricity and extension cords.
8. Nancy will bring books to sell at workshops and lectures. A table to accommodate the sales of books is required, including a place for Nancy to autograph books as requested. No percentage of sales will be offered. If selling conflicts with your event, please notify Nancy ahead of time.
9. All fees are to be paid at the time of service, before the close of the final event.
10. A signed copy of this document must be part of any agreement between Nancy Mahoney and the contracting guild. Please fill in **ALL** requested information, sign and return to Nancy. **No date is considered firm without a signed contract.** This contract of services contains the entire agreement and understanding of both parties. Any amendments should be made in writing and signed by both parties.

SIGNATURES:

Guild representative signature: _____ Date: _____

Please print name: _____

Address: _____

City, State, Zip: _____

Phone number: _____ Email: _____

Second Guild Contact: _____

Phone number: _____ Email: _____

Nancy Mahoney: _____ Date: _____

Please mail the completed *and* signed contract. Upon receipt, Nancy will return a signed copy of the contract to you.