

Denise Tallon Havlan
13150 Wood Duck Drive
Plainfield Il 60585
815 439-2703

Letter of Agreement/ Contract

This is to confirm our verbal agreement to present a lecture(s) and/or workshop(s) for:

Guild: _____

Address: _____

Phone: _____ Email: _____

Dates: _____

Fee Structure

Lecture	1 Hour + Q&A	\$500
Workshops	6 Hours (Full Day)	\$600
	3 Hours (Half Day)	\$350

Painting Classes will incur a lab fee per student. Workshop capacity is 20 students. Additional students up to 25 will incur a \$25 fee per student

Minimum Requirements for Booking

Up to 75 miles one way	\$500 (1 hour lecture)
75 to 125 miles one way	\$850 (lecture + ½ day workshop)
*125 to 250 miles one way	\$1000 (lecture + full day workshop)

*Lodging will be required. Member home with private room/half bath is acceptable. Lodging may be required for programs ending late evening or running 2 or more days. Decision will be made before contracted.

Transportation/Housing: Guild responsible for carfare, meals and lodging.

Cancellation Policy: A workshop, due to insufficient enrollment may be cancelled up to 15-business days prior to start of scheduled event. Non-refundable expenses agreed upon and incurred by Denise Havlan for contracted event will be owed. Presenter should be contacted immediately upon a cancellation decision.

Cancellations within the 15-business day period will incur a \$250 preparation fee added to any other necessary preliminary expenses.

Weather Disclaimer: All attempts will be made to fulfill a contracted event. Severe weather or circumstances beyond the control of either party will be addressed and the event rescheduled or cancelled within the guidelines of the signed contract.

Lecture: _____ Date: _____ Time: _____

1.Workshop: _____ Date: _____ Time: _____

2.Workshop: _____ Date: _____ Time: _____

3.Workshop: _____ Date: _____ Time: _____

All fees are to be paid on site upon completion of the program on site.

Signatures of two guild representatives are required on contract.

I have read the above agreement and I understand and agree to terms:

Guild Representative #1

Name/ Address Printed:

Phone: _____

Guild Representative #2

Name/Address Printed:

Phone: _____

Signatures/Date:

Denise Havlan/Date:

_____ Phone: _____

8/2015